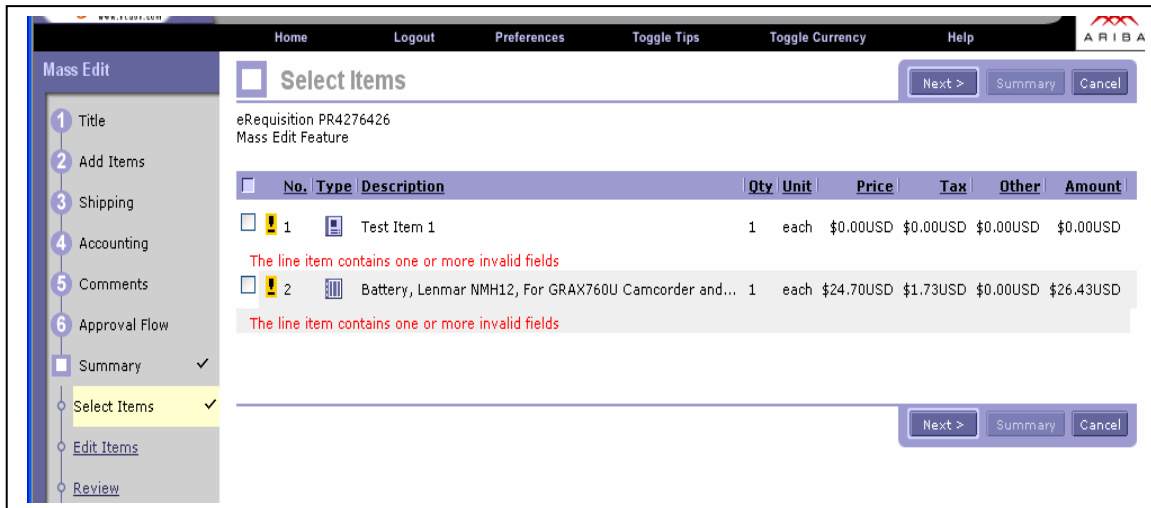
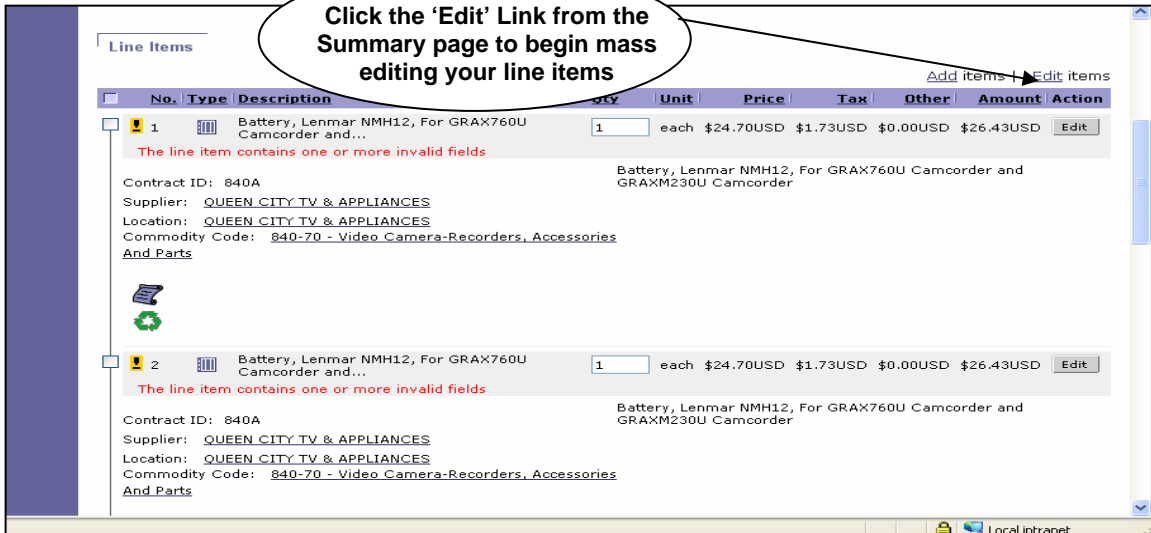


Mass Edit Function

When creating requisitions with multiple line items, you can use the “Mass Edit” feature to set values across multiple line items.



NOTE: You will update the fields on one line item. Any changes will be applied across all other lines chosen.

The following fields can be mass edited in E-Procurement:

- Supplier Location
- Ship To
- Deliver To
- Tax Rate
- Need-by Date
- Shipping Method
- FOB Code
- Account Type
- Account Code
- Bill To
- Terms of Payment

On Non-Catalog items, you can also mass edit these additional fields:

- Supplier
- Contract
- Recycled Content Field
- Commodity Code
- Item Classification
- Blanket Order Indicator

NOTE: If you have a combination of catalog and non-catalog items to mass edit, you will only be able to mass edit the first set of fields listed.