In this topic you will learn how to duplicate and edit lines in a non-catalog requisition. This is useful when you will have the same supplier for multiple line items and do not want to reenter the same supplier information for each line.

Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

## **Directions**

1. Scroll to the **Procurement** menu and click on the **Purchase Requisitions** tile.



2. In the Non-Catalog Requests block, click on the Goods and Items link.



**Note**: For more information about non-catalog requisitions see the <u>Create a Non-Catalog Requisition</u> support guide.

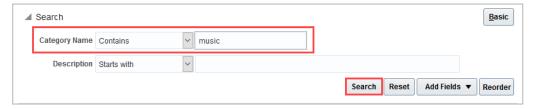
3. In the **Item Description** field, enter the appropriate description for the goods or services, e.g., "Tambourine."



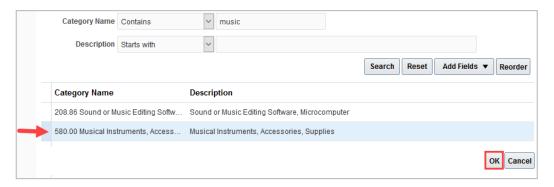
4. Click the **Search** a icon to find the category. Then, click **Advanced** to do an advanced search. This will provide more accurate search results.



5. On the **Advanced** search screen, enter your search criteria. Select a search operator, i.e., "**Contains**" and enter a keyword, i.e. "**Music**". Then, click **Search**.



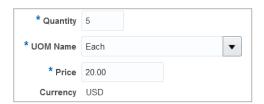
6. Locate the desired search result and **highlight** the row. Then, click the **OK** button. **Note**: *The row will turn blue once it is selected.* 



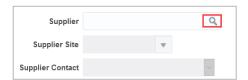


## Non-Catalog Requests NCR Category Codes Goods and Items Goods or Services Billed by US \$

7. Enter the appropriate **Quantity, UOM Name,** and **Price** for quantity-based line items. **Note**: The value of U.S. Dollars (USD) will default in the **Price** field for Goods and Items. When ordering Goods and Services, you will enter the amount in USD for the total purchase in the **Amount** field.



8. Enter the **Supplier** name. If you do not know the correct name for the **Supplier** in the Hub, use **Advanced Search**. Click on the magnifying glass, then click on "Advanced" in the pop-up window.

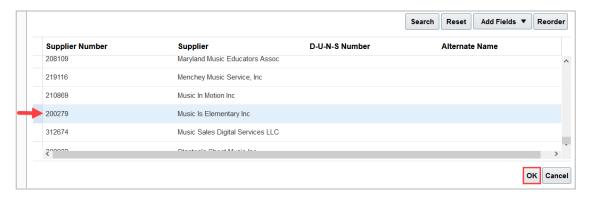




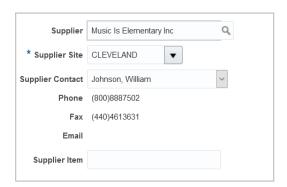
9. Use the search operator "Contains" and type in a keyword, e.g., "music" to search for the supplier. Then click **Search**.



10. Locate the appropriate supplier and highlight the row. Click the **OK** button. **Note:** *The row will turn blue once selected.* 

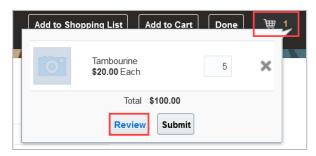


11. The supplier information will be filled in based on your selection. Verify the supplier information is correct and click the **Add to Cart** button.





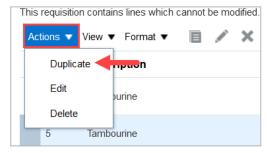
12. Click the shopping cart icon, then click **Review** to go to the requisition.



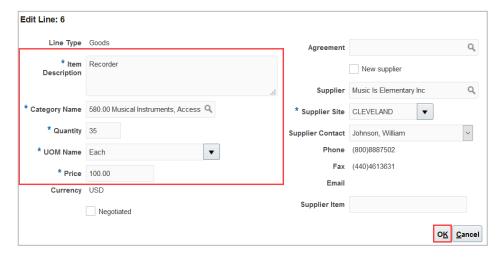
13. On the requisition page, select the line item you wish to duplicate. It will highlight in blue.



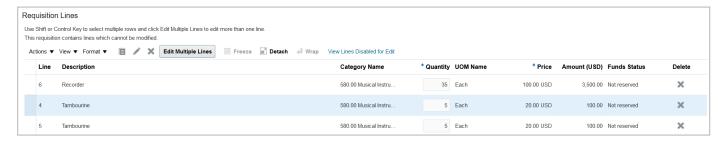
14. Then, click on the **Actions** drop-down menu and select **Duplicate**. This will create an identical line item on your requisition.



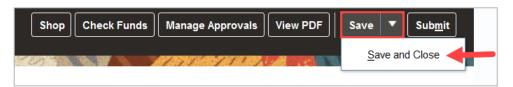
15. In the pop-up window, make changes to the item description, category (if necessary), quantity, UOM, and price, to add a new item to the requisition. Then, click OK. Notice your supplier information stays the same.



16. Review your updated requisition to see the new line. If you need to add more items, repeat steps 14-15.



17. Click **Save and Close** to exit your requisition.



**Note**: Do not submit your requisition at this time! Remember to complete the usual tasks before submitting your requisition. For more information about creating a non-catalog request, see the <u>Create a Non-Catalog Request</u> support guide.

18. Click **OK** on the confirmation pop-up window.





19. Click on the **Home** icon to return to the Hub homepage.



**Note:** Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.

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