

Step-by-Step Guide

Adding Additional lines to Multi-Purpose, Standing Order & Unusual Non-Catalog Form



This guide demonstrates how to add additional lines after entering the first item on the **Multi-Purpose: Purchases from Off-Line Supplies, Standing Order and Unusual Non-Catalog** forms.

1. Once the first line is complete, you will need to select from the **Available Actions** dropdown located at top of form.
2. Select **Add to Cart and Return** click **Go** this option adds the current line to your shopping cart. The form page displays with the previously selected supplier and all other fields are reset to blank. This option will allow you to add additional line(s). On last line created select from **Available Actions** dropdown and select **Add and go to Cart** click **Go** this option adds last line to your shopping cart and returns you to the shopping cart screen.