

For information on how to use a Non-Catalog Form

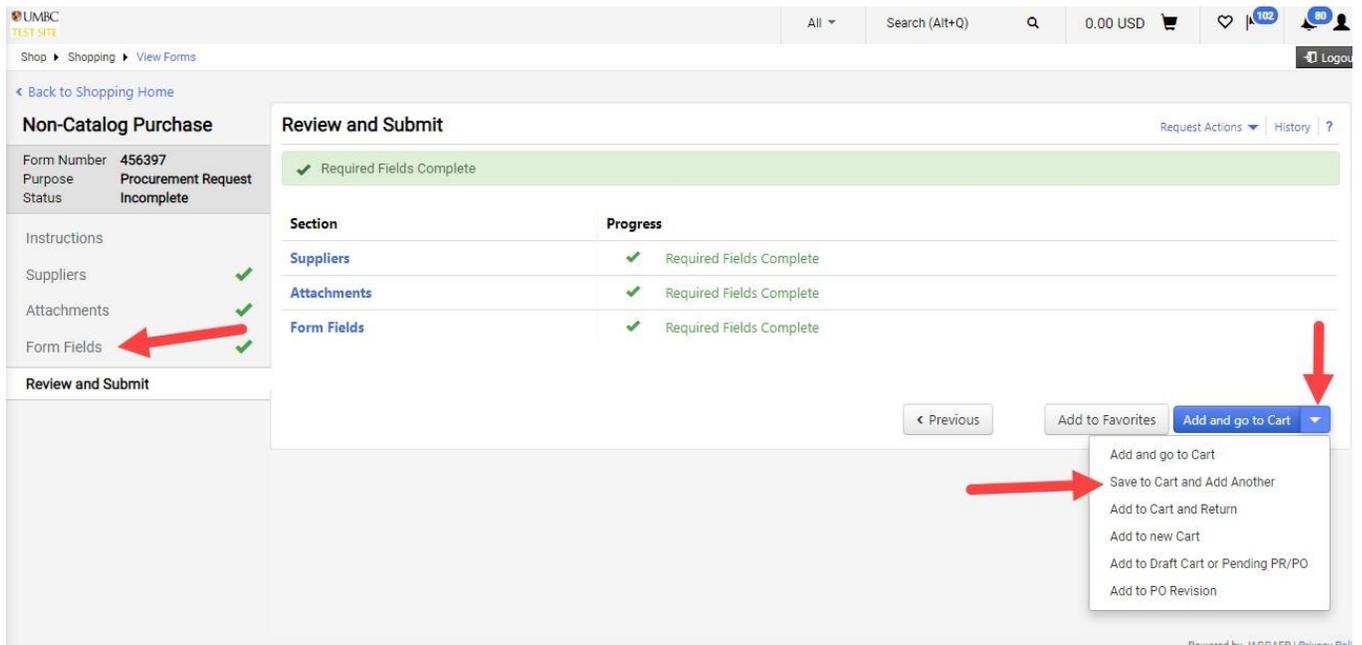
It is easiest to add lines while creating a requisition by following the steps laid out below.

(If you have already submitted your first line and need to add 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 blue button there is drill down menu option.

Select the drill down menu option.

Select save to cart and add another.

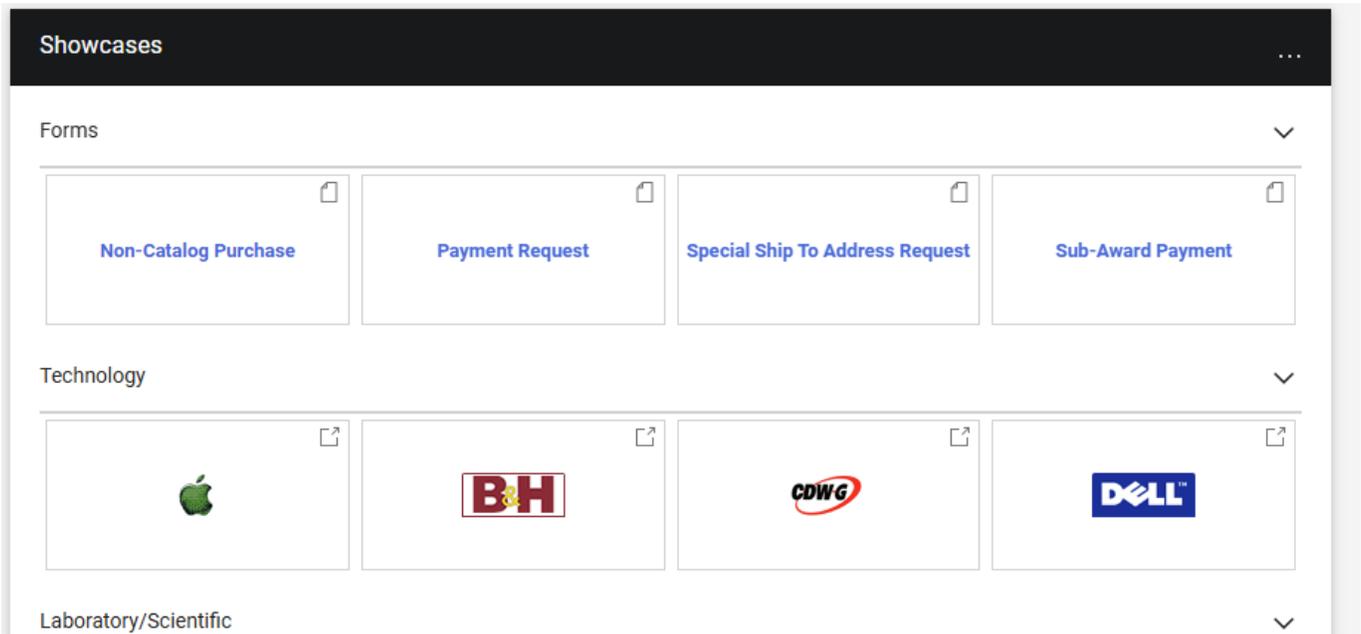


From there you will need to edit the “Form Fields” make sure to select “save progress” and advance to the “review and submit” section.

Repeat the above steps until you have added all the lines to the requisition.

When you have saved your last line item select "Add and go to Cart" and all of your items will be in your cart as separate lines.

If you have already submitted a line to your cart and need to add more lines to your requisition you will need to go to the home page of Paw and select Non-Catalog Purchase



Follow the steps from page one until you have added all of the necessary lines.

If you need additional assistance please send us an RT