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.

To expand all the information out, click the “Show all columns” button.

Type the Item ID number, or search for it by clicking the Search icon (magnifying glass).
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