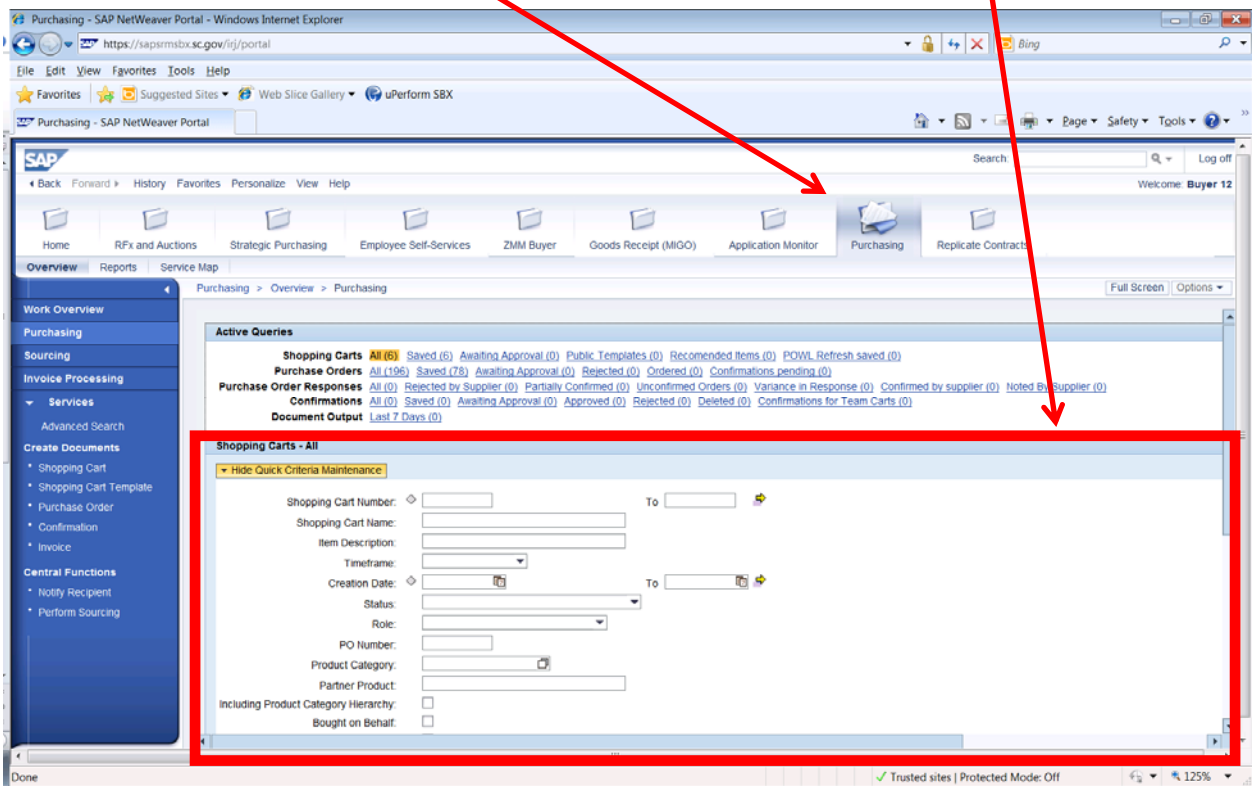
How to Edit the Dynamic Section/Content Area "Setting"

in

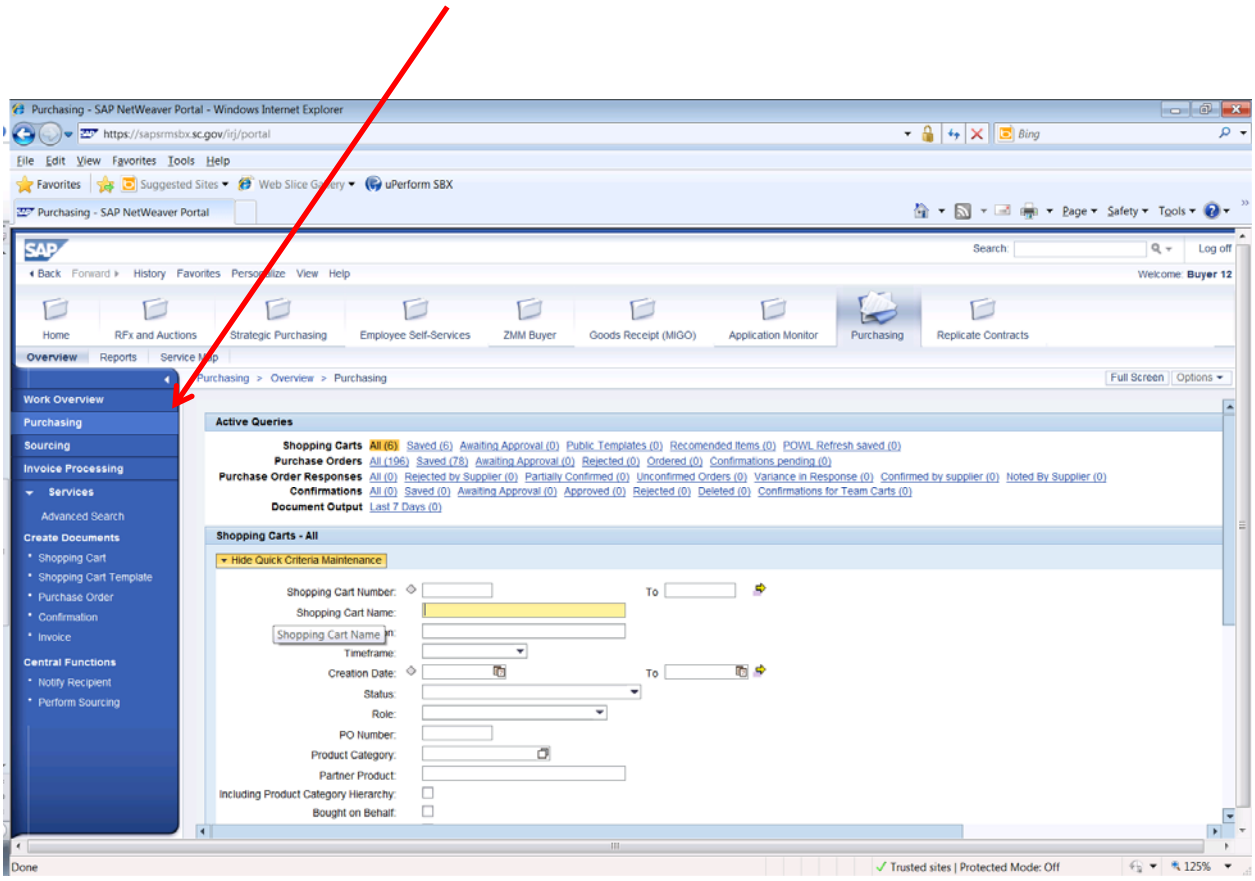
Assign Sources of Supply: Step 1 (Select Requisition)

Purpose: This How-to document is provided to assist you in changing the standard SCEIS "Settings" on the Assign Sources of Supply: Step 1 (Select Requisition), Dynamic Section/Content Area. The path is the standard Purchasing – Purchasing - Perform Sourcing.

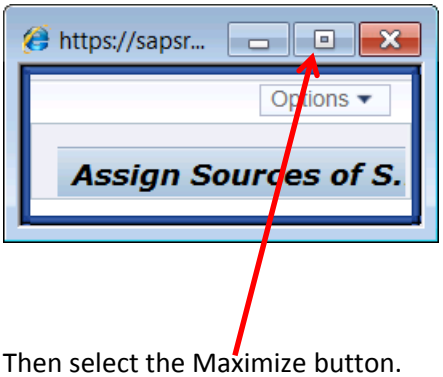
Select the folder labeled – Purchasing.



Then select the blue menu bar – Purchasing.

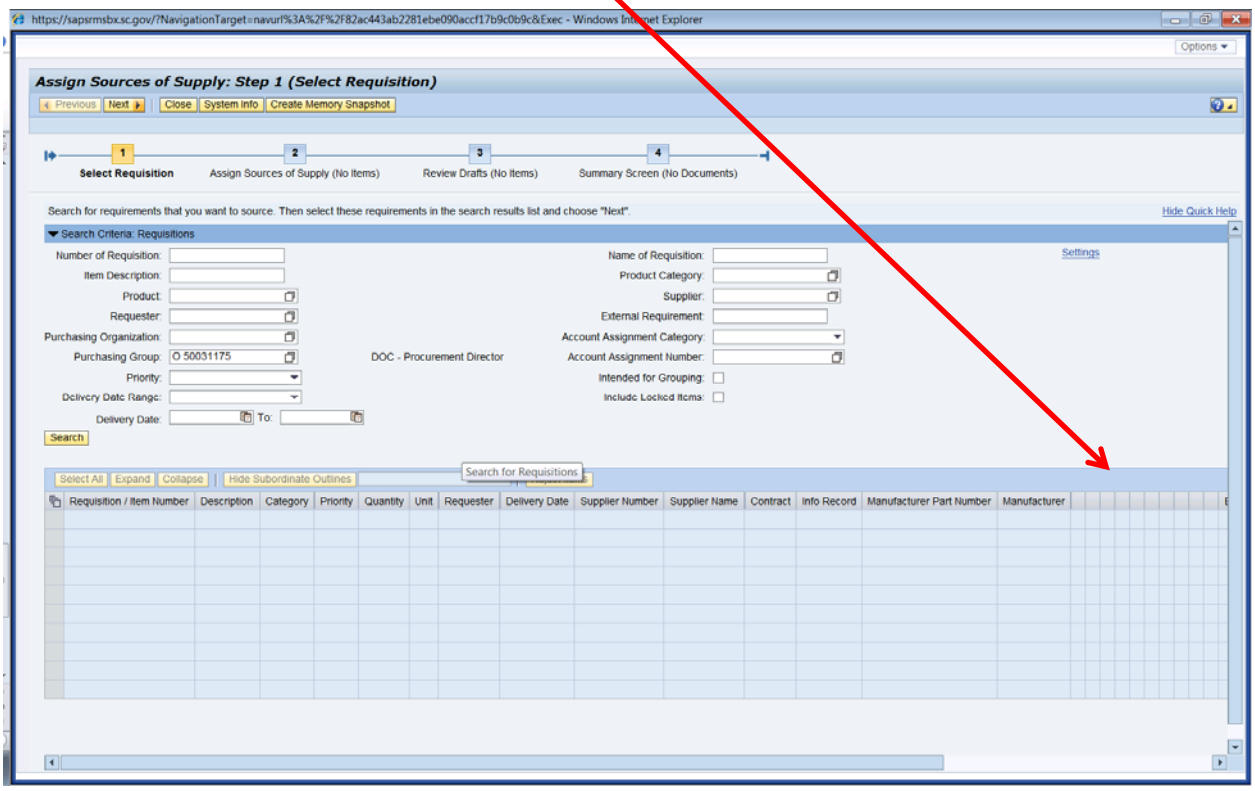


Then select Perform Sourcing and as soon as you select Perform Sourcing another screen pops up in the upper left corner of your screen.



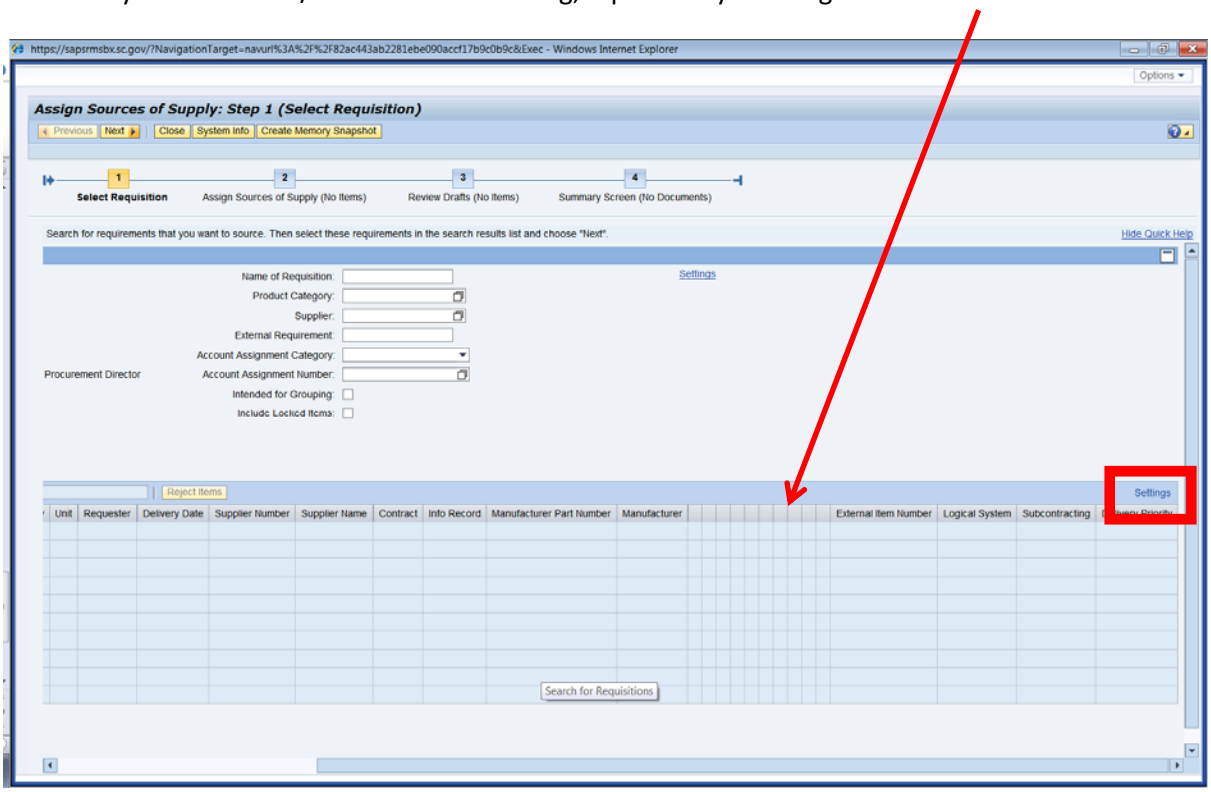
Then select the Maximize button.

After you Maximize the screen, the system presents the following screen: Assign Sources of Supply: Step 1 (Select Requisition). Notice these blank columns. You may need the data that is in the columns to the right of Manufacturer Part Number.

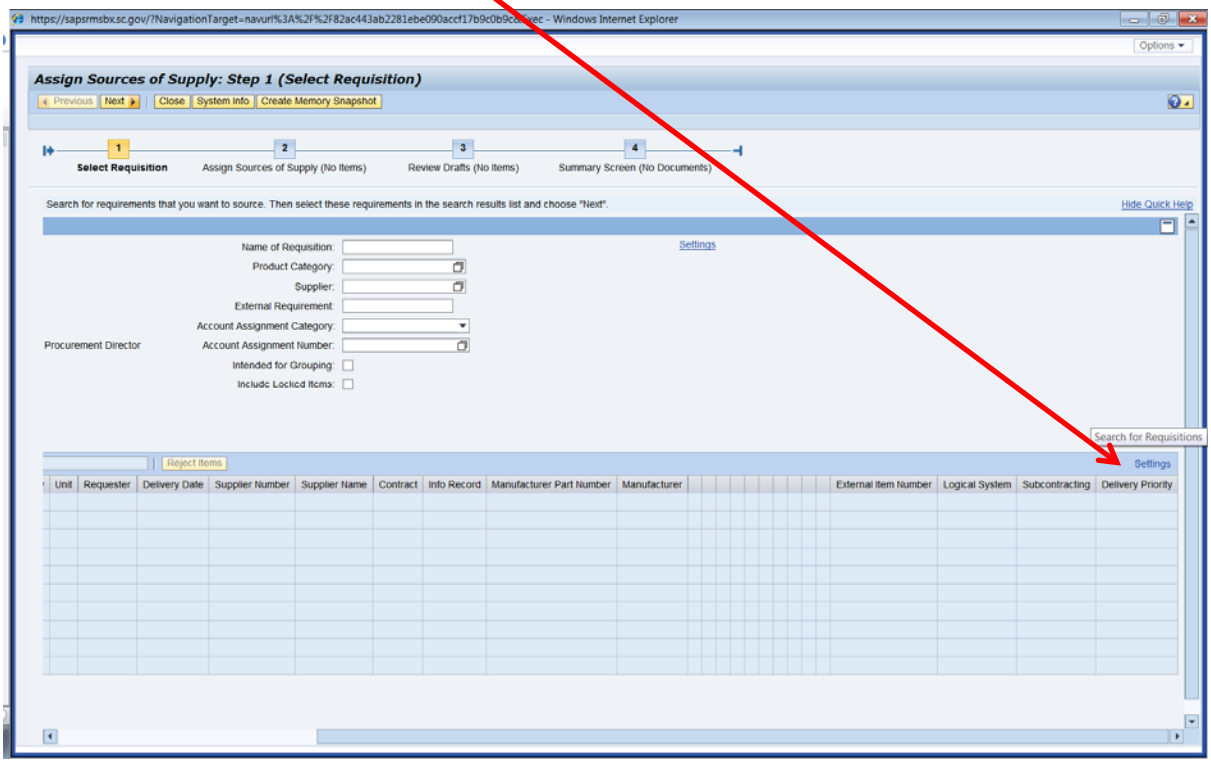


Scroll to the right. If you are a Buyer for an Inventory agency you might want to delete these columns to see the "External item Number" column which will display any Purchase Requisitions created that are associated with the Inventory Shopping Cart you are attempting to source.

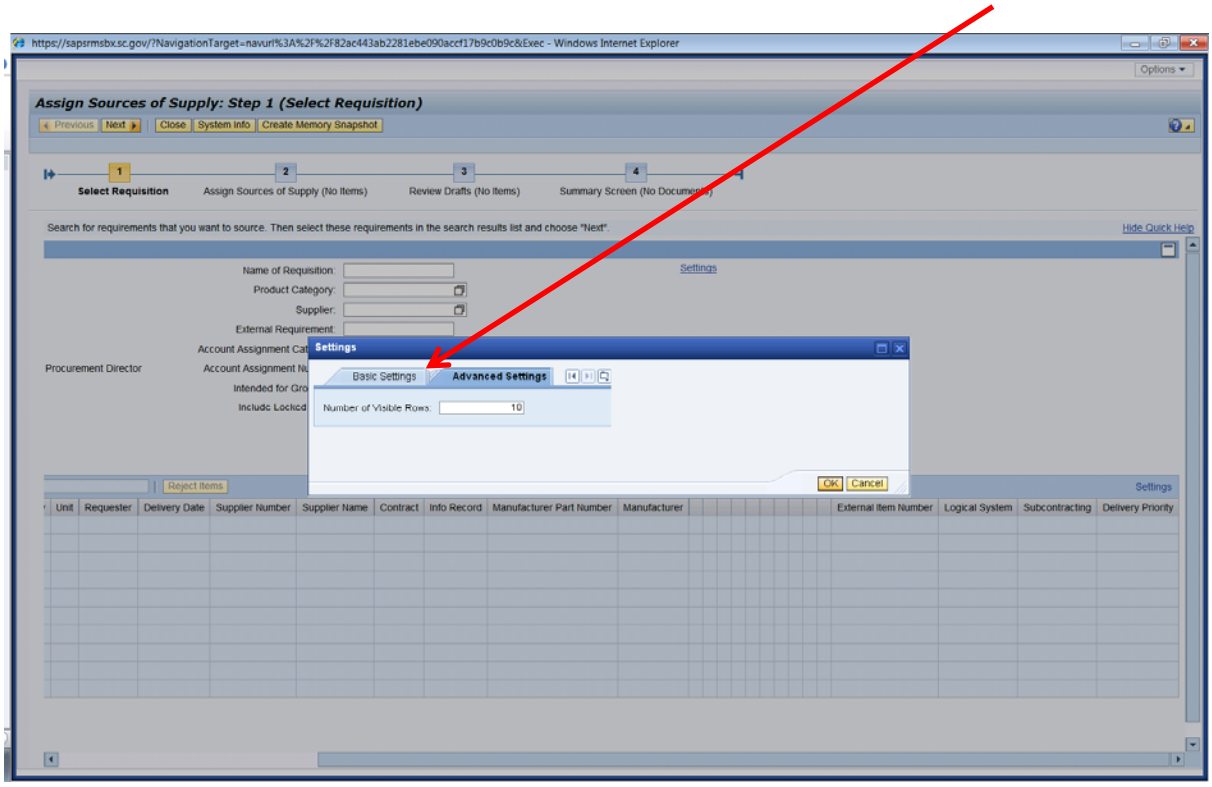
Here is the view with the screen fully scrolled to the right. The following instructions give guidance to edit the Dynamic Section/Content Area "Setting," specifically deleting these blank columns.



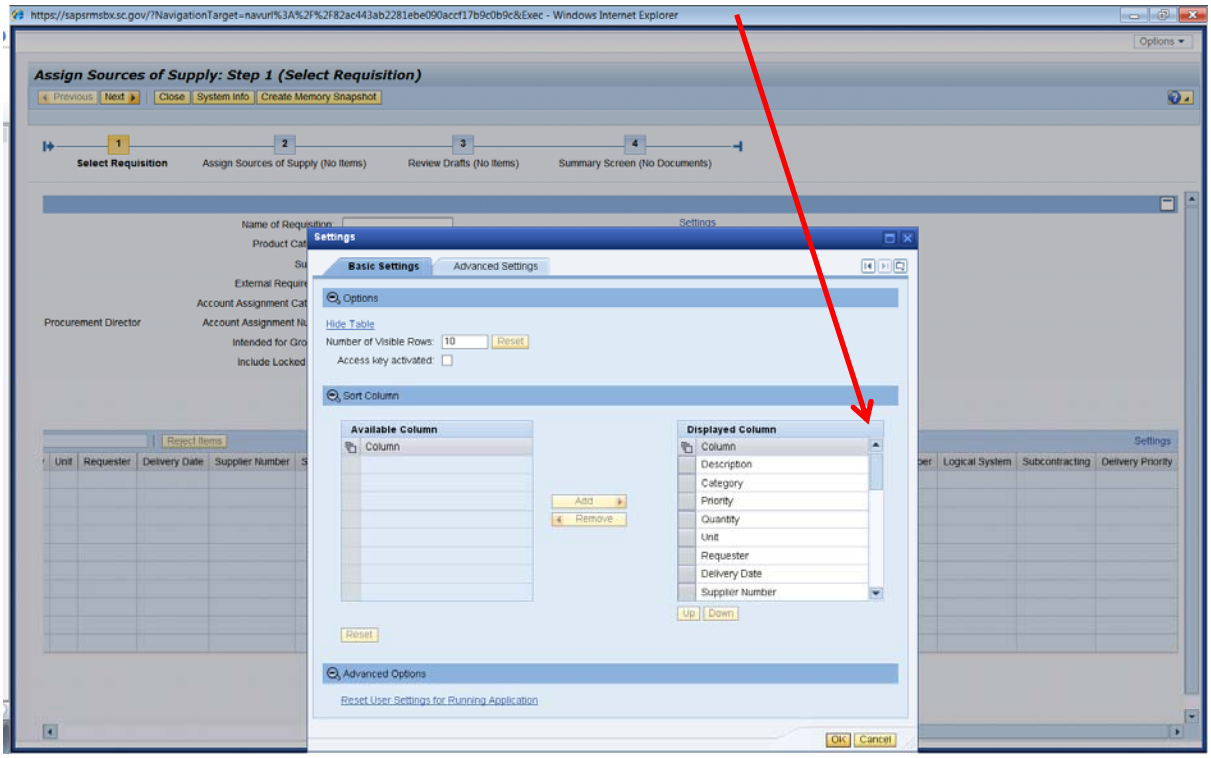
Select the blue hyper link "Settings."



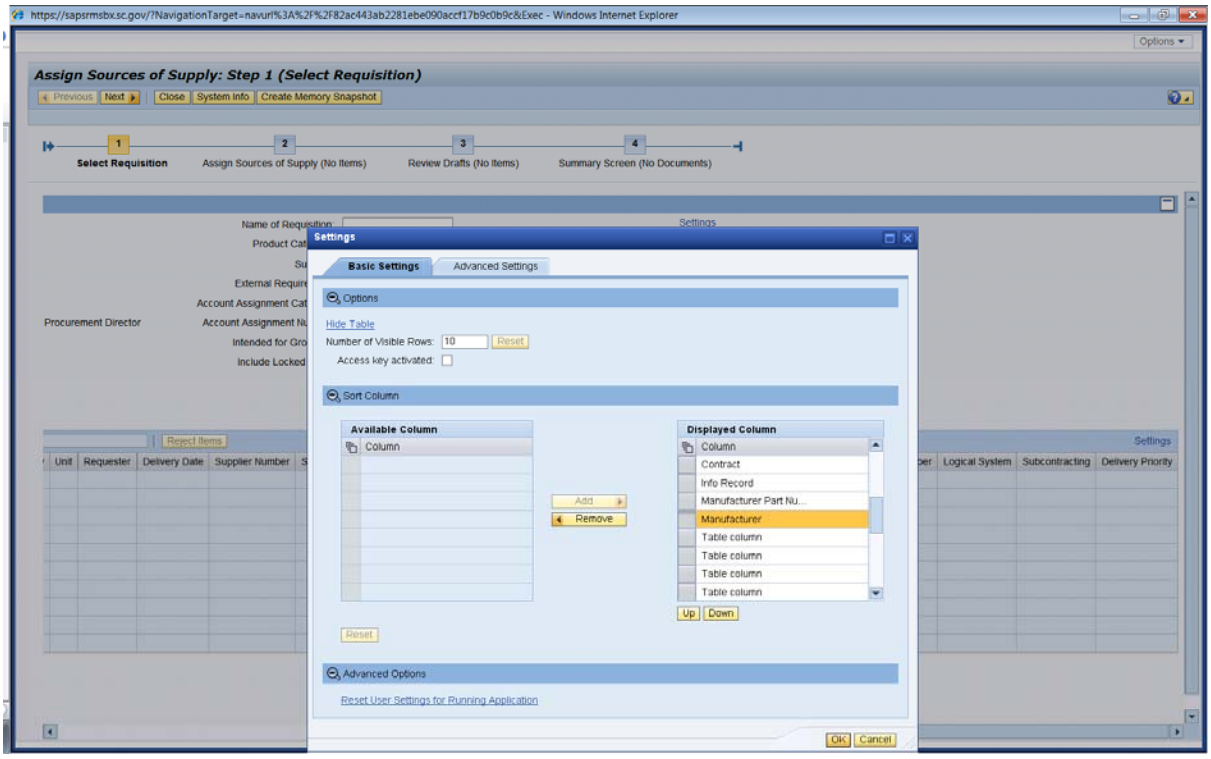
Then the system will present the following screen. Select “Basic Settings” versus “Advanced Settings.”



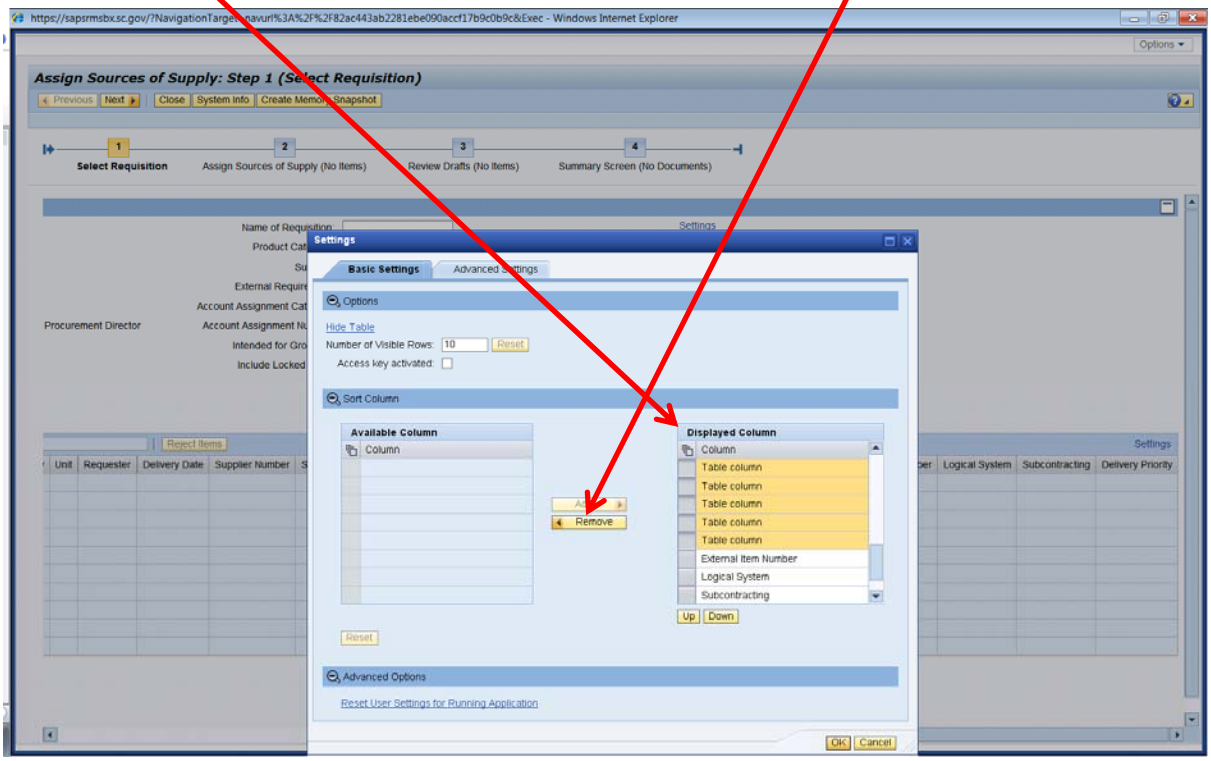
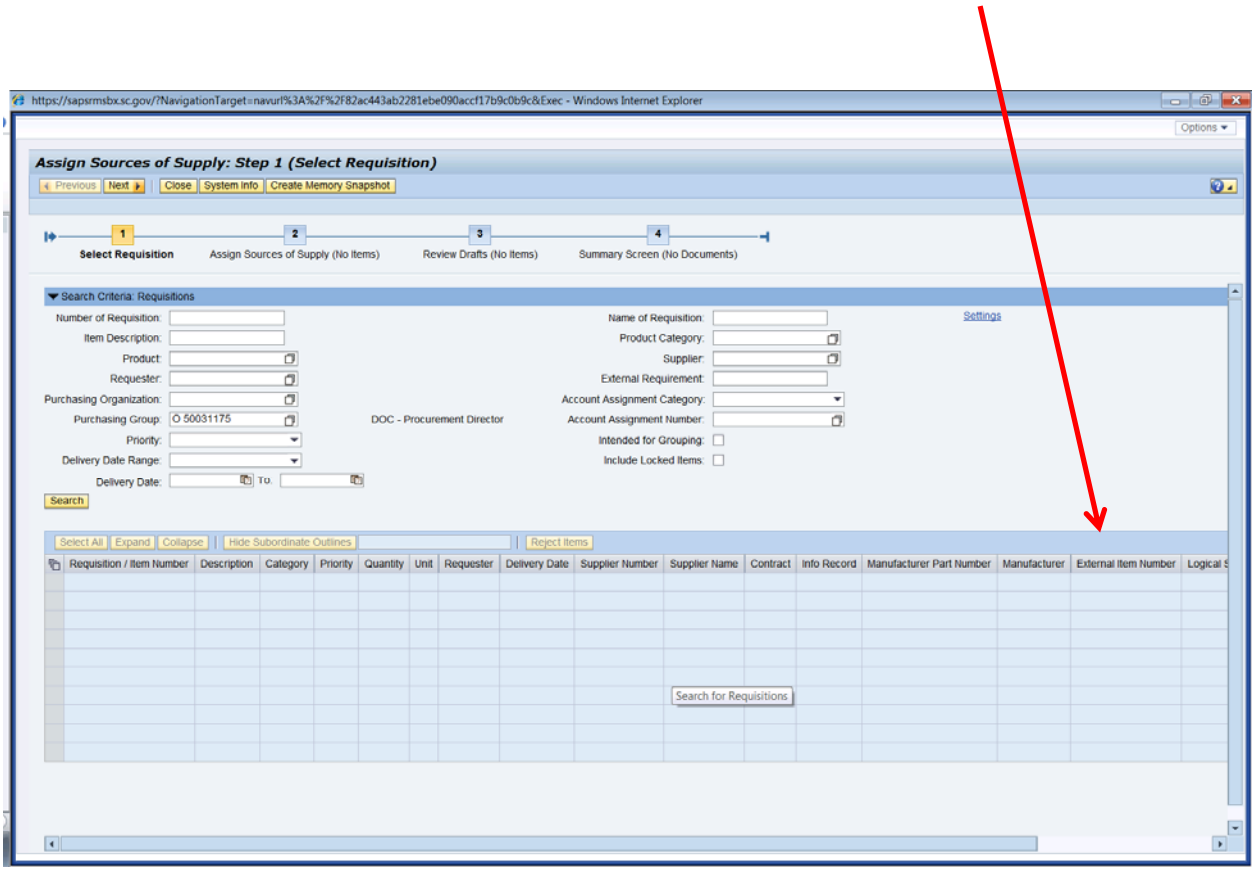
Then the system will present the following screen. Scroll down till you see the Manufacturer column.



After you have scrolled down to the Manufacturer column, then



Highlight the rows you want to remove from the display, then select the "Remove" button, then select the OK button. Give the system a few moments to update the view.



The screen shot below represents the new revised view. Now if you are looking for an Inventory Purchase Requisition you will be able to see it in the “External Item Number” column.