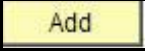
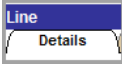
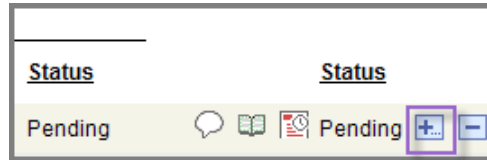






 **EXPRESS STEPS:** *Creating a Multi Line Requisition without using Requisition Defaults*

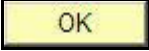



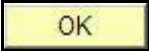
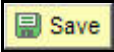


Purchasing > Requisitions > Add/Update Requisition


- From the **Add a New Value** tab, click 
- Keep the **Origin** as **ONL**
- To fill in the Line Details: 
 - Enter *a description of the item being purchased* as the **Description**
 - Enter a **Quantity**
 - Enter the **UOM**
 - Enter a **Category**
 - Enter a **Price**
- To add the second line, click the **Add Line** icon at the end of the Line Details section



- Enter the details for the second line (the second item being purchased)
- Click the **Vendor Information** tab
 - Click the Look Up icon  for the **Vendor** field
 - Search for and select the vendor
 - Click the Look Up icon  for the **Location** field
 - Select the correct location
- Click the **Details** tab
 - Click  (Schedule) for the first line
 - Change the **Ship To** location if necessary and select a **Due Date** if needed
 - Click  (Distribute)
 - Enter a **Fund**
 - Enter a **DCC**

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- Verify or select a different **Account** code
- Click 
- Click the  link near the top left of the page
 - Click  (Schedule) for the second line
 - Change the **Ship To** location if necessary and select a **Due Date** if needed
 - Click  (Distribute)
 - *Enter a **Fund**
 - Enter a **DCC**
 - Verify or select a different **Account** code.
 - Click 
- Click  to save the requisition
- Click the  link near the top left of the page
- Click  to budget check

***Note:** To use these instructions for a Grant, just click the lookup icon for the SpeedChart key  and select the correct SpeedChart key and click **OK**.
Note: you may have to re-enter the quantity.