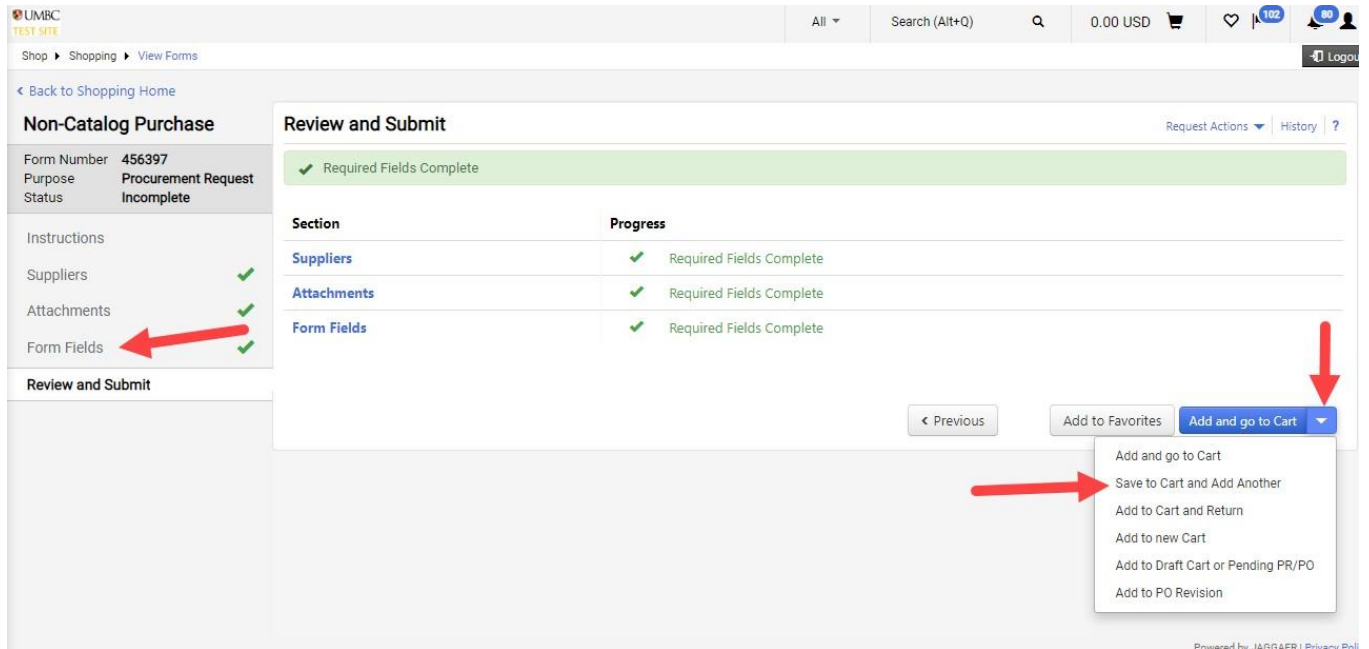


It is easiest to add lines from while creating a requisition by following the steps laid out below. (If you have already submitted your first line and need to more, please go to the second page of this guide.)

After you have filled out all the prompts for a non-catalog purchase you will be at the final step “Review and Submit” to the right of the screen there will be a blue button with a drill down menu option.

Select the drill down menu option.

Select save to cart and add another.




From there you will need to edit the “Form Fields” (make sure to select “save progress” and advance to the “review and submit” section. repeat the above steps until you have added all the lines to the requisition.

When you have finished adding all the lines select Add and go to cart and all of your items will be in your cart separately.

If you have already submitted a line to your cart and need to add more lines to your requisition you will need to select the “Non-Catalog Purchase” link in your shopping cart (see below)

CNB COMPUTERS, USA, INC · 3 Items · 800.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
 Non-Catalog Purchase					... <input type="checkbox"/>

ITEM DETAILS

Template Title	Non-Catalog Purchase
Purpose	Procurement Request

This will lead you back into the Non-catalog Purchase Menu.

From there follow the above steps to make changes to your requisition.