

Changing a Category Code

Please note: Category code and account code are not the same thing.

To correct the category code, edit the requisition from your Manage Requisitions page and click on the line description to open up the special request page.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit	CASE1	Case Western Res
Requester	yak	Yana A Katsevich
*Currency	USD	

Cart Summary: Total Amount 1,660.00 USD

Expand lines to review shipping and accounting details

Requisition Lines ?

Line	Description	Item ID	Vendor
▶ 1	MCPC laptop		MCPC Inc

Select All / Deselect All Select lines to: Add to Favorites

On the Special Request page, change the category to the appropriate category, click add to cart and then checkout. Then budget check and save and submit.

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	MCPC laptop
*Price	1660.0000
*Quantity	1.0000
*Category	OFFICE SUPPLIES

Supplier

Supplier ID	0000005512
Supplier Name	MCPC Inc