A small, but important, change is being made to how requisitions are to be entered in iProcurement.

Currently, requisitioners are suggested to reverse the quantity and price for the below choice in iProcurement:



As an example, a project with lump sum of $10,000 would be entered currently as:

* Quantity:  10,000
* Price:  $1.00

Going forward, requisitions will be entered with the price and quantity both recorded in their intended fields, which means the requisition should be entered as:

* Quantity:  1
* Price:  $10,000.00

Thank you for your understanding and please feel free to reach out if you have any questions.