Procurement: Create a Requisition with Line Splits by Amount

1. Create a Requisition by using the Search Catalog, Connect to a Supplier Website, or Request Ad Hoc Goods or Services from the Workcart.

2. Complete the requisition process up to the Goods or Services Line and the checking/updating of the SmartTags, Project, Grant or Additional Worktags as required.

3. In far right column after the additional Worktags, click the zero circle icon

4. Select Amount from split pop-up window.

5. Enter first Amount or Percentage and Worktag.

6. Click on Plus (+) for a new split line to appear.

7. Enter second Amount or Percentage and Worktag.

8. Split amounts must add to total amount.

9. Click Done to close pop-up window.

10. Complete requisition process as normal.