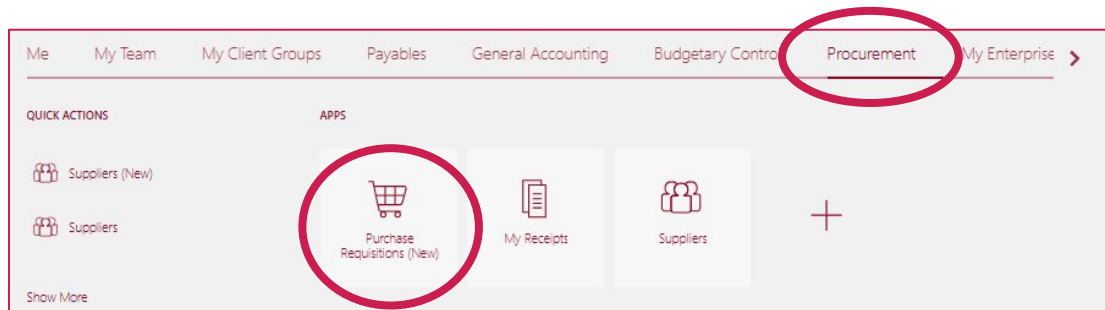


How to Add Additional Lines in Special Cases

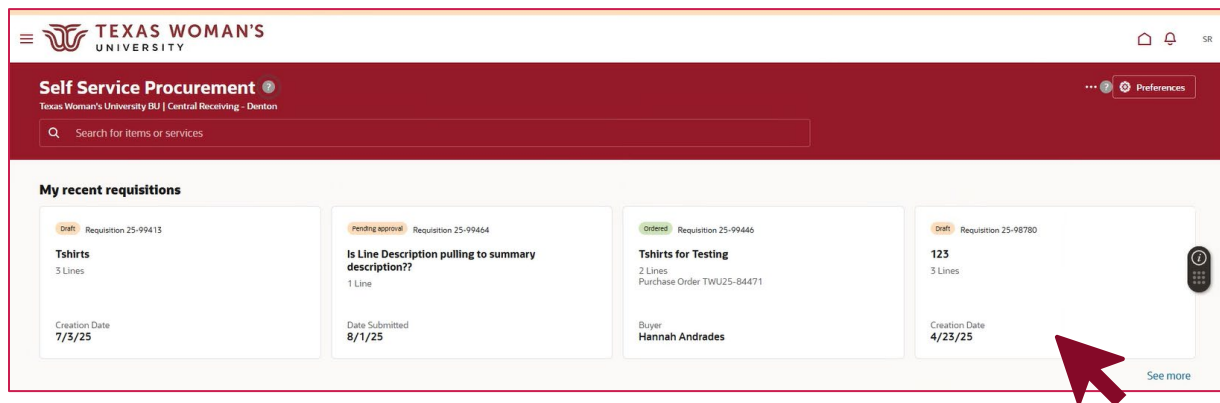
Saved for Later, Withdrawn Requisitions, Pending Approval and Draft Status Requisition Edits

Get Started

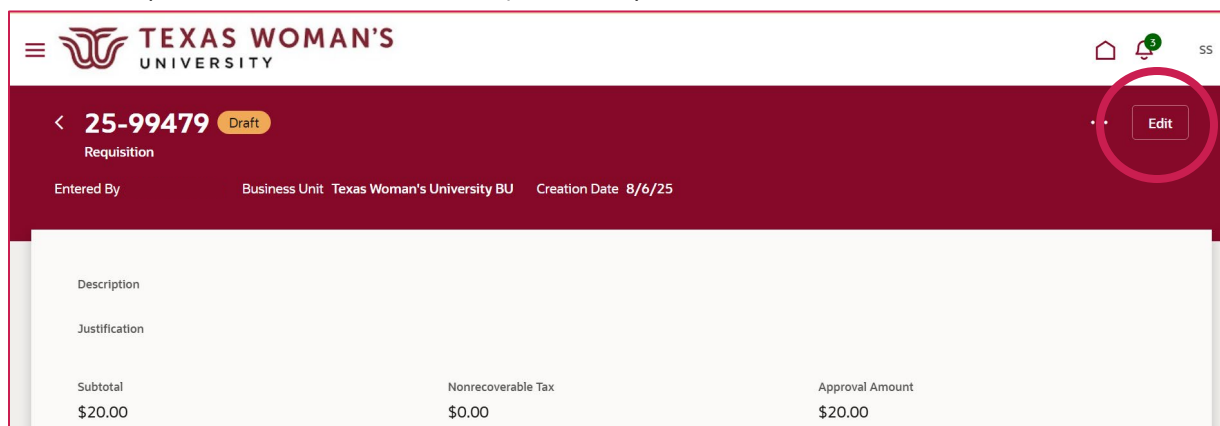
1. Navigate to **Procurement > Purchase Requisitions (New)**



2. Choose your Requisition.

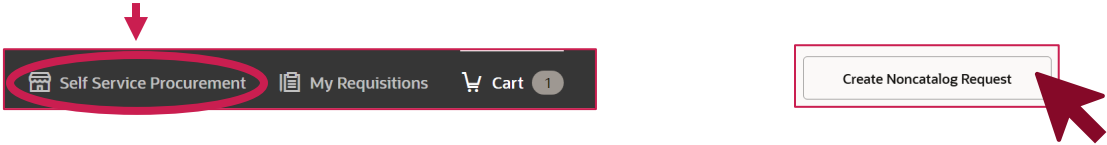


3. Click **Edit**. (This adds the line items to your cart.)



Add New Lines

4. Navigate to **Self Service Procurement** then scroll down to select **Create Noncatalog Request**.



5. Fill in all the required fields for your new line item, then select **Add to Cart**.

A screenshot of the 'Create Noncatalog Request' form. The title bar is dark red with the text 'Create Noncatalog Request' and three buttons: 'Cancel', 'Add to List', and 'Add to Cart'. The 'Add to Cart' button is circled in red with an arrow pointing to it from the right. The form body is light gray and contains several fields: a large text area for 'Item Description' with a question mark icon and a 'Required' label; a dropdown for 'Item Type' with 'Goods billed by quantity' selected; a dropdown for 'Category' with a 'Required' label; a 'Pricing' section with a 'Quantity' field containing '1' and a 'UOM' dropdown; and an information icon in the bottom right corner.

6. **Repeat** steps 4 and 5 for each additional line you need to add.