

Adding Multiple Locations to a Requisition

To buy an item that is using only one Item ID but shipped to/paid for by multiple locations, you have to add the Ship-To Locations and additional Accounting information at the Requisition level.

1. When first pulling in your Item ID, select the overall quantity you want to buy.
2. Go to the Review and Submit section, and click the arrow on the left-hand side of the Item area, next to the checkbox and line number.

| Requisition Lines | | | | | | |
|-------------------|-----------------------------|---------------------------|----------|-------|-------|-------|
| Line | Description | Vendor Name | Quantity | UOM | Price | Total |
| 1 | 3-RING VIEW BINDER, 3 IN. C | American Paper & Twine Co | Each | 6.880 | 13.76 | |

3. This expands out the item description to show shipping and Chartfield information. Use the plus button on the right-hand side of the Shipping Line section to add another Shipping Line.

1 3-RING VIEW BINDER, 3 IN. C American Paper & Twine Co Each 6.880 13.76

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: [] Quantity: 1.0000

4. Enter the second Ship-To Location here, on Shipping Line 2.

Shipping Line: 2 Due Date: [] Quantity: 1.0000 Maintenance WO

Status: Active Ship To: [] Modify Shipping Address Pegging Workbench

5. Then change the quantity on the new Shipping Line to reflect how many of the ordered quantity are going to that location. In the screenshot below, you need to change the Quantity in the area with the blue rectangles, not with the red circle.

