
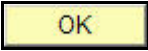

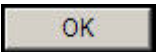


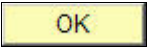
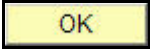
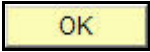
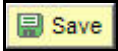



 **EXPRESS STEPS:** *Creating a Multi-line ONLINE Requisition and Adding Header Comments*

➤ **To create a multi-line ONLINE requisition with header comments:**

- **Purchasing > Requisitions > Add/Update Requisition**
- At the **Add a New Value** tab click 
- The Origin default is ONLINE
- To enter the Requisition Defaults:
 - Click the **Requisition Defaults** link
 - Click **Override**
 - Enter a **Vendor**
 - If necessary, change the **Ship To** location
 - Enter the **Fund**
 - Enter the **DCC**
 - Click 
- To fill in the Line Details:
 - Enter a **Description**
 - Enter a **Quantity**
 - Enter a **Unit of Measure**
 - Enter a **Category**
 - Enter a **Price**
- To add additional lines:
 - Click  at the end of line 1 or select Line 1 and press ALT+7
 - Enter the number of rows you want to enter
 - Click 
- To view Distributions (Fund, DCC, Account)
 - Click  (Schedule) at the end of the line
 - Click  (Distribution)
 - Click 
 - Click the **Return to Main Page** link

- To change freight to UPS (add a header comment)
 - Click the **Add Comments** link in the Header section
 - Click the **Copy Standard Comments** link
 - Enter UPS as the Comment Type
 - Enter UPS as the Comment ID
 - Click 
 - Enter UPS Account #
 - Click **Send to Vendor** check box to select it.
 - Click 
- Click  to save the requisition
- Click  to budget check