

Chapter 2 – Shopping

Creating and Adding to *Requisitions*

Note: To advance from slide to slide press your Page Down key Or the right button on your mouse

Shopping > Creating and Adding to REQs

- 3 different Options to add to or create new REQs
 - From Product Search
 - From Shopping Cart
 - From Order Guide





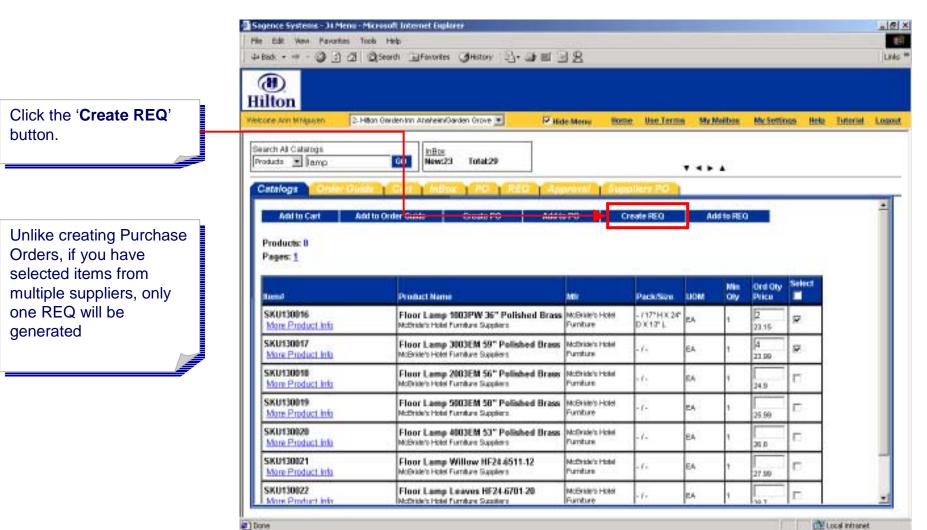
From your search results under the Catalog Tab you can add products directly to a REQ (new or existing).

Suppose you want to create a Requisition for two types of Floor Lamps. Select the models by checking the boxes at the line item level.

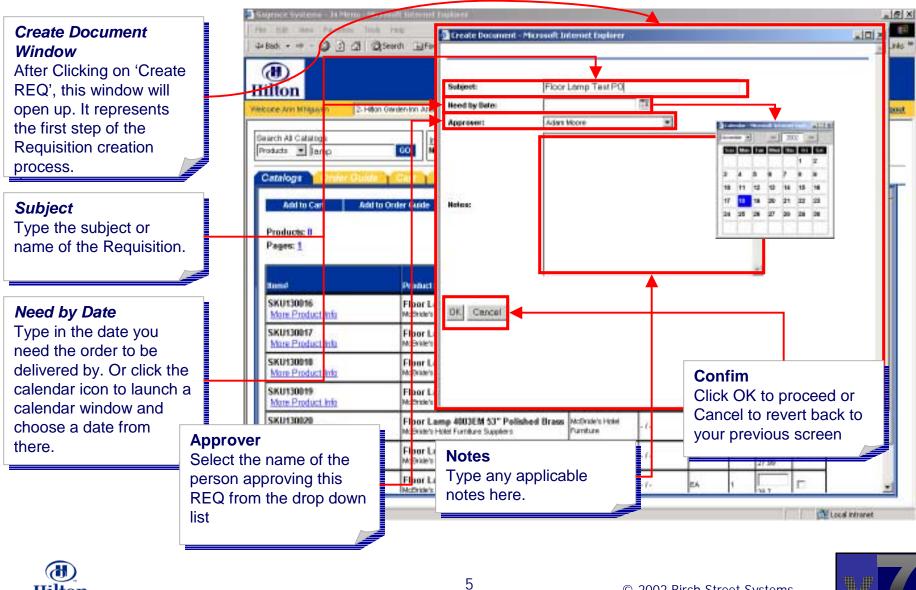
Type the order quantities here.

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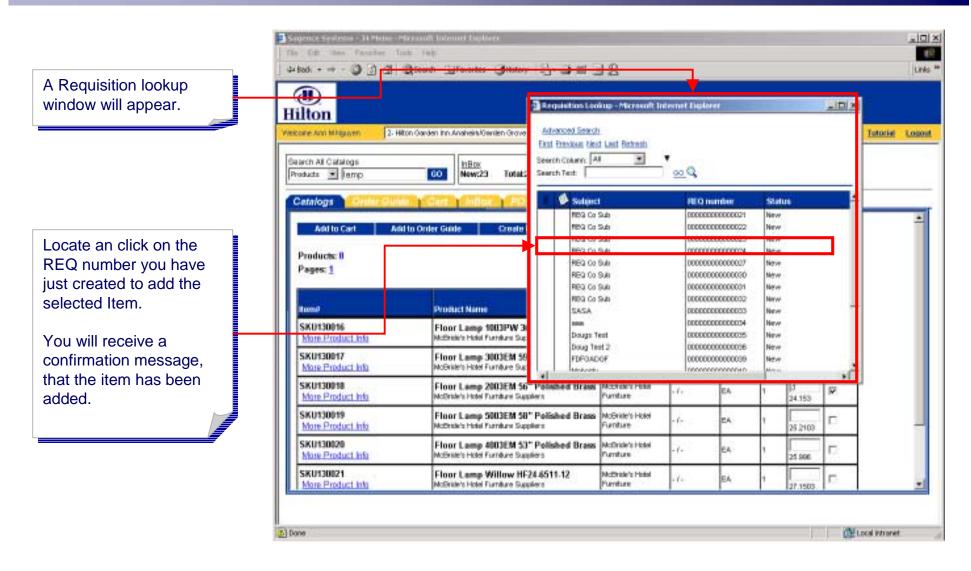
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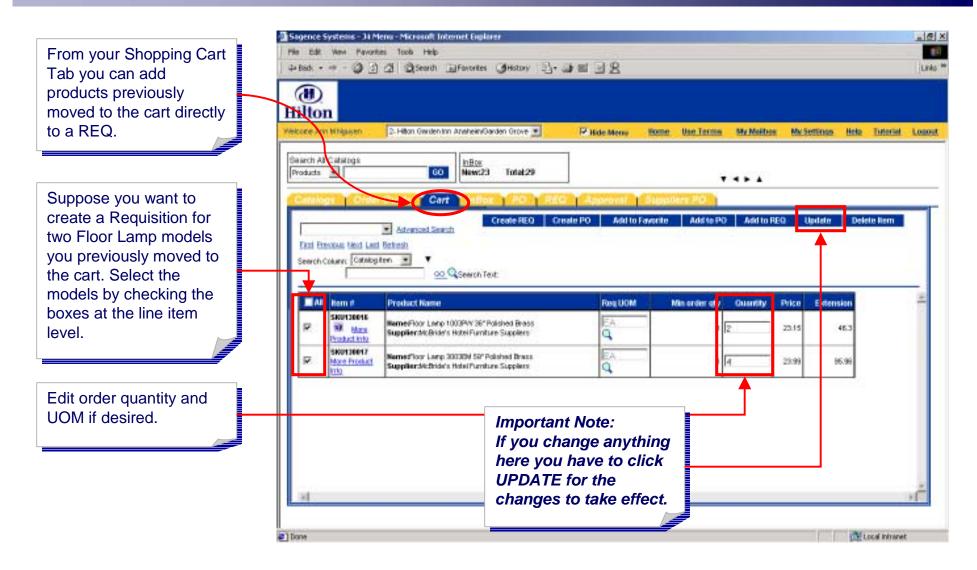
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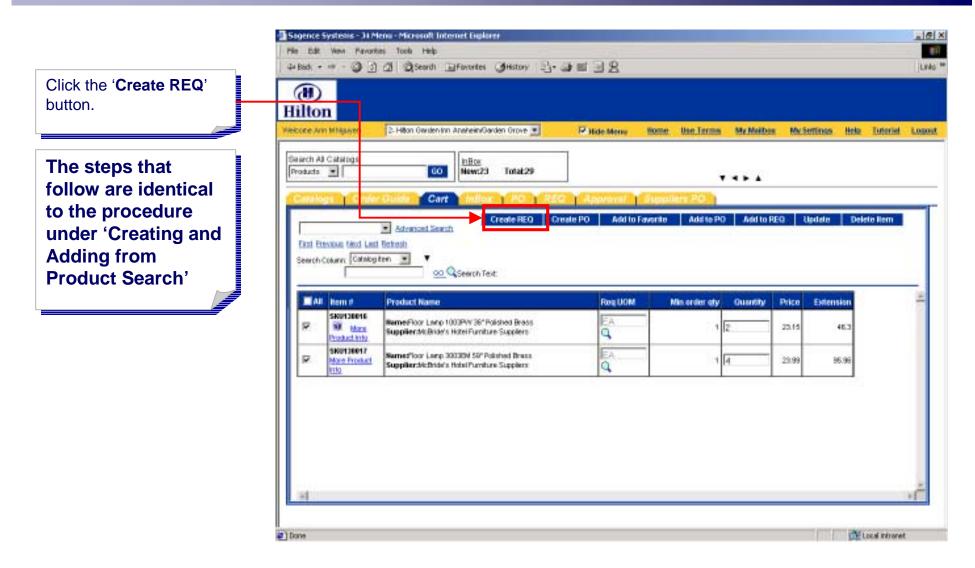
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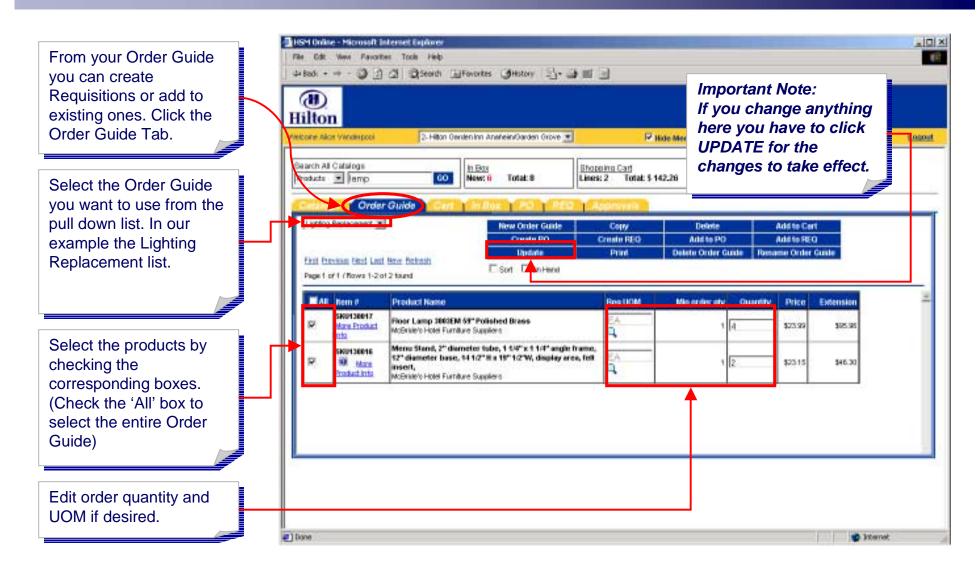
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