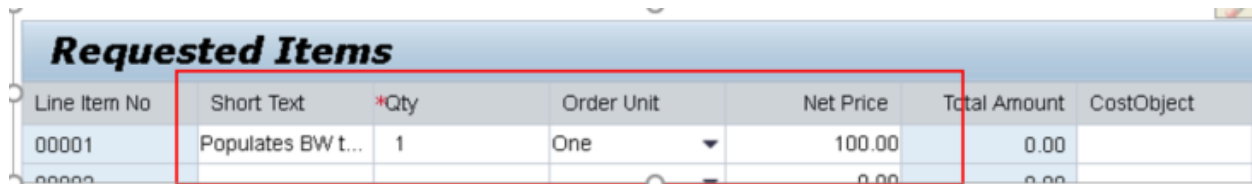
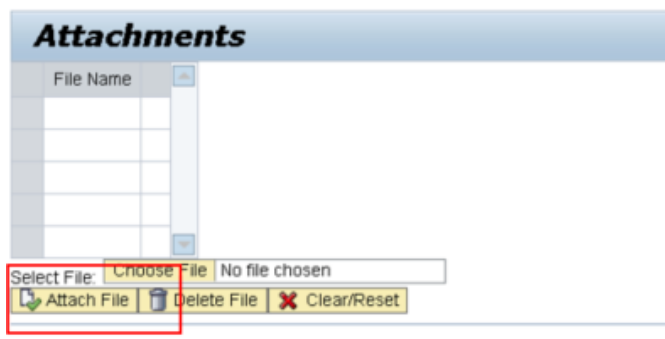


- Reference the **Event #** in the note pad



Line Item No	Short Text	*Qty	Order Unit	Net Price	Total Amount	CostObject
00001	Populates BW t...	1	One	100.00	0.00	
00000				0.00	0.00	

- Under the requested items- the **Short Text** section will populate the **BW Report Text Field***- you should provide a very blurb here about your event or request: “Department lunch” – etc. (*something that will provide meaning for your department’s budget tracker- if this is not you! – but not something too long, so it won’t get cut off by the report.)
- **QTY** will be one and **Order Unit** will be one- **Net Price** would be the quoted price



Attachments

File Name

Select File: Choose File No file chosen

Attach File Delete File Clear/Reset

- Attach the **Event Sheet** from the provider