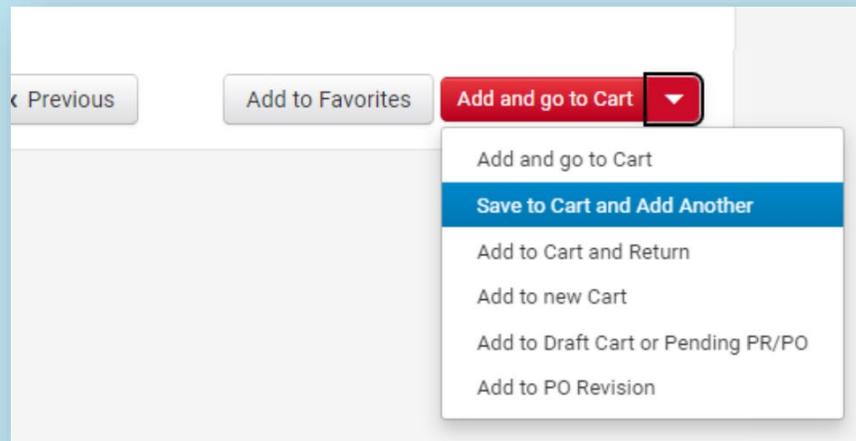




Adding a line item to a requisition (Form)



Within the requisition, select the **Add and go to Cart** button at the bottom right of your screen. Select the drop-down menu and click **Save to Cart and Add Another**.



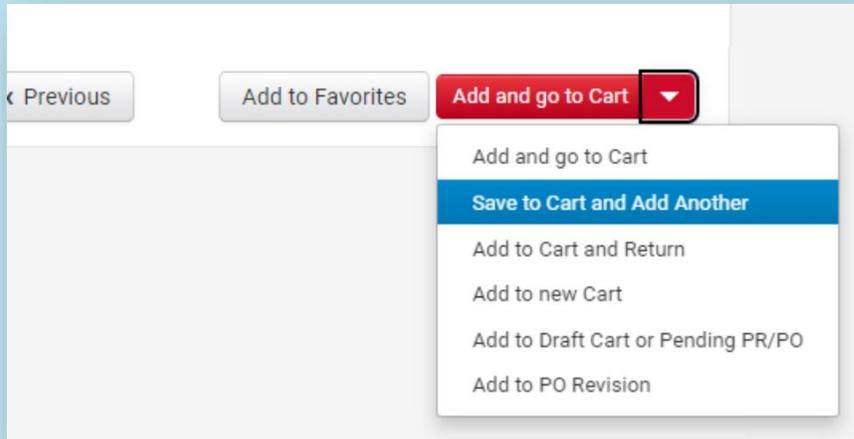
You can then change fields such as items, price, quantity, commodity codes, etc. in your added line item.



Adding a line for shipping and handling



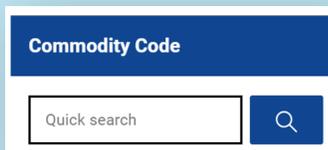
Within the requisition, select the **Add and go to Cart button** at the bottom right of your screen. Select the drop-down menu and click **Save to Cart and Add Another**.



Form the Cost Details section you will need to edit the commodity code by selecting the **Edit** button.



Then enter either 150021 Shipping/Freight (Non-Taxable) or 150022 Shipping/Freight & Handling (Taxable) in the **Quick search** field. Once the commodity code is selected, then select the **Save Changes** button.





Editing the Commodity Code, and changing the Account Code

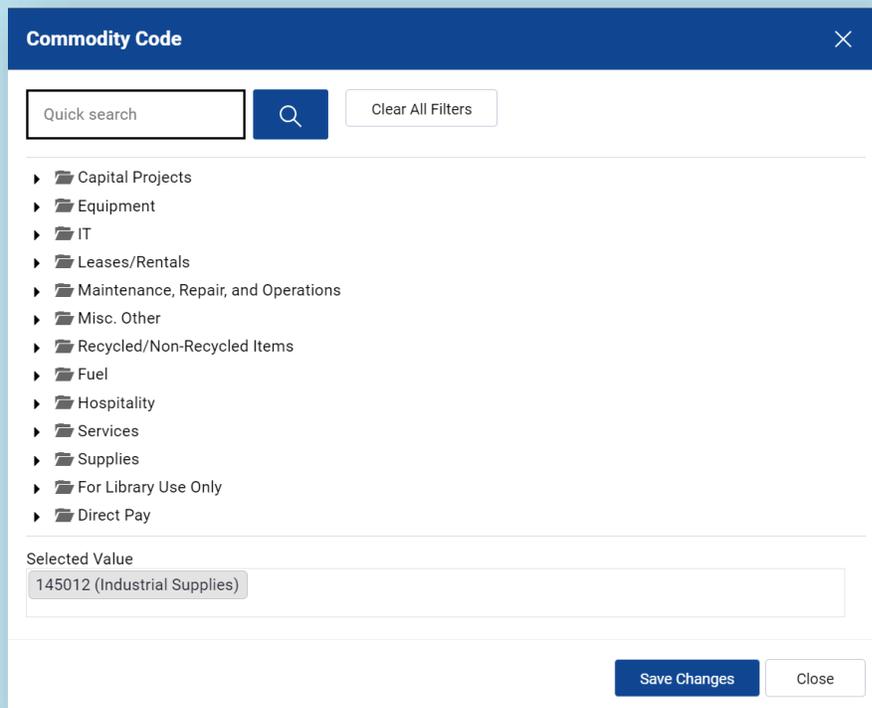


Please note all commodity codes/accounts codes have been standardized for CSU, however if you need to change the account code, this will be completed during the requisition creation process. If an account code is changed, it will be reviewed by accounting.

Recommend editing the commodity code first, by navigating to the Cost Details section, and editing the commodity code by selecting the **Edit** button.



Enter the commodity code in the **Quick search** field. Select the commodity code, and then select the **Save Changes** button.



To validate the Account code is correct from the commodity code selected, navigate to the Chartfield, and then select the **Pencil** icon.

^ CHARTFIELD								Values have been overridden for this line
Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project	
no value	no value	no value	660003_BKCOMP Supplies and Services	no value	no value	no value	no value	



From the Override Line section, select the **Account Override** field, and enter the account code. Then select the **Save** button.

A screenshot of a web application window titled "Override Line 1: Chartfield". The window contains a form with several input fields. The fields are: "Business Unit" (a dropdown menu), "Fund" (a text input), "Dept" (a text input), "Account" (a text input with the value "662000L_BKCOMP"), "Account Override" (a text input with the value "No Value"), "Program" (a text input), "Class" (a text input), and "Project" (a text input). At the bottom left of the form, there is a note: "★ Required fields". At the bottom right, there are two buttons: "save" and "close".