

E-Req Frequently Asked Questions

Q1: Why is the Alternative Units of Measure (UOM) box not appearing in my Shopping Cart?

A1: After entering Product ID (SAP Material Code) user must hit the enter button and not click OK.

Example 1 – selecting OK

Add Internal Goods/Services

Product ID: 1794

Description:

Internal Note:

Quantity/Unit: 1.000

Delivery Date: 2019/07/03

Alternative units of measurement

X	AUn	Meas. unit text	<=>	Y	Base Unit	Meas. unit text

OK Cancel

Items in Shopping Cart

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments	Account Assignment	Item St
1	Material	1794	WIPE ALCOHOL PREP 70%	ANTISEPT	Antisepsis Supplies	1	EA	0.01	CAD	1	2019/07/04	0	0	Cost Center (S1A3102000)	

Total Val. (Gross)

User would not want to order 1 alcohol wipe.

Example 2 – Hitting 'Enter' on the keyboard.

Add Internal Goods/Services

Product ID: 1794

Description: WIPE ALCOHOL PREP 70%

Internal Note:

Quantity/Unit: 1 EA

Delivery Date: 2019/07/03

Alternative units of measurement

X	AUn	Meas. unit text	<=>	Y	Base Unit	Meas. unit text
1	BX	Box	<=>	200	EA	Each
1	CA	Case	<=>	4,000	EA	Each

OK Cancel

By hitting 'Enter', the user will see the alternative units of measure box and be able to select appropriate Alternative UOM. Follow the steps below to select the appropriate UOM for your order.

Selected item

Modify Information

Quantity:

Unit of Measurement:

Add Internal Goods/Services

Product ID:

Description:

Internal Note:

Quantity/Unit:

Delivery Date:

Alternative units of measurement

X	AUn	Meas. unit text	<=>	Y	Base Unit	Meas. unit text
1	BX	Box	<=>	200	EA	Each
1	CA	Case	<=>	4,000	EA	Each

Items in Shopping Cart

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments	Account Assignment	Item
1	Material	1794	WIPE ALCOHOL PREP 70%	ANTISEPT	Antisepsis Supplies	200	EA	0.01	CAD	1	2019/07/04	0	0	Cost Center (S1A3102000)	

Total Val. (Gro)

Q2: I cannot change my cost center?

A2: At the items in shopping cart level user needs to click on 'Cost Center', in the Account Assignment column.

Items in Shopping Cart

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments	Account Assignment	Item
1	Material	1794	WIPE ALCOHOL PREP 70%	ANTISEPT	Antisepsis Supplies	1	EA	0.01	CAD	1	2019/06/14	0	0	Cost Center (OR)	

Total Val. (Gro)

Details for item 1 WIPE ALCOHOL PREP 70%

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Avail:

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution | Percentage | Details | Add Line | Copy | Paste | Duplicate | Delete | Split Distribution | Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Type	Assign Number	Account Assignment Description
0001		100.00	Cost Center	OR	Operating Room

Details from item will appear. The User will hover the mouse to the right of the cost center until the two boxes appear . The User will click on the two boxes and a larger box will appear with a list of their cost center selections.

Cost Center Selection

Cost Center	Description
B1A31020	1-7131020
B1A43500	1-7143500
COPC	COPC Pediatric HDH
CPS	Central Processing
ECHO	ECHO
ENDH	Endoscopy Suite HDH
OR	Operating Room
Q9A2300000	091.701.2300000

OK Cancel

User will highlight the cost center they want the shopping cart charged to, by selecting the box to the left of the cost center and selecting 'OK'.

Assign Number

▼ ENDH 0:

Items in Shopping Cart

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments	Account Assignment	Item Status
1	Material	1794	WIPE ALCOHOL PREP 70%	ANTISEPT	Antisepsis Supplies	1	EA	0.01	CAD	1	2019/06/14	0	0	Cost Center (ENDH)	

Total Val. (Gross) | 0

Cost Center will change in details and at the item level.

Q3: Can I have more than one cost center per shopping cart?

A3: Not at this time. Cost centers may have different approval strings so one cost center per shopping cart is all the system will allow.

Q4: Can I alter or change a shopping cart, after it has been approved?

A4: Unless you have saved the shopping cart and it has a status of 'Held' you cannot change a shopping cart. Once the cart has a status of awaiting approval you must ask your approver to reject the cart if you want to change the order. If the shopping cart has been approved, you could ask your site E-Req Buyer to change quantities or items before placing the Purchase Order (PO).

Q5: What does 'Product ID' mean in EREQ?

A5: In E-Req the 'Product ID' is the same as the 'Material Number' in SAP.

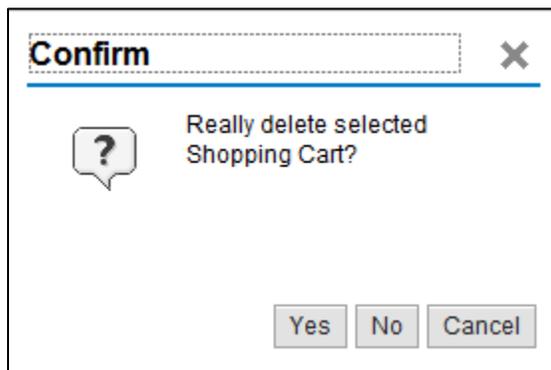
Q6: How do I cancel a saved shopping cart?

A6: Go to 'Shopping Area' and highlight the saved shopping cart.

The screenshot shows the SAP E-Req 'Shopping Area' interface. The left sidebar has 'Shopping Area' selected. The main content area shows 'Active Queries' with 'Without Category Assignment Shopping Carts (39)'. Below this is a table of shopping carts. The table has columns for Shopping Cart Number, Shopping Cart Name, Item Number, Item Name, Status, and Created On. Two rows are visible: one with status 'Saved' and one with status 'In your Inbox'.

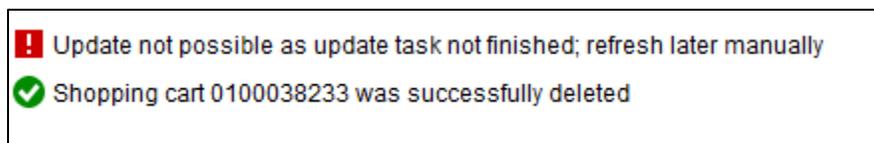
Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status	Created On
100038233	WADDELJ1 2019/07/03 09:47	1	WIPE ALCOHOL PREP 70%	Saved	2019/07/03 09:51:27
100035897	WADDELJ1 2019/06/05 15:04	1	WIPE ALCOHOL PREP 70%	In your Inbox	2019/06/05 15:04:34

Select 'Delete'



Select 'Yes'

User will get a message indicating that Shopping cart has been successfully completed. In this case the system update will take some time to update and can be refreshed later.



Shopping Carts

Show Quick Criteria Maintenance Change Query Define New Query Personalize

View: 3SO Shop Display Edit Delete Create Confirmation Print Preview Refresh Print Version Export Filter Settings

Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status	Created On
100038233	WADDELJ1 2019/07/03 09:47	1	WIPE ALCOHOL PREP 70%	Saved	2019/07/03 09:51:27
100035897	WADDELJ1 2019/06/05 15:04	1	WIPE ALCOHOL PREP 70%	In your Inbox	2019/06/05 15:04:34

Select 'Refresh'.

View: 3SO Shop Display Edit Delete Create Confirmation Print Preview Refresh Print Version Export Filter Setting

Shopping Cart Number	Shopping Cart Name	Item Number	Item Name	Status	Created On
100038233	WADDELJ1 2019/07/03 09:47	1	WIPE ALCOHOL PREP 70%	Deleted	2019/07/03 09:51:27
100035897	WADDELJ1 2019/06/05 15:04	1	WIPE ALCOHOL PREP 70%	In your Inbox	2019/06/05 15:04:34

Status changes to 'Deleted'.

Q7: How do I cancel a shopping cart that is awaiting approval?

A7: Once a shopping cart has the status awaiting approval the only way to cancel the shopping cart is to have the approver reject the shopping cart. The instructions are laid out in the approver manual. This is the same process as approving, but the approver will select 'Reject' instead of 'Approve'.

Number 100005825 Document Name MOREYD 2018/12/05 10:30 Status Awaiting Approval

Submit Edit **Close** | Print Preview | Check System Information Create Memory Snaps

▼ General Data

Buy on Behalf of: Approval Note

Name of shopping cart:

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete | Process All Items

Line Number	Reject	Approve	Item Type	Product ID	Description	Product
1	<input type="radio"/>	<input checked="" type="radio"/>	Material	103	CIRCUIT, CPAP NEONATAL	BIOMED

Q8: How do I cancel a shopping cart that is approved?

A8: Once a shopping cart is approved, the user will need to contact their site Buyer to stop the order from being placed. The Buyer can delete a requisition before converted to a purchase order (PO). If the

material is a reservation from CINV, the Buyer can contact stores and ask them to cancel the reservation. If a PO has been created and sent to vendor for purchase, the Buyer can try to cancel. If the PO cannot be stopped, then the Buyer could return the product to the vendor after the goods are received.

Q9: Who do I contact if I need my password reset?

A9: Please contact your site Purchasing department to initiate a password reset for your account.