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 under the Splits column.

4. Select Quantity from split pop-up window. (Must have at least a quantity of 2 in order to split by quantity.)

5. Enter first Quantity and Worktag.

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

7. Enter second Quantity and Worktag.

8. Quantities must add to total quantity ordered.

9. Click Done to close pop-up window.

10. Complete requisition process as normal.