



# BuyUSI

## How to Add Lines to a Transaction

- Go to the Checkout. Make sure the transaction you need to add lines to is visible.
- Keep the original transaction in your checkout.
- Initiate a NEW transaction to the same vendor for the line(s) you wish to add.
- Once all lines needed are added to the new transaction, click the checkout tab.
- A window will pop up asking if you want to add to the existing transaction.
- Click Yes.
- The new lines will attach to the original transaction.
- Complete the updated transaction verifying the information.
- Hit "Request Approval".