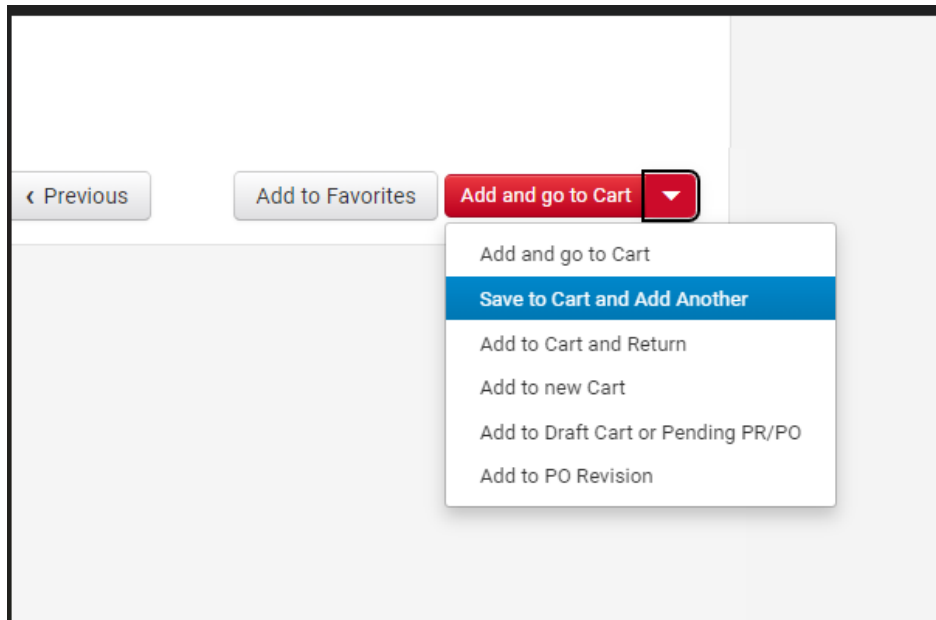
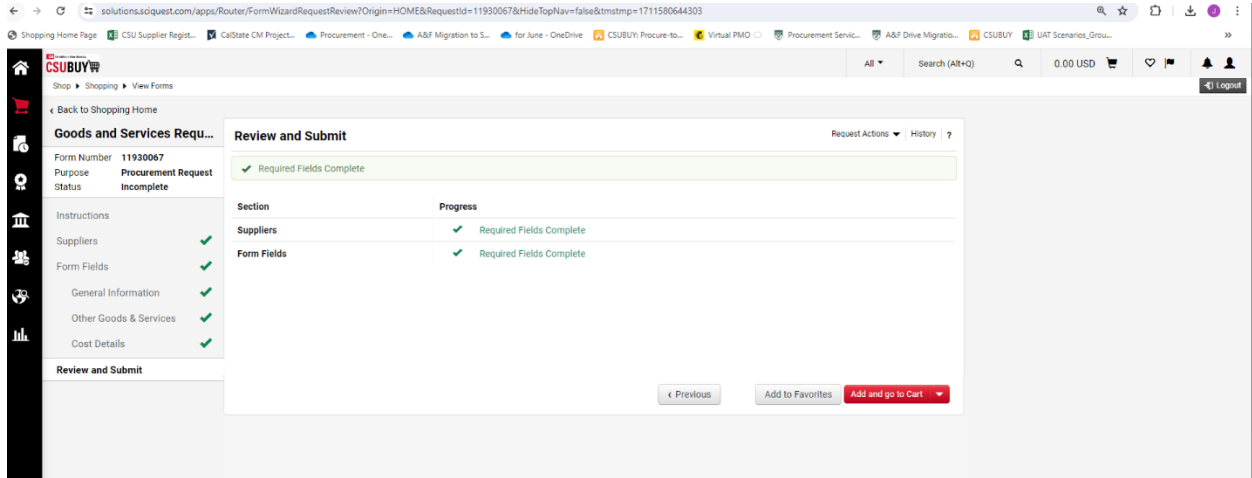


There are three different ways to add a line item to an order.

1. To add a line to an order if you have not added the line to a cart yet, you can utilize the red box on the right bottom corner (Add and go to cart) and select the drop-down menu and click on “Save to Cart and Add Another”.



This will take you through the form you are currently utilizing allowing you to change fields such as items, price, quantity, commodity codes, etc.

2. Or if you have your cart ready with selected items before you select “submit request” on the top right corner you can go back into the form by selecting IT Hardware Request (example form) under your line “Item” and you can add from there. This is a quicker way to add a line item since the form is filled out from the previous line item and either modify or adjust the form fields as needed.



CSUBUY The Gateway to State Agencies

Requisition • 184793092


Summary Taxes/S&H PO Preview Comments Attachments History

1 Item

3 Step Sports LLC • 1 Item • 1.00 USD

^ SUPPLIER DETAILS   Cal Poly San Luis Obispo (SLXMP-1) : 300 Brickstone Square, Suite 400, Andover, Massachusetts 0181

Contract	no value	Supplier Account No.	no value
Quote number	no value	PO Clauses	no clause

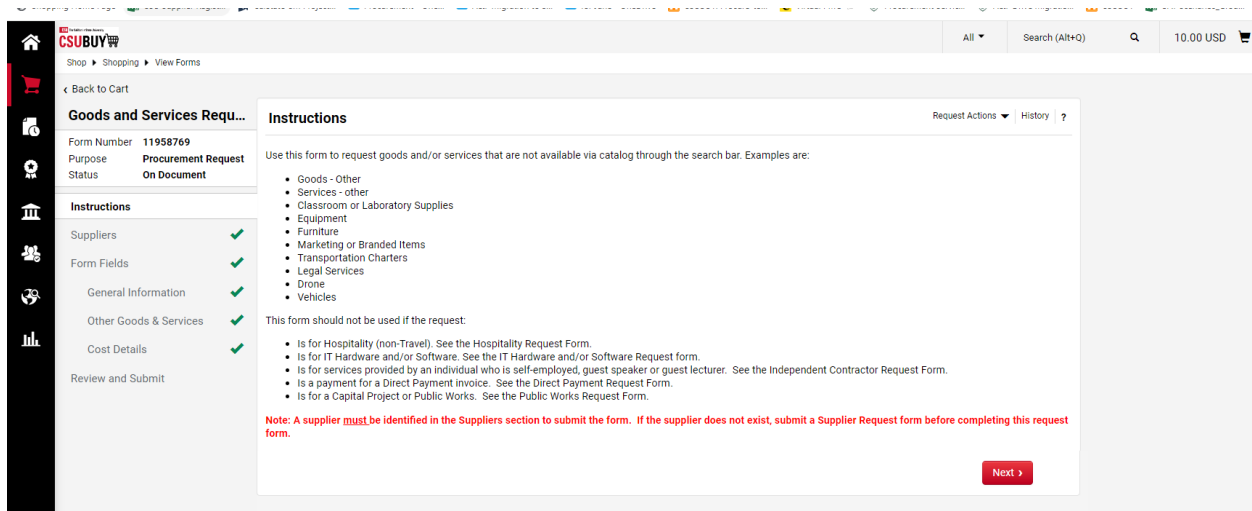
Item	Catalog No.	Size/Packaging
 IT Hardware Request		
Contract:	no value	

1 test EA

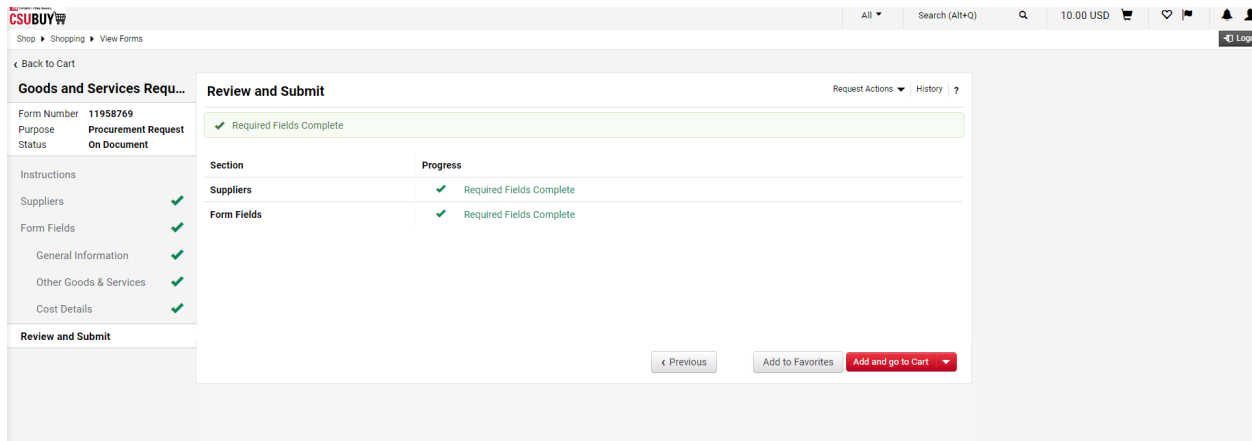
^ ITEM DETAILS

Commodity Code	115002 / IT Hardware	Taxable
Override Receiving Required	✗	Asset
Prepayment	no value	Asset Profile ID
PO Clauses	no clause	

Selecting the Form from under the Item line will route you back to the form you were utilizing; you can modify this form to fit the additional items you want to add. You can adjust or modify anything like suppliers, form fields, or cost details. You would know you are adding lines since your cart already has the cost in the top right corner.



Once you progress through the form again you can select from the red box on the bottom right drop-down to “Save and add to cart” or if you are done then click on “Add and go to cart”



3. Or you can just go back to your shopping home page and select the form to fill it out another line item.

You could tell when you add line items; because in the top right hand corner the cost will reflect the additional items next to the shopping cart.

