To include multiple guest room reservations on the same PO, follow the instructions below.

I. Obtain a Confirmation number for each guest room

Call the University Guest House (number provided on the form) to obtain a Confirmation number for each reservation to be included on the PO.

II. Complete the form

1. Note that there is a unique Confirmation number for each guest room reservation. Insert the first Confirmation Number.

2. Provide the corresponding dollar amount and Guest name(s).

3. Provide any applicable Attachments and/or Additional Details.
III. Add to Cart and Return

When the form is completed with the information pertaining to the first Confirmation Number, select Add to Cart and Return from the Available Actions dropdown in the upper right corner of the form.

Click Go.

IV. Repeat for each Confirmation Number

1. For each unique Confirmation Number, fill in all applicable fields on the form. Each time the form is completed, select "Add to cart and Return" to create a new PO line.

2. Note that Attachments need only be added to an order once. The same attachment should not be added each time you fill out the form for a new PO line.
V. Add and go to cart

When the form is completed for each of the Confirmation numbers, Select Add and go to Cart from the Available Actions dropdown.

Click Go.

The shopping cart will contain a Product Description line for each time the form was completed.

Each Product Description line will display:

1. Confirmation number
2. Guest name
3. Dollar amount for each room and the total for all rooms
4. It is helpful to include the event or business purpose in the cart name.
5. Proceed to Checkout to complete the order and submit requisition, or Assign Cart to a Requisitioner.