Marketplace Requisitions: Updating the default tax code/project code for all lines in the cart

Once you have added your items to your cart in the marketplace and selected checkout, the items will list within the Edit and Submit Requisition screen. From this screen you are currently unable to amend the tax classification code or the project code for all lines in the requisition. This issue is currently being investigated with Oracle. In the meantime, there is a simple workaround detailed in the steps below.

Amending details through view cart

1. From the Edit and Submit Requisition screen, select the Shop link at the top of the screen. A pop up will display, select OK.

   ![Edit and Submit Requisition Screen]

   **Edit and Submit Requisition 2089572**
   * Indicates required field

<table>
<thead>
<tr>
<th>Description</th>
<th>Lab Coat White 2XL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>5.84 GBP</td>
</tr>
</tbody>
</table>

2. You will be returned to the iProcurement homepage with your marketplace items still in your shopping cart. Select View Cart and Checkout and the Shopping Cart screen will display.

   ![Shopping Cart Screen]

   **Shopping Cart**
   Your cart contains 2 lines.
   Recently Added Lines
<table>
<thead>
<tr>
<th>Description</th>
<th>1 Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center Stapler</td>
<td></td>
</tr>
<tr>
<td>Lab Coat White</td>
<td>1</td>
</tr>
<tr>
<td>White 2XL</td>
<td></td>
</tr>
</tbody>
</table>

3. Updating any of the fields on the shopping cart screen will update all the lines in the cart. Once you have made the relevant changes, click on Approve and Checkout and the Edit and Submit Requisition page will display where you can amend information per requisition line in your cart.
Workaround
Marketplace Requisitions - updating defaults

Shopping Cart

Description: Lab Coat White 2XL

When do you need these Items? 01-Dec-2021 00:00:00

Delivery-To location: AG

TIP: Home Delivery - All orders for home delivery must be placed via the non-catalog route, even if the supplier is on the Marketplace.
Failing to place a DTH order via the non-catalog route will cause errors and delay receiving your order.

TIP: Supplier Data - Do not provide personal data via email, such as home address information, in response to supplier queries. Where suppliers request further information like this, please refer their query to Procurement Services. Personal data should only be entered at checkout when attaching the text note to supplier.

Tax Classification Code: SR20.0%

TIP: If manually entering a tax code, you MUST press Tab to ensure it is selected

Delivery

* Requester: DARLOW, Mrs Rebecca,

Billing

Project
Task
Award
Expenditure Type
Expenditure Organization

Expenditure Item Date: 24-Nov-2021
Charge Account: Multiple
GL Date: 24-Nov-2021

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lab Coat White 2XL</td>
<td>Each</td>
<td>1</td>
<td>5.84</td>
<td>5.84</td>
</tr>
<tr>
<td>2</td>
<td>Contor Stapler Rexel Black/Dry</td>
<td>Each</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>