



3. This will bring up a blank form. Enter the information for line 2 – this will be for 492601. The SPO Description, Commodity Code, Beginning and End Date and Subcontract Grand Total should all be the same as line 1.

4. Leave 'Available Actions:' as "Add and go to Cart" then click Go:

5. Now you should see two lines for this requisition. Click the "Add SpeedType/Shipping/etc." button.

6. Click on the 'Accounting Codes' tab:

7. On the header line add the SpeedType and account code 492600, then on line 2 click the 'edit' button (on the right of the line) and change the account code to 492601.

8. Submit the requisition.