# Requisition – Multiple Lines and Distribs

1. **Navigate to**: Main Menu > eProcurment > Requisition

2. **Select**: Special Requests

3. **Enter**: Item Description, Price, Quantity, NIGP Class, Unit of Measure, Due Date.
**Click** ‘Add to Cart’.

4. **Click**: Checkout

5. **Enter**: Requisition Name

6. **Click** the Line arrow and Accounting Lines arrow to reveal the chartfields.

7. **Click** the SpeedChart search button and choose a Speedchart Key. If you don’t use SpeedCharts, go on to Step 8.
8. **Change** the ‘Distrib By’ field to ‘Amt’ because this line is buying services and will be need to be vouchered multiple times without regard to quantity.

9. **Select** the ‘Chartfields2’ tab and enter the necessary chartfield values not already populated by the SpeedChart.

10. Scroll down and **click** ‘Save and submit’ before adding another line to the requisition.


11. Click ‘Edit This Requisition’.
 
12. Click ‘Add More Items’.

13. Notice you already have 1 Line. Click ‘Special Requests’ to add a second line.

14. **Enter** the Item Description, Price, Quantity, NIGP Class, Unit of Measure, Due Date.
 **Click** ‘Add to Cart’.

15. Notice you now have 2 Lines. **Click** Checkout.


16. Use the arrow buttons to expand Line 2 and the Accounting Lines.

17. Leave ‘Distrib By’ on ‘Qty’.
 **Click** the SpeedChart search button and choose a SpeedChart.


1. **Select** the ‘Chartfields2’ tab and enter any required chartfield values that did not populate with the SpeedChart.

2. Scroll down and **click** ‘Save and submit’.


3. If Status = Pending, go to Step 21.
If you’re in a testing or training environment with workflow turned OFF, the Requisition will save in an ‘Approved’ status with Budget Status = ‘Not Checked’. If so, click ‘Check Budget’.

4. If Workflow is turned on you can budget check the requisition after it is Approved by pulling it up in **Main Menu > eProcurement > Manage Requisitions**.
(Note: In a Production environment the requisition may be budget checked by a “batch” budget checking process that runs several times per day looking for eligible requisitions.)


5. **Select** ‘Check Budget’ from the dropdown list and **click** the ‘Go’ button.


6. “Approved” and “Valid” means the requisition is available to purchasing.

