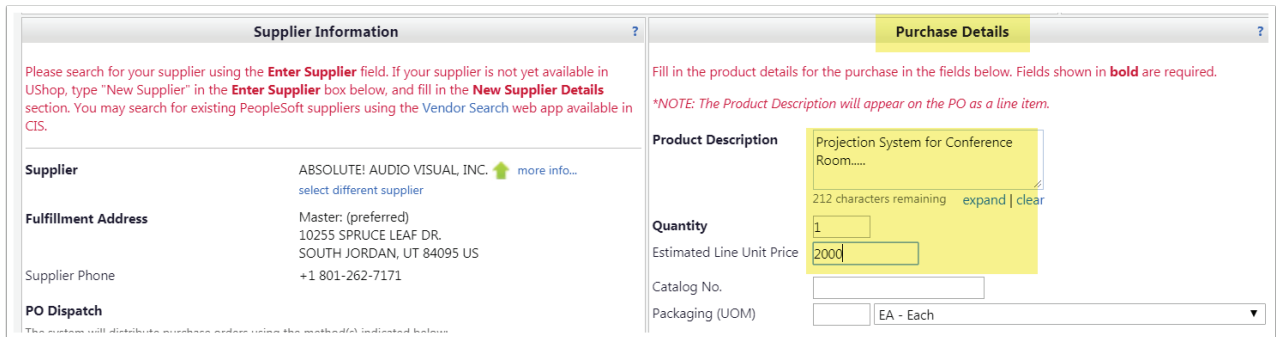


Multiple PO Lines can be added to a UShop order. This is done automatically when you order from a punch-out catalog. When ordering from a Non-Catalog or Specialized form, please take the following steps.

1. Fill out the form completely

For the first PO line, fill out the form completely. In the **Purchase Details** section, the **Product Description**, **Quantity** and **Estimated line Unit Price** should reflect the first PO Line item.

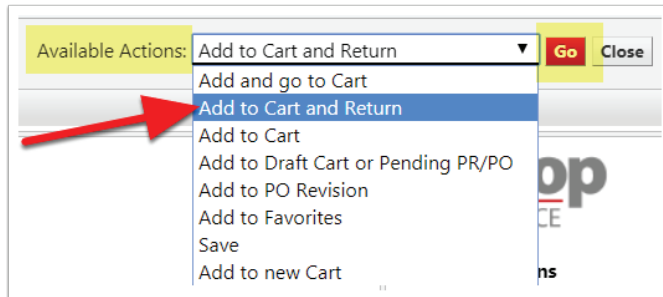


The screenshot shows a two-paneled form. The left panel, titled "Supplier Information", contains fields for Supplier (ABSOLUTE! AUDIO VISUAL, INC.), Fulfillment Address (Master: (preferred), 10255 SPRUCE LEAF DR., SOUTH JORDAN, UT 84095 US), Supplier Phone (+1 801-262-7171), and PO Dispatch. The right panel, titled "Purchase Details", contains fields for Product Description (Projection System for Conference Room....), Quantity (1), Estimated Line Unit Price (2000), Catalog No., and Packaging (UOM) (EA - Each). A red arrow points to the "Go" button in the top right corner of the form.

2. Add to cart and Return

In the upper right corner of every UShop form, you will find an **Available Actions** dropdown menu. Select the option **Add to Cart and Return** and click **Go**. This will:

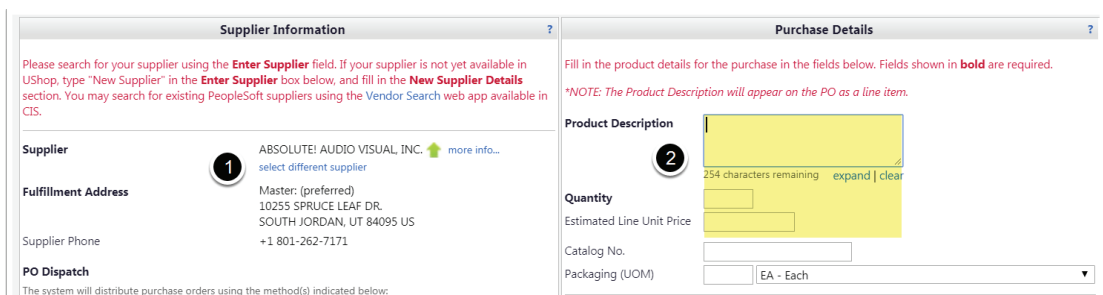
- Deposit the first PO line item into your cart,
- Retain the supplier information on the form, and
- Clear the **Purchasing Details** on the form so you can add the next item.



The screenshot shows the "Available Actions" dropdown menu open. The options are: Add to Cart and Return, Add and go to Cart, Add to Cart and Return, Add to Cart, Add to Draft Cart or Pending PR/PO, Add to PO Revision, Add to Favorites, Save, and Add to new Cart. A red arrow points to the "Add to Cart and Return" option. The "Go" button is highlighted in red.

3. Complete Form for additional PO Line Items

1. Note that the Supplier Information is retained.
2. The Purchase Details fields are clear and ready for you to enter the next line item details.

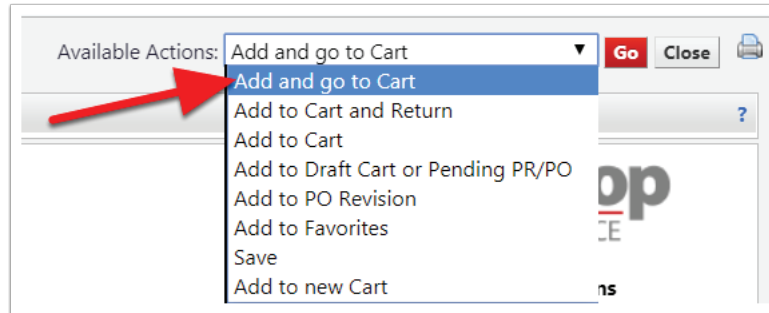


The screenshot shows the same UShop form as before, but the Purchase Details section is now empty, ready for the next line item. The Supplier Information section remains filled out. A red circle with the number "1" is placed over the Supplier field, and a red circle with the number "2" is placed over the Product Description field.

Repeat steps 2 & 3 until all needed items are added.

4. Add and go to Cart

When all needed items are added, select **Add and go to Cart** in the **Available Actions** dropdown. Click **Go**



5. Complete as with any UShop order.