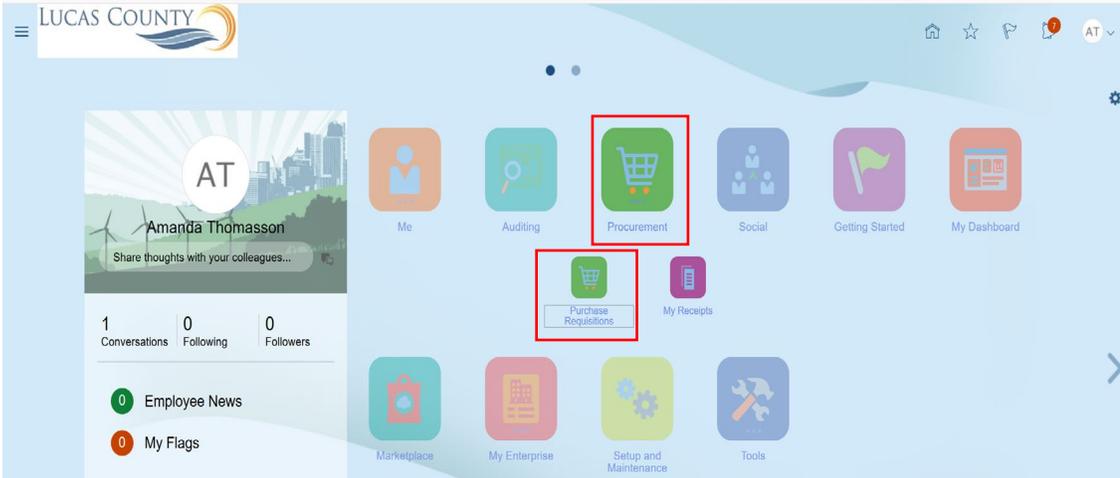
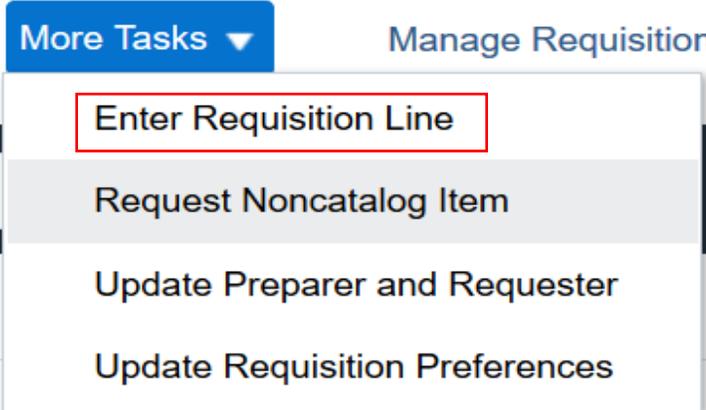
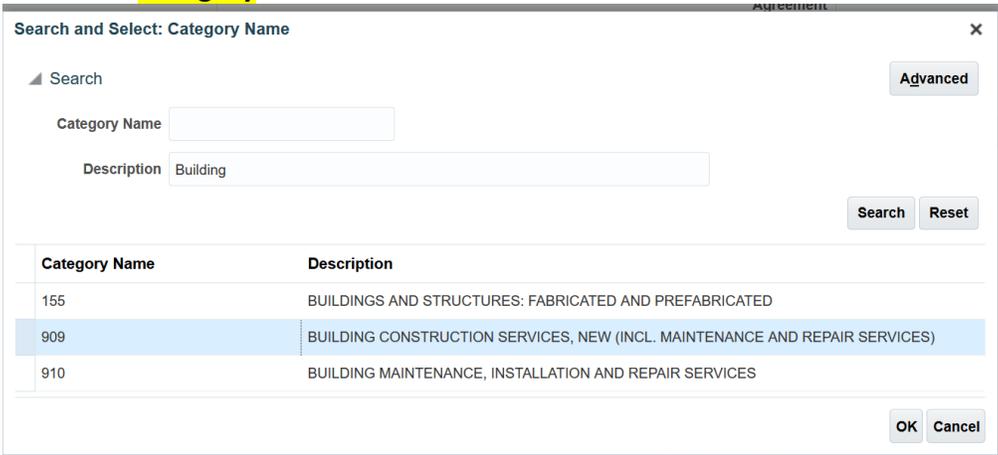


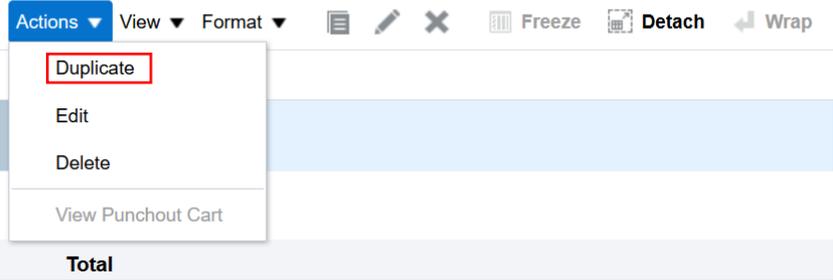
Create Requisition with Multiple Requisition Lines

Audience: Requester, Buyer

Purpose: Requisitions can be created with multiple lines, which can be for goods and/or services (amount based). This job aid will walk you through the steps of this task.

Step	Action
1	<p>Log into Oracle. Home Page > Procurement > Purchase Requisitions > More Tasks</p> 
2	<p>Click the Enter Requisition Line link.</p> 
3	<p>Select Goods or Amount Based' from the Line Type drop down.</p>
4	<p>Enter Item Description.</p>
5	<p>Click the Search: Category icon and enter information into the Description field.</p>
6	<p>Click the Search: Category Name button.</p>

7	Enter information into the Description field.
8	Click the Search button.
9	<p>Select the Category.</p> 
10	Enter a Quantity .
11	Select a UOM name = Each.
12	Click in the Price field and add Price.
13	Click the Add to Cart button.
14	Select 'Goods' from the Line Type drop down.
15	Enter Item Description .
16	Select a Category Name .
17	Enter a Quantity .
18	Select a UOM name = Each.
19	Click in the Price field and add Price.
20	Click the Add to Cart button.
21	Click the Shopping Cart Icon.
22	Click Review .
23	Select Y/N option for *State Contract - If yes, please insert Contract Number.
24	Enter if 'Y' is selected enter a number in the State Contract Number field.
25	Select Y/N *Sole Source ("If yes please attach proof of Sole Source").
26	Select Y/N *Resolution Attached .
27	Select Y/N *Will Services be performed on Lucas County property?
28	Select one of the Requisition lines .
29	Click the Actions menu.
31	Select the Duplicate option.

	<p>Requisition Lines</p> 
32	Select the duplicated row and click the Actions menu.
33	Select the Edit option.
34	Click the Item Description field and modify description.
35	Click in the Price field and modify price.
36	Click the OK button.
37	Click the Search: Deliver-to Location icon.
38	Click in the Name field and type a partial name.
39	Click in the Search button.
40	Select the Deliver to Location in the Name cell.
41	Click the OK button.
42	Click the Save button.

43	<p>Click the Check Funds button.</p> 
44	<p>Click the OK button.</p>
45	<p>Click the Manage Approvals button.</p> 
46	<p>Click the Back button.</p>
47	<p>Click the Submit button.</p>
48	<p>Click the OK button.</p>