

Changing a Category Code

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

To correct the category code, edit the requisition, 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 Case Western Res
Requester Yana A Katsevich
*Currency

Cart Summary: Total Amount 1,660.00 USD

Expand lines to review shipping and accounting details

Requisition Lines ?

Line	Description	Item ID	Vendor
▶ <input type="checkbox"/> 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, add to cart and 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
*Price
*Quantity *U
***Category**

Supplier

Supplier ID
Supplier Name MCPC Inc