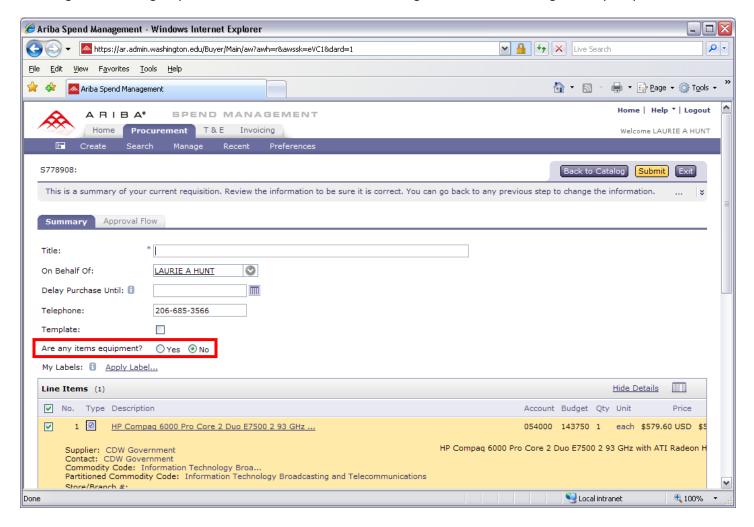
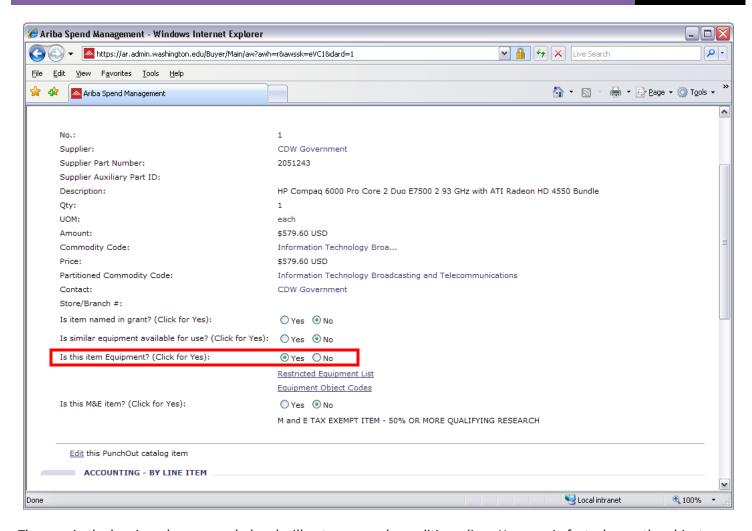
We have eliminated unnecessary steps when purchasing equipment through eProcurement. Beginning Monday, July 5th it will no longer be necessary to click a box to designate equipment. All you need to do is make sure you have the proper equipment object codes assigned to the items and they will be properly routed to the EIO team. If purchasing M&E tax exempt items you will need to check the box, add a comment, and then choose the proper object code. The following screenshots give you a visual of the fields that will no longer be available starting Monday, July 5th.



The area in the box is no longer necessary and will not appear on the requisition header.



The area in the box is no longer needed and will not appear when editing a line. You can, in fact, change the object codes without marking an item as equipment.