

How to Add \$0 Lines to a Requisition

Background:

Including a line for \$0 on a requisition is causing behind the scenes issues on PO's as they try to export from P2P to CFS. In order to eliminate the errors, but still reflect the no cost goods or services on a requisition/purchase order, the following procedure should be followed:

Process:

1. If your quote/proposal from the supplier includes a line for no cost goods or services, copy the line item information into the Internal Notes (copy the same information that you would enter as a line to make sure we document the goods or services received for \$0).

Sample of a \$0 line from a quote:

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Copilot Studio Legacy USL Edu Sub Per User Microsoft - Part#: SYT-00001 Contract Name: CSU - Large Account Reseller (LAR) Contract #: C-CALST-00003890 Coverage Term: 9/1/2025 – 8/31/2026 Note: 12 month	15000	\$0.00	\$0.00

- a. While in the requisition, click the pencil next to Internal Notes and Attachments

Internal Notes and Attachments



Internal Note *no value*

Internal Attachments [Add](#)

- b. In the Internal Notes field, along with other required information, include the information for additional PO lines at \$0 (matching the information on the quote), then click Save. Note that the information from the quote line description is included in full to make it clear what we are receiving.

Edit Internal Notes And Attachments [X]

Internal Notes & Attachments

Internal Note

CSUSUM Contact:
First Last
firstlast@csusm.edu

Supplier Contact:
Mickey Mouse
themouse@corp.com

Additional PO lines at \$0:
Copilot Studio Legacy USL Edu Sub Per User
Part # SYT-00001
Qty: 15000
Price: \$0
Term: 9/1/2025 - 8/31/2026

754 characters remaining [expand](#) | [clear](#)

Save Close

2. Proceed with the remaining requisition steps then Submit.

3. Once the requisition comes into the Procurement Review queue, the Procurement Specialist will add that information to the External Notes on the PO. This information will be on record and will transmit to the Supplier.

4. Procurement does not have the ability to remove a line from a requisition if a \$0 line is accidentally added. Procurement will need to return the requisition for the requestor to adjust based on the above information.