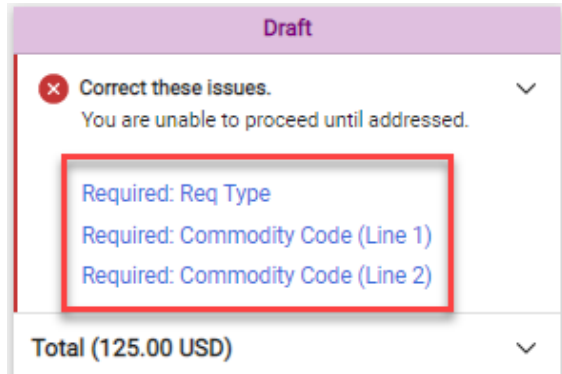


1. In the Draft Requisition:

- You will see the required fields on the right side of the draft requisition.



2. Select the Code

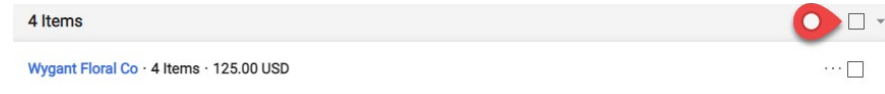
- You can simply click on **Commodity Code (line 1)** link and a dialog box will open that particular line.
- Enter the appropriate commodity code by typing it in the **box or select from the drop down menu.**

Commodity Code ★



3. Assign to Multiple Lines

- If you have the same type of product on multiple lines in your requisition, you can simply assign the same commodity code to the multiple lines at the same time. I.E. Office Depot orders.
- Click in the box to the right** above the first line item.



4. Select the Code

- Choose **Change Commodity Code** from the menu options.
- Enter the appropriate commodity code by typing it in the **box or select from the drop down menu.**

