

Splitting the Business Purpose at the Line Level

You may wish to specify a different business purpose for each line of the order. AggieMart allows you to do this as described in this section.

1. Once you click **Proceed to Checkout**, a **draft requisition** is created. It is within the requisition that you can change the business purpose for line(s).

The screenshot displays a requisition for 'Staples Contract & Commercial Inc' with a total value of 312.18 USD. The requisition is in a 'Draft' state. The main content area lists two items: 'Staples Multiuse Copy Paper' and 'Sharpie Permanent Marker'. A callout '2' points to the '10 Items' header. A callout '3' points to the 'Line Item Actions' (three dots) for the first item. A callout '4' points to the 'Business Purpose' option in the drop-down menu. The right sidebar shows a 'Draft' summary with a total of 312.18 USD and 'What's next for my order?' section.

2. Scroll down to the **Items** section of the requisition.
3. Click the **Line Item Actions** **••• icon** (3 dots) for the line to split → In this example, Line 1.
4. Click **Business Purpose** from the drop-down menu.

The **Override Line 1: Business Purpose** pop-up window is displayed.

Note: If a business purpose was entered at the header level, it will be displayed in the pop-up window:

5. Delete existing text from the **Business Purpose** field.

6. Enter the new **Business Purpose** for this line item.

7. Click **Save**.

Draft	
Total (312.18 USD)	▼
Subtotal	312.18
	312.18
What's next for my order?	
Next Step	Service Center Approval
Approvers	Maestas, Bernie Nelson-Hammersmith, Sharon Rodriguez, Monica
Workflow	☐ ☐
<input type="checkbox"/>	Show skipped steps

8. The **Business Purpose** for the specific line is displayed in the requisition.