Begin a new ePro Req



Select Requisition Settings to Add a Supplier for all Req Lines



Select the Supplier magnifying glass to search for the desired Supplier and Supplier location



Type a Supplier name into the Name field and select Find



Select the desired Supplier ID / Default Location combination



Desired combo populates. Enter Requisition Name and select OK button at page bottom to continue with order



Note that at Special Request page the Supplier is already populated. Continue to enter values as needed



After adding items to shopping cart, select Checkout to proceed to Requisition form



Select the Line Details icon to review Supplier info



Note the both the Supplier ID and Supplier Location are populated.

Continue entering required information



Navigate back to Saved Requisition (with Req ID assigned)



Note the Supplier ID and Supplier Location have been retained.