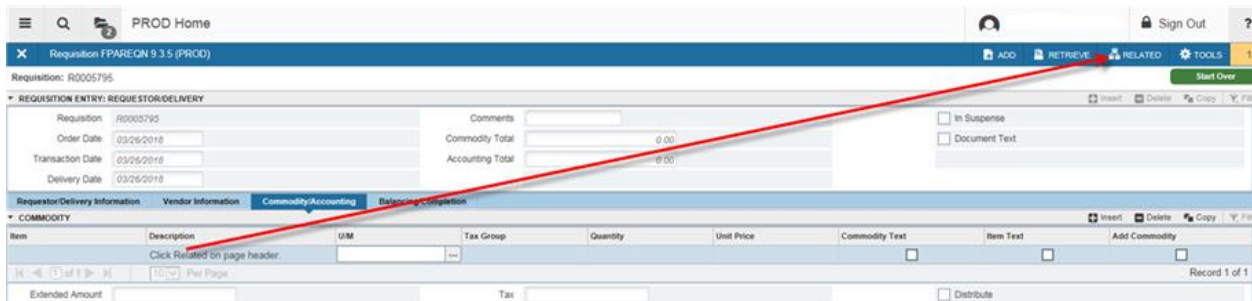


Adding Item Text In A Purchase Requisition

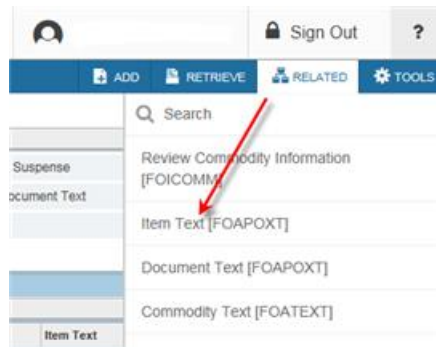
The description field for any purchase requisition can hold up to fifty (50) characters. If needed, additional text may be added to more fully describe the item being requisitioned.

NOTE: Recommended browsers are Firefox, Safari, Chrome, and Edge. Internet Explorer is not recommended.

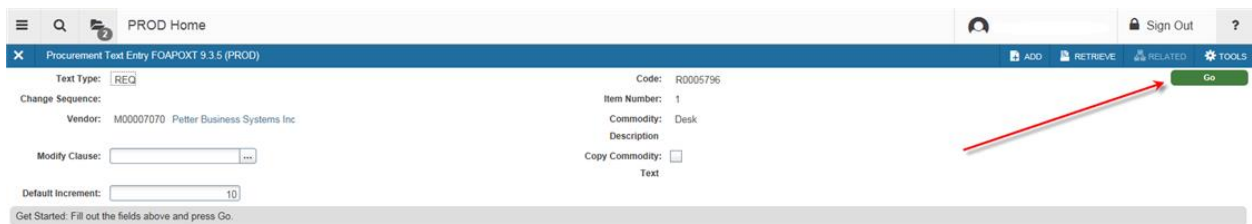
1. With your cursor in the description field, enter up to fifty (50) characters, but avoid breaking words or catalog numbers. To access item text, click the word Related on the page header.



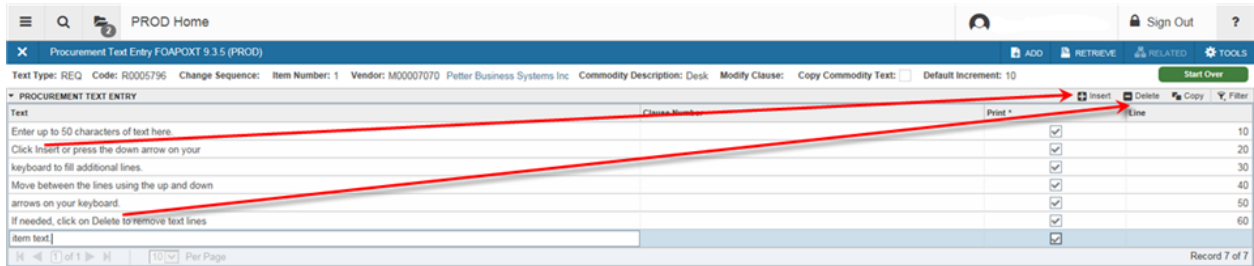
2. Click on Item Text.



3. Click  to move to next section.



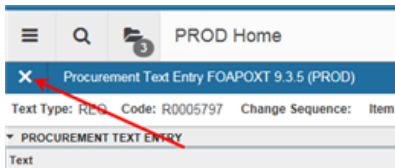
- Enter up to fifty (50) characters of text. Click on the word Insert to fill additional lines. Use the up and down arrows on your keyboard to move between lines. Click on the word Delete to remove lines.



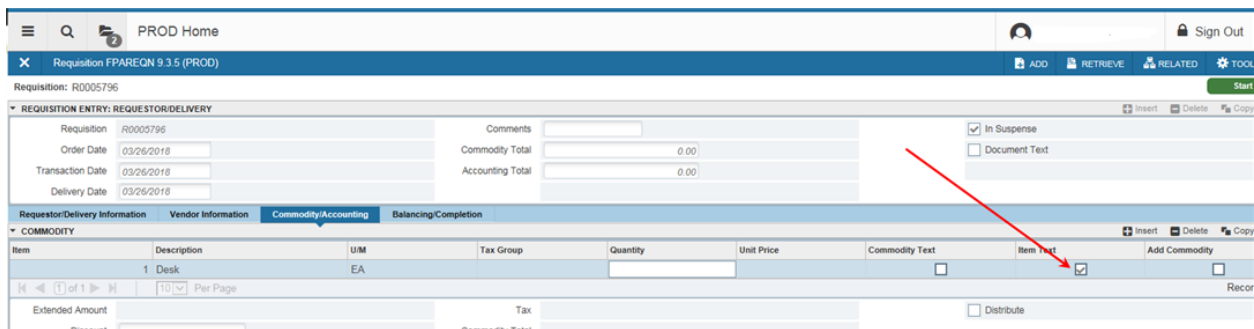
- When finished adding item text, click Save in lower right corner.



- Click on X in upper left corner to return to the commodity section of the purchase requisition.



A checkmark now appears in the Item Text box indicating there is additional text for this item.



- Navigate through purchase requisition fields and sections as needed to complete the purchase requisition.