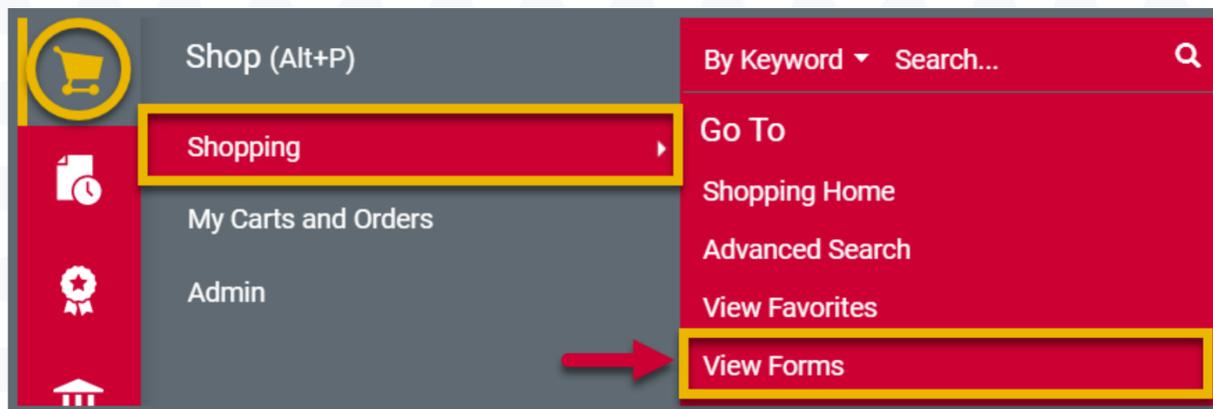


Adding Lines to a Requisition



Multi line carts/requisitions are necessary for multi-line quotes, or multi-year leases. The Quick, Goods, and Service Forms are all eligible for multiple lines.

1 Click on **Shop**, then under **Shopping** go to **View Forms**

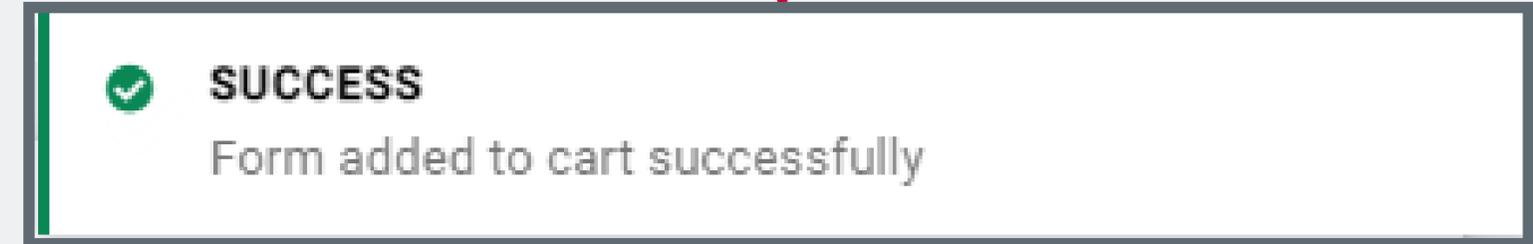
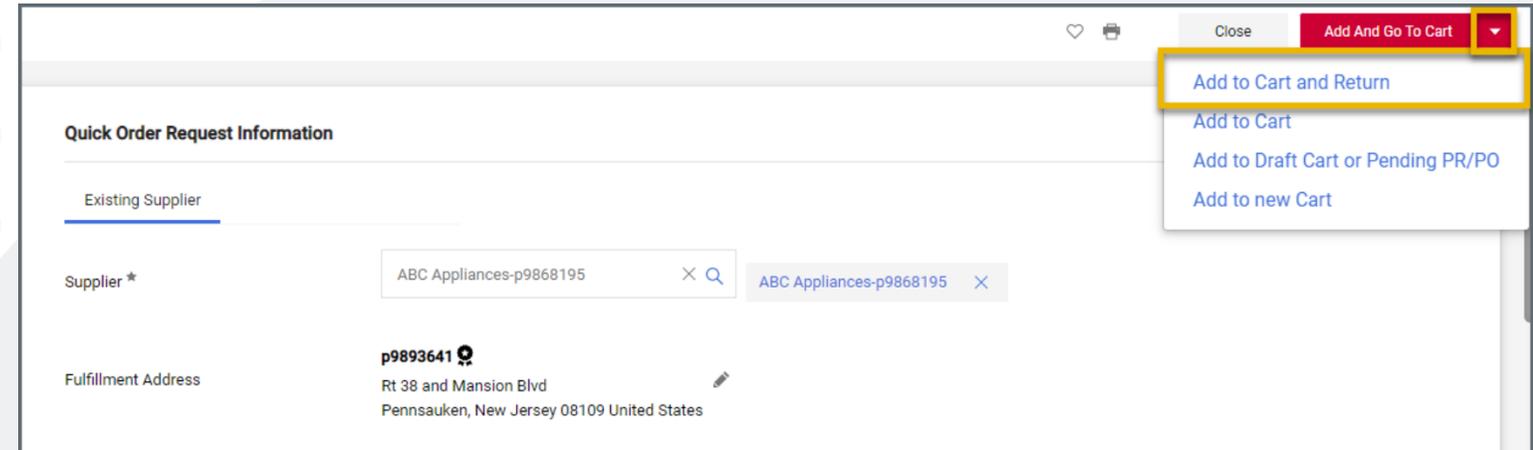


2 Under **Shared Forms**, choose either a **Goods Request**, **Quick Orders**, or **Service Requests** form



Multi - Line requisitions can only contain one supplier

3 Fill out the form, then use the **Available Actions** drop down to select **'Add to Cart and Return'**. Click on the **'Go'** button.



4 Fill out the form again as many times as is needed. For the last line, change the dropdown to **'Add and go to Cart'**. Click on the **'Go'** button.

