HOW TO ADD ANOTHER LINE TO A REQUISITION IN RIAS

Adding Another Line
If you need to add another line to your requisition, follow steps 1 thru 6.

1. **Select a Supplier** (For best results enter % sign [Oracle's wildcard] or part of the supplier's name followed by % sign). If the supplier's name is not already in the database, complete and submit a New Supplier Form found in the Forms Repository.

2. **Item Type** - You can choose one of these item types on a non-catalog request

   **Goods billed by Quantity**: An indication of whether you are requesting goods billed by quantity (10 books at 25 USD each), services billed by quantity (10 hours of service at 100 USD an hour), or goods or services billed by amount (5,000 USD of service).

   **Goods billed by Amount**: Select goods or services billed by amount if multiple invoices will be received against the Purchase Order (Example: Lease Payments)

3. **Item Description**: Enter a complete description of the goods or services you are requesting in "Item Description". The description should include size, model number, and any other pertinent information.

4. **Category**: Preparer is to select the appropriate category for the item being purchased.

   Note: The entire list can be viewed by entering % sign and then click “Flashlight”

5. **Quantity**: Enter quantity being purchased.

6. **Unit of Measure**: Select the appropriate “Unit of Measure” using “Flashlight”.

7. **Unit Price**: Enter the “Unit Price” using the decimal point if cents will be indicated. For example: $500.25 should be typed in as 500.25. You do not need to type in the decimal point, if there are no cents. So an amount for $500 can simply be keyed in as 500. Do not include any other punctuation such as dollar signs ($) or commas in this field.
8. Select the category which best describes the equipment/service being purchased by clicking the “Quick Select” icon to the left of the name.

9. If all the information is correct, click “Add to Cart”. You will see the requisition line added to your Shopping Cart.

10. Click “View Cart and Checkout”

11. **Shopping Cart** - DO NOT check the “Quick Order/Check Request” box

12. Click “Checkout” to continue.