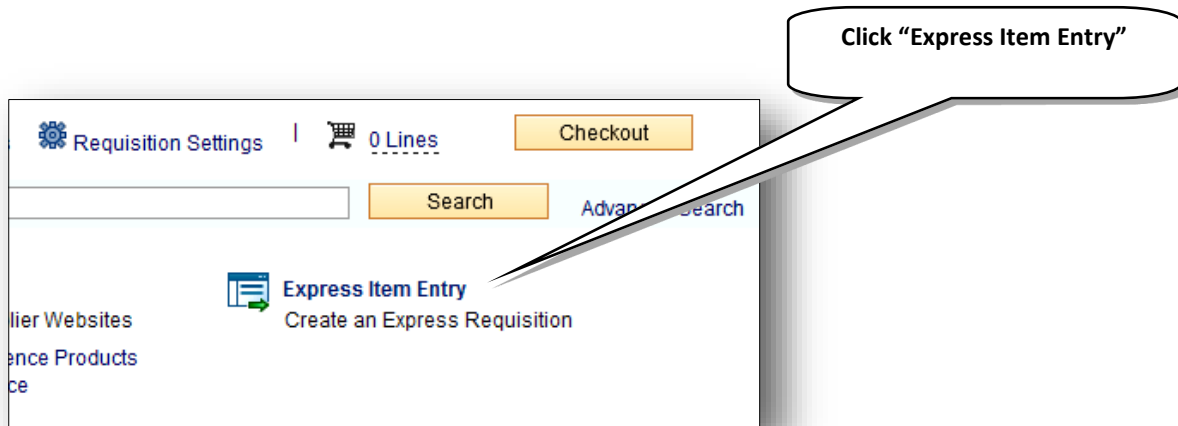


Express Item Entry

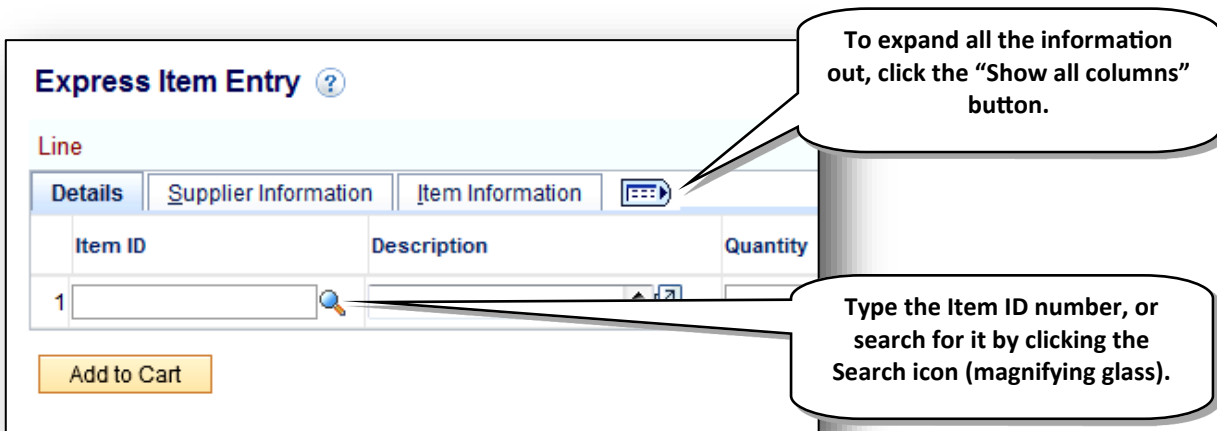
Fastest Way to Add Known Items to Your Requisition

This Job Aid shows how to use the new feature, “Express Item Entry”, in eProcurement 9.2. Use this feature to quickly locate and add single Catalog (stock/inventory) items you’re familiar with.

1. From the eProcurement Home Page, click Express Item Entry.



2. On the Express Item Entry page, you can expand out all the information by clicking the “Show all columns” button. If you already know the Item ID number, type it in. If you don’t know it, search for it.



Look Up Item ID

SetID: SDUSD
 Requester: 130086

Item ID:

Category:

Description:

Search Results
 Only the first 300 results can be displayed.
 View 100 First 1-300 of 300 Last

Item ID	Category	Category ID	Description
00000000000000000006	ST_1413	00659	Learning Computer Applications
00000000000000000007	ST_1413	00659	Learning Comp Appl: Projects &
00000000000000000008	ST_1413	00659	Learning Comp Appl: Projects &
00000000000000000009	ST_1413	00659	Leaning Microsoft Frontpage 20
00000000000000000010	ST_1413	00659	Learning Microsoft Frontpage 2
00000000000000000012	ST_1413	00659	Learning Microsoft Office 2000
00000000000000000013	ST_1413	00659	Learning Microsoft Off 2000, A
00000000000000000014	ST_1413	00659	Learning Microsoft Office 2000

If you clicked the Search icon for the Item ID field, you will use this feature to look up the Item ID you want. Using the filters will help narrow and speed up your search.

When you find the Item you want, single-click on it to place it into the Express Item Entry Item ID field.

Express Item Entry

Line

Details | Supplier Information | Item Information

Item ID	Description	Quantity	UOM
1 0000000000000000133	Prentice Hall Literature: Grade 8 CA Student Edition Timeless Voices Timeless Themes Silver, ISBN 0130548049, State matrix (price incl. shipping), English 8th (1520) CONTRACT	3	EA

1) The Item ID field is populated with the one you clicked.

2) Enter the quantity you want of this one item.

3) Click the Add to Cart button, to place this item on your requisition. Then, you can go on to add more items, or click the Checkout button to finish the order.

For more information about how to use the PeopleSoft software system in our school district, as well as to find training opportunities and support, go online to www.sandiegounified.org and follow this clicking navigation:

Staff Portal—> Technical Support —> PeopleSoft