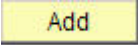
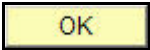

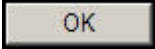



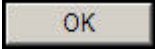
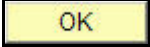
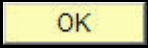
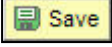

 **EXPRESS STEPS:** *Creating a Multi-line Requisition for a Special Category, Adding Line Comments and Attaching Documents*

➤ **To create a multi-line, ONLINE requisition for a special category item:**

- **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**
 - Enter a **Category**
 - 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 **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 distribute the cost by amount:
 - Click  (Schedule) at the end of the line
 - Click  (Distribution)
 - 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 
 - For each line, enter the appropriate **Percent**, **Fund**, and **DCC** as necessary
 - Click 

- Click the **Return to Main Page** link
- To add comments:
 - Click the **Add Comments** link
 - Enter the comment in the **Comments** text box

When ordering a special category item, you must add a comment indicating who is requesting to make the purchase.
 - Click 
- Click  to save the requisition
- Click  to budget check