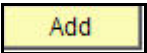


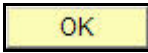

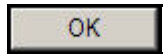
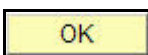


 **EXPRESS STEPS:** *Creating a Multi-line, Combined Grant and DCC Requisition*

- **To create a multi-line, combined Grant and DCC requisition:**
 - **Purchasing > Requisitions > Add/Update Requisition**
 - At the **Add a New Value** tab click 
 - The **Origin** default is ONLINE
 - To enter the Requisition Defaults for the item being charged to the grant:
 - Click the **Requisition Defaults** link
 - Click **Override**
 - Enter a **Vendor**
 - Enter **Category**
 - If necessary, change the **Ship To** location
 - Click the Look Up icon  for **SpeedChart**
 - In the **SpeedChart Key** text box enter the first few numbers of the grant preceded by the letter "G"
 - Click 
 - Click the link to the grant number
 - Click 
 - To fill in the Line Details:
 - Enter a **Description**
 - Enter a **Quantity**
 - Enter a **Unit of Measure**
 - Enter a **Price**
 - To add additional lines:
 - Click  at the end of line 1
 - Enter the number of rows you want to enter and click 
 - Enter the **Fund**
 - Enter the **DCC**
 - Click 
 - At the **Retrofit field changes** page, make sure none of the check boxes are selected and click 