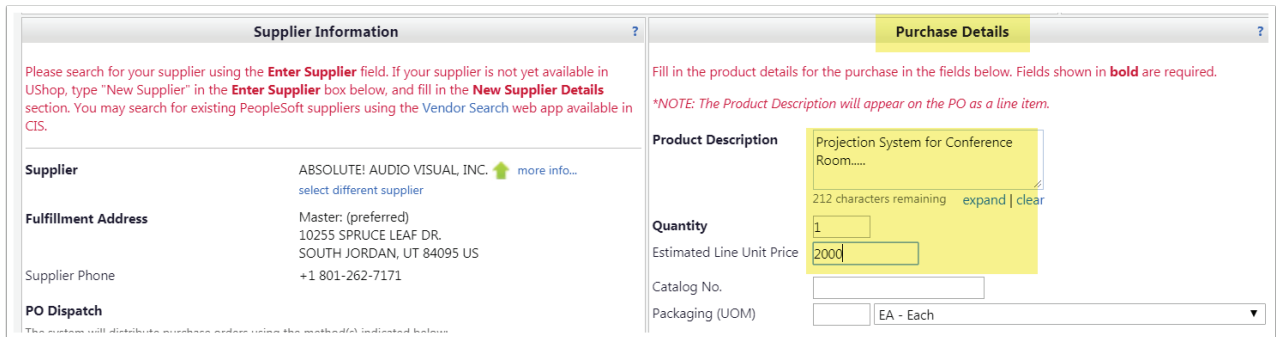Multiple PO Lines can be added to a UShop order. This is done automatically when you order from a punch-out catalog. When ordering from a Non-Catalog or Specialized form, please take the following steps.

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.
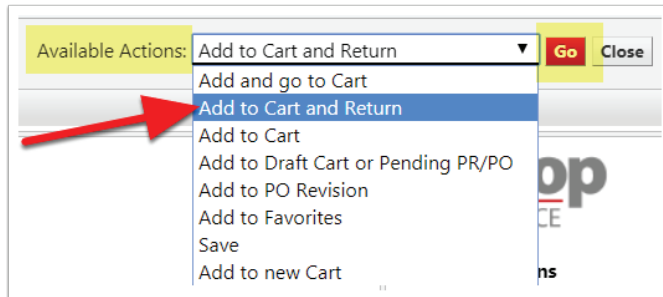

2. Add to cart and Return

In the upper right corner of every UShop form, you you will find an **Available Actions** dropdown menu. Select the option **Add to Cart and Return** and click **Go**. This will:
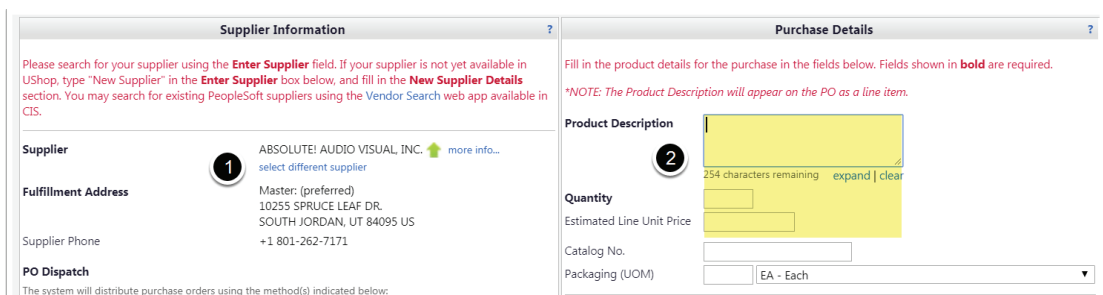
- Deposit the first PO line item into your cart,
- Retain the supplier information on the form, and
- Clear the **Purchasing Details** on the form so you can add the next item.

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.
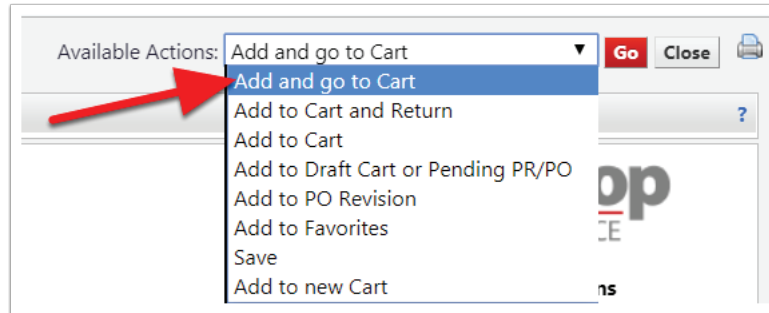

Repeat steps 2 & 3 until all needed items are added.

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.