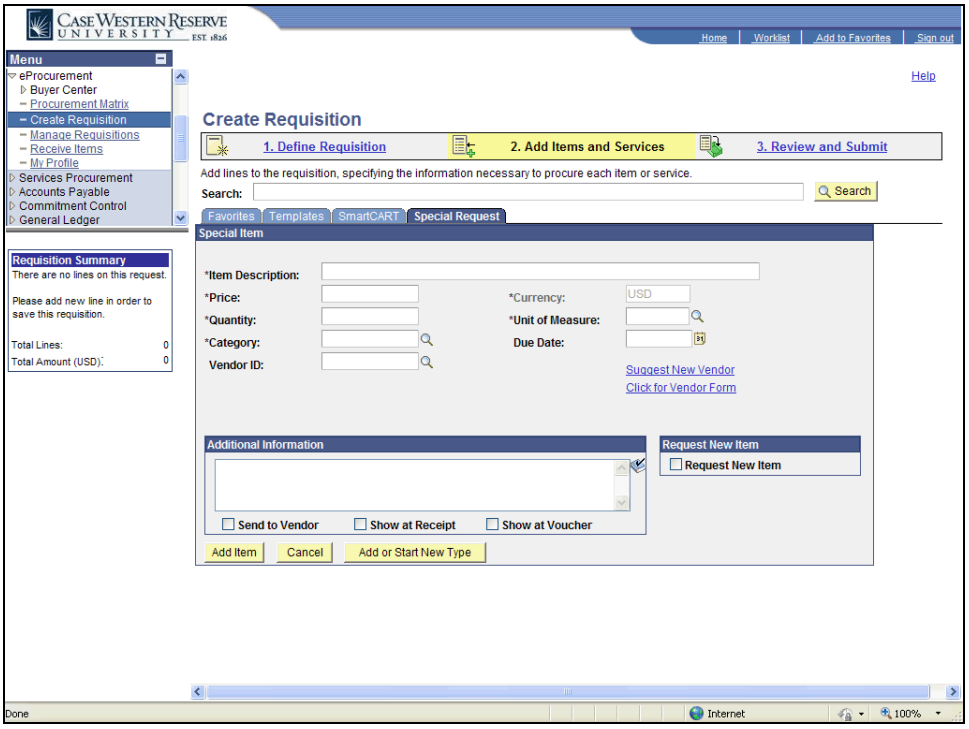
Reference Sheet
Adding Asset Information to Requisition

Concept

This topic demonstrates how to add asset information to a requisition.

Procedure

To add information about a major equipment asset, proceed to create a requisition for a Special Item or SmartCART purchase.



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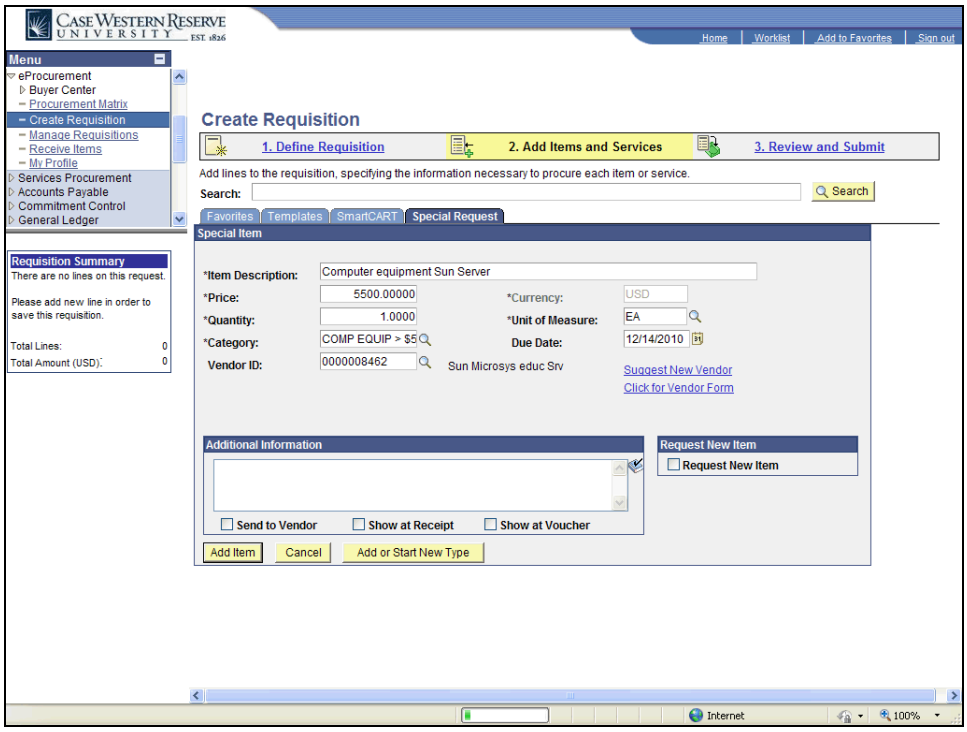
Step	Action
1.	When creating a special item requisition choose a category for major equipment greater than $5,000. SmartCART will automatically assign the category to your item. If the item is more than $5,000 but is ordered in individual pieces and the item will be assembled when it arrives, choose the >$5,000 category for all of the pieces regardless of the individual cost.



Step	Action
2.	Add all additional information about the item in the **Additional Information** area. Make sure to include information about the number of pieces if the item has multiple pieces that will be assembled after being shipped. Note also if the item is being shared financially, using split funding (multiple distributions). Use the Show at Receipt checkbox to show these comments during receiving. Additional Information

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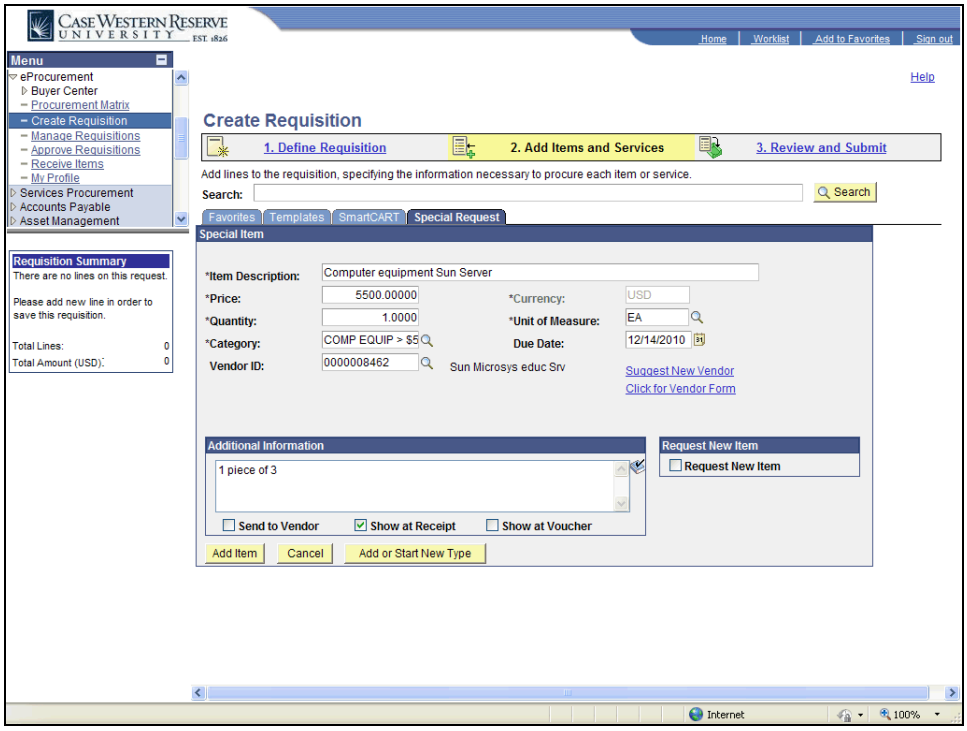
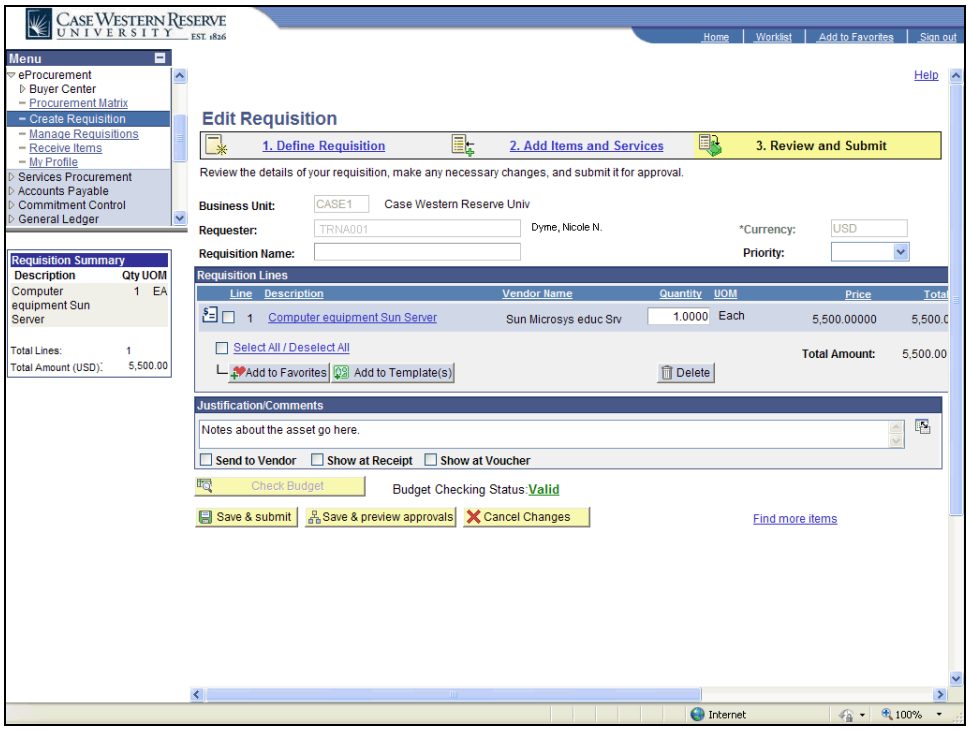
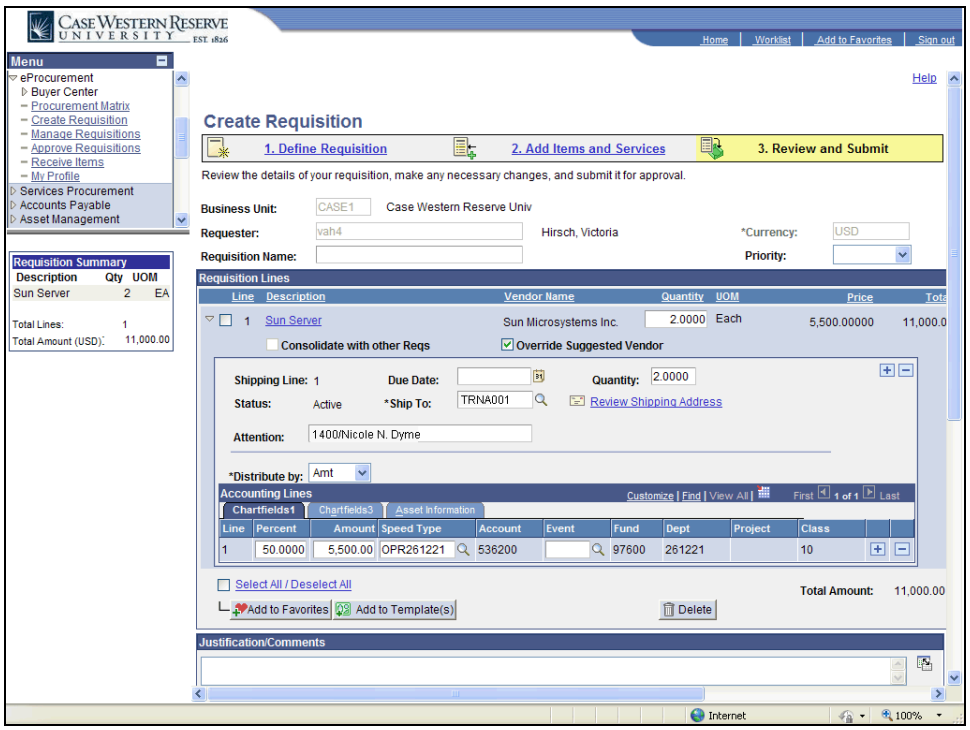


Step	Action
3.	Click **3. Review and Submit** link after the SmartCART order has been placed and the requisition appears in PeopleSoft Financials. When creating a Special Request requisition, this step is after clicking the Add Item button. 3. Review and Submit



Step	Action
4.	The Edit Requisition page appears, click the **Expand** button.



Step	Action
5.	The **Ship To:** field will have your ID by default. If necessary, change the ID or choose a ship to location. This location will be the default location for the asset that is being purchased. *Ship To:
6.	If necessary, update the **Attention** field. Attention:
7.	Enter the **Speed Type**. The Account will default based on the item category. The Account field is not able to be edited, it is greyed out. Speed Type
8.	Click the **Asset Information** tab of the item being purchased to view the asset profile of the item. Asset Information
9.	Proceed to process the requisition as usual by clicking the **Check Budget** button and **Save & Submit** buttons. Check Budget Save & submit
10.	This completes the instructions for adding asset information to a requisition in eProcurement. **End of Procedure.**