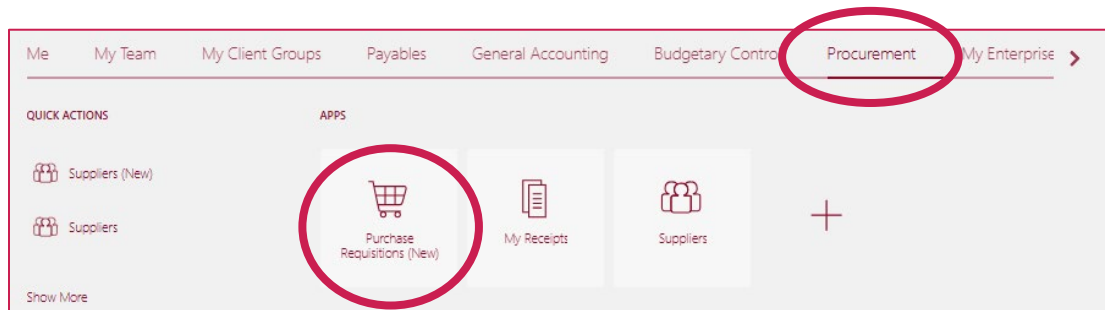


How to Add Additional Lines in Special Cases

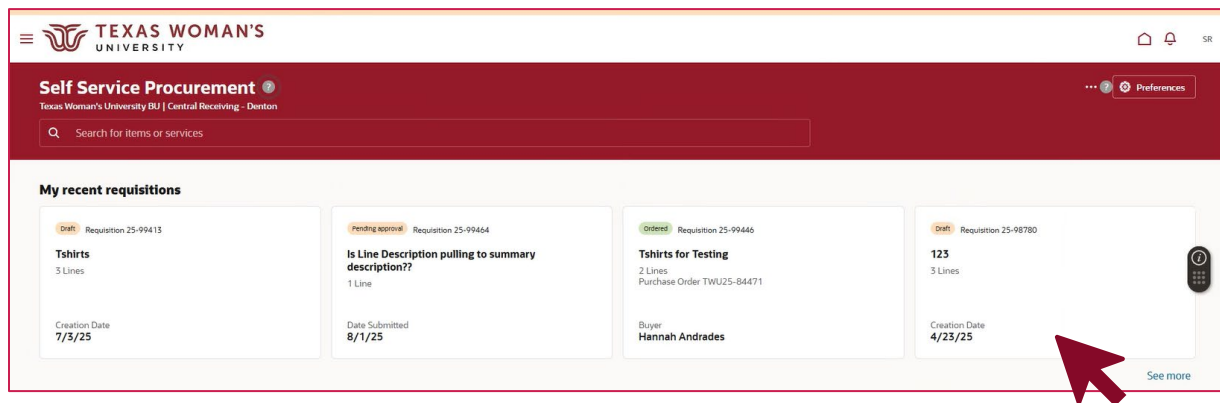
Saved for Later, Withdrawn Requisitions, Pending Approval and Draft Status Requisition Edits

Get Started

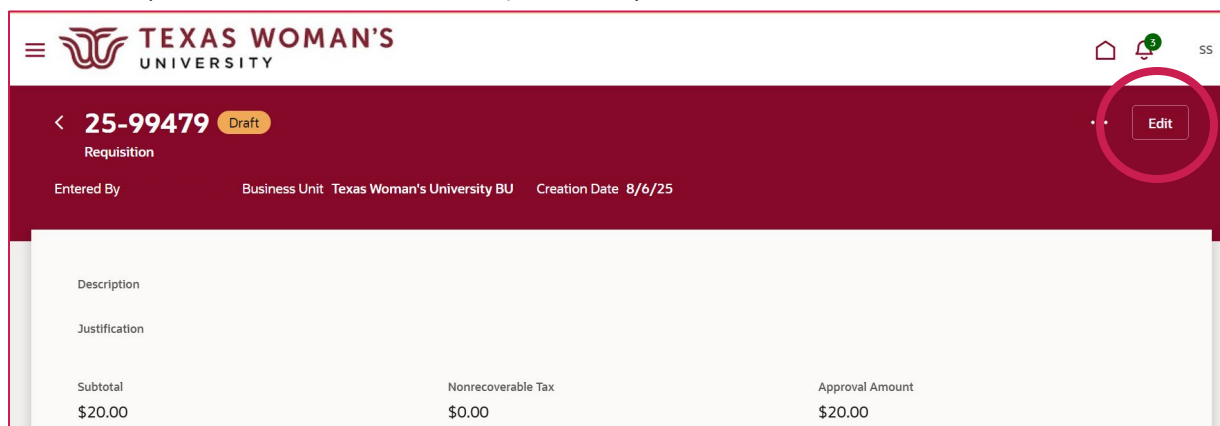
1. Navigate to **Procurement > Purchase Requisitions (New)**



2. Choose your Requisition.

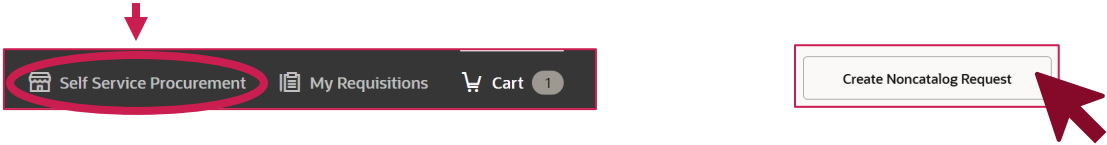


3. Click **Edit**. (This adds the line items to your cart.)



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 a red 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 a help icon in the bottom right corner.

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