

## Finding a Requisition

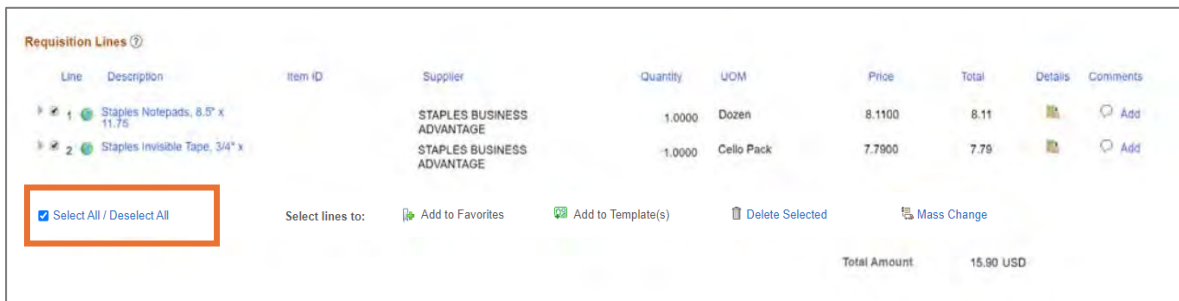
Searching a requisition is the first step to using the **Manage Requisitions** page.

- From the **Admin WorkCenter** page in ConnectCarolina, follow this menu option:  
**Finance WorkCenter > BuyCarolina/PurchaseOrder > Manage Requisition**
- On the manage requisitions page, complete one or more of the fields.
- Click the **Search** button.

## Edit the Shipping Information

The requisition line section displays information about each requisition line. The information auto-populates from your default requestor preferences, but you may need to make changes if the order needs to be shipped to a home address.

- To change the requisition information, mark the checkbox **Select All/ Deselect All**.

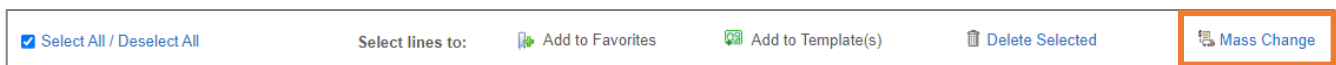


Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Staples Notepads, 8.5" x 11.75"		STAPLES BUSINESS ADVANTAGE	1,000	Dozen	8.1100	8.11		Add
2	Staples Invisible Tape, 3/4" x		STAPLES BUSINESS ADVANTAGE	1,000	Cello Pack	7.7900	7.79		Add

Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

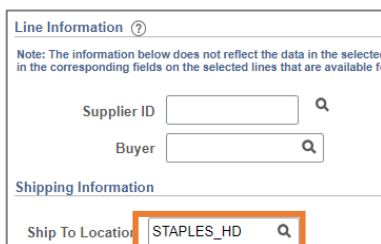
Total Amount: 15.90 USD

- Click the **Mass Change** link.



Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

- In the **Ship To Location** field, enter **STAPLES\_HD**.



Line Information ⓘ

Note: The information below does not reflect the data in the selected lines that are available for

Supplier ID  🔍

Buyer  🔍

Shipping Information

Ship To Location  🔍

**Result:** A pop-up window will appear.

- Click the **OK** button on the pop-up window.

**Result:** The Ship To Location is now changed to STAPLES\_HD. You can ignore the address that is displayed under the Shipping Summary as Staples will deliver to the home address.