

When a Requisitioner places an order in SmartCart and brings back the order to PeopleSoft Financial as a requisition, they may encounter the following pop-up message:

"This may change the Default values for the Line #. Do you want to update the Line defaults (10150,180).

Changing the items, category, and supplier will change the Line Default values. Retrofit the default values from the default hierarchy."

**This document will provide you with instructions on:**

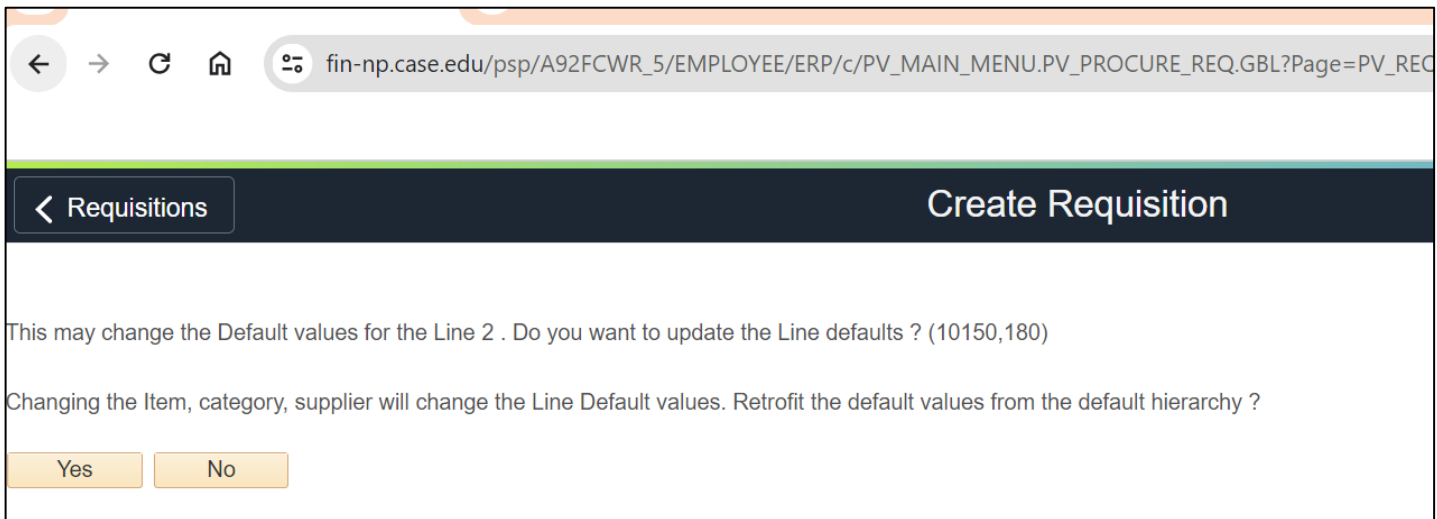
1. How to resolve the issue (page 1)
2. How to prevent this issue in under 1 minute (pages 2-4)

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[CLEAR THE MESSAGE](#)

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**Issue description:** After a requisitioner places an order through SmartCart and brings back the cart to PeopleSoft Financials as a requisition, he/she may encounter the following message:



**Resolution:** Click **No** on the above screen.

## PREVENT THE MESSAGE

### Prevention Steps:

**Step 1** To prevent the message from occurring again, before SmartCart Punchout, first click on **Requisition Settings** icon below.

The screenshot shows the 'Create Requisition' page. At the top, there is a navigation bar with 'Home', 'My Preferences', and 'Requisition Settings' (circled in red with the text 'STEP 1' above it). Below the navigation bar, there are search options and a grid of icons for 'Catalog', 'SmartCART', 'Express Item Entry', 'Special Requests', 'Services Procurement', and 'Forms'. The 'Requisition Settings' icon is highlighted with a red circle and the text 'STEP 1'.

**Step 2:** Click **Default** as Default Options

**Step 3:** Enter the **Speedtype** in the Distribution Defaults

**Step 4:** Click **Ok** button at bottom of the page.

The screenshot shows the 'Requisition Settings' dialog box. The 'Default Options' section has 'Default' selected (circled in red with the text 'STEP 2' above it). Below this, the 'Distribution Defaults' section has 'SpeedChart' set to 'OPR231240' (circled in red with the text 'STEP 3' above it). The 'Accounting Defaults' table is visible at the bottom.

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	Speed Type	Event	Fund	Dept	Project	Dist	Class	Percent	Location
					OPR231240		97600	231240		1	10	100.0000	JXL666

**Verification Steps:**

**Step 1:** Click SmartCart to punchout to a Supplier website.

**Step 2:** Select the items you want to order, submit the order, proceed to checkout, and place order. The system should directly bring back the cart into PeopleSoft Financials as a requisition without the message. If the message still appears, verify you followed Preventions Steps 1-4 correctly. If the message still appears, submit a ticket to [Help@case.edu](mailto:Help@case.edu).

Procurement Requisitions

CASE WESTERN RESERVE UNIVERSITY

Shopping Cart • 3919247

Assign Cart To Approver Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

4 Items

Staples Advantage • 4 Items • 32.66 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) retrieved on: 12/12/2023 12:29:15 PM

- Palmolive Ultra Liquid Dish Soap, Original Scent, 20 oz. (US04268A)
- Method Liquid Dish Soap, Clementine, 18 oz. (10183)
- Method Liquid Dish Soap Refill, Clementine, 54 oz. (10576)
- Mrs. Meyer's Liquid Dish Soap, Lavender, 16 oz. (347634)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Palmolive Ultra Liquid Dish Soap, Original Scent, 20 oz. (US04268A)	2703836	EA	5.59	Qty: 1 EA	5.59

ITEM DETAILS

Commodity Code 00087  
MRO Custodial Services/Contrac

Summary

Details

For Jing Li

Name 2023-12-12 jxl666 02

Total (32.66 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	32.66
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>32.66</b>

Requisitions Checkout - Review and Submit

New Window | Help | Personalize Page

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit CASE1 Case Western Reserve Univ Requisition Name

Requester jxl666 Li, Jing Priority Medium

\*Currency USD

Cart Summary: Total Amount 32.66 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Det
1	Palmolive Ultra Liquid Dish So		Staples Advantage	1.0000	Each	5.5900	5.59	
2	Method Liquid Dish Soap, Cleme		Staples Advantage	1.0000	Each	7.2900	7.29	
3	Method Liquid Dish Soap Refill		Staples Advantage	1.0000	Each	13.0900	13.09	