**SOP NO:** SOP-PURCH-18  
**SUBJECT:** Requisitions with Multiple (10 or more) Line Items  
**SOURCE:** University Procurement Services  
**ORIGINAL DATE OF ISSUE:** 8/26/2019  
**DATE OF LAST REVISION:** 8/26/2019  
**RATIONALE:** BUY.IU does not have functionality to import line items via Excel. This SOP provides a method for entering REqs with 10 or more line items. This procedure is for non-catalog orders only.

**PROCEDURES**
- Initiate the Non Catalog Requisition process
- Create an individual line item for each Capital Asset in the order. Be sure to check the Capital Asset box for each.
- Remaining non-capital items can be grouped into one line item with the aggregate total of those lines (ie. 30 lines = $200K). “See attached” should be noted in the description.
- The quote or itemized spreadsheet of line items should be added as an external attachment to the Requisition.
- In the Recurring Payment section, check the “Recurring Payment” box to change the PO from quantity receiving to cost receiving. This will ensure the PO remains open after the first item is paid. Set the “Type of Recurring Payment” to Variable/Variable.
- Complete all remaining standard steps to route the Requisition.

**DEFINITIONS:**

**CROSS REFERENCE:**  
Non-Catalog Orders - Written Documentation  
Recurring Payment Orders - Written Documentation