Name

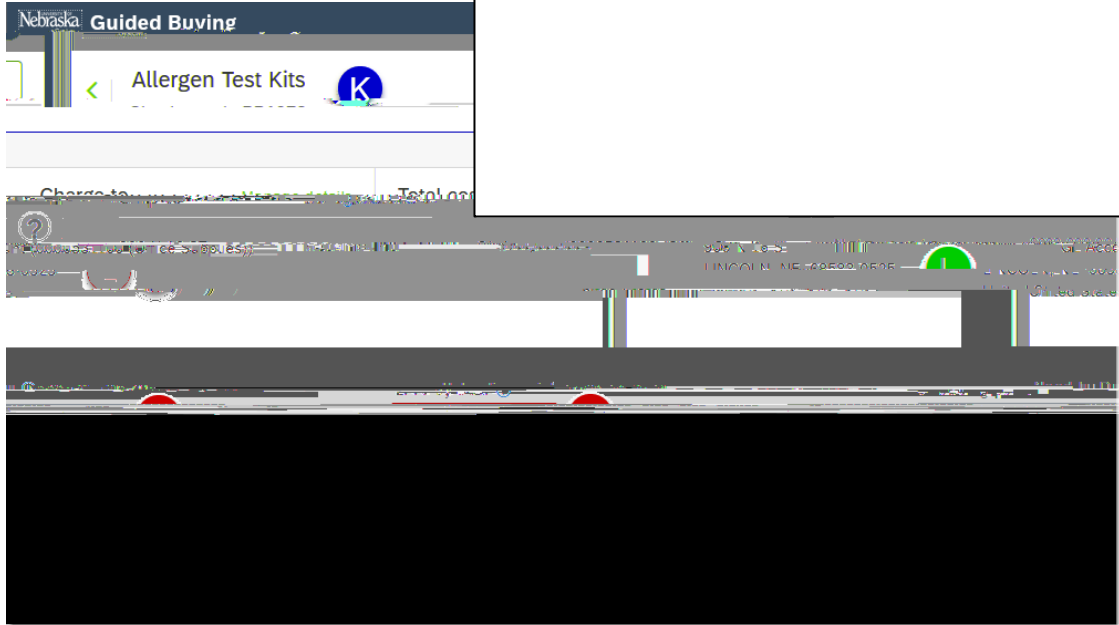**Name**

Name

5. Enter all information required below.

| K. | (Optional) Click into the field to create a title for the order. |
| L. | Validate "Ship to" information. |

6. Scroll down to the item information and expand the item by clicking the arrow to the left of the item.
7. Click the "Accounting" link to change funding information.

7. Click the dropdown in the field to be changed (e.g., GL Account) and click "Browse all".

PROCEDURE (CONTINUED)

7. Enter a search term in the field and press "Enter" on your keyboard (or click the magnifying glass).

9. Select "Choose" to the right of the search result.

10. (Optional) Expand other item-level sections to review/edit.

11. (Optional) Enter any comments or attachments. Check the check box if you want to share the information with the supplier. Click "Add"(.nd0.011 0)-6.4 ( )7 506.25em

Name | Create Framework Order

PROCEDURE (CONTINUED)

12. Review the Approval Flow at the bottom of the screen and validate that no errors exist on the order. Click "Submit" (no changes allowed) or "Save and exit" (changes can be made).
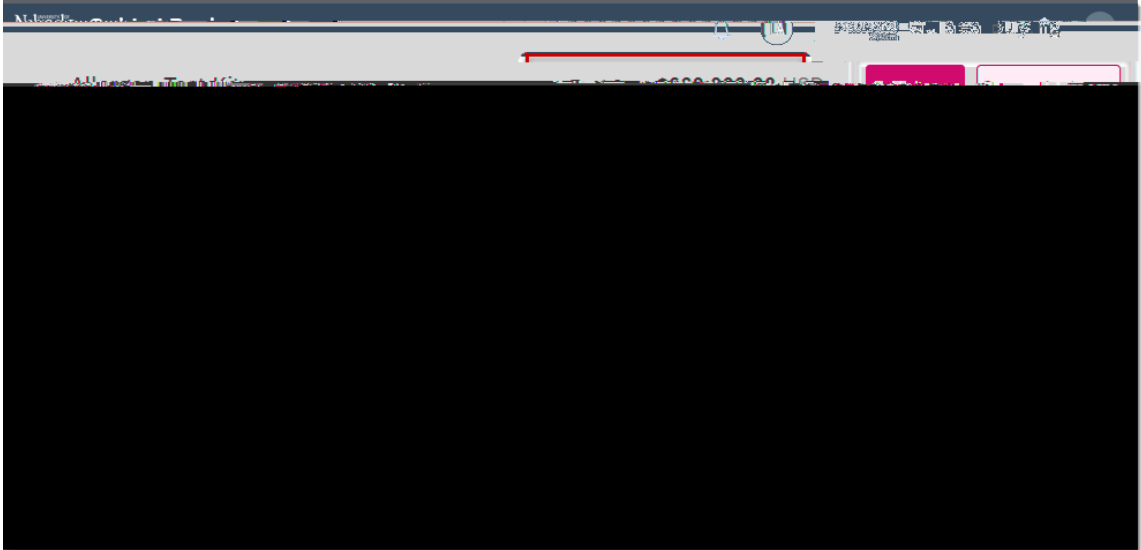
13. The confirmation screen displays.