

Amount Only Requisition Lines

To make a line on a requisition an **Amount Only** line, click on the Line Details  icon, place a **check mark on the Amount Only check box**, click **Ok** and finally click on **Yes**.

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Copier maintenance services		1.0000	Each	3,577.00000	3,577.00



Create Requisition

Line Details

Line: 1 [Copier maintenance services](#)

Item Details

Amount: 3,577.00 USD

Category: 7215406600 Office Equipment Maintenance [View Hierarchy](#)

Buyer: [Buyer Information](#)

Vendor: [Suggest New Vendor](#)

Vendor Location:

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID: UPN ID:

Physical Nature: Services

Where Service Performed: Buyer's

RFQ Required
 Zero Price Indicator
 Amount Only
 Inspection Required

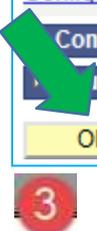
[Configuration Info](#)

Contract

Financing Controls

OK Cancel

REMEMBER: Amount Only Lines on a requisition are for services only. E.g. telephone bills, maintenance services, Etc.



Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes
 No



Making an Amount Only requisition line offers flexibility to the requester when creating receipts