When creating a Requisition, using the **Edit Multiple Lines** button allows you to quickly and easily update the Delivery and Charge Account on multiple lines at the same time.

### Where to start

1. **Once all items have been added to your cart, you will be at the Edit Requisition Screen.**
2. **Highlight the lines you want to edit by holding the Ctrl Key and clicking each line or drag your mouse to highlight.**
3. **Click the Edit Multiple Lines button.**
4. **The Edit Lines window opens showing the selected lines at the top and the Delivery and Billing sections at the bottom. Changes made will apply to all of the selected lines.**
5. **Set the Delivery location.**
6. **Set the Billing information.**
7. **Click Ok when edits are complete.**
8. **The Requisition is now ready to Check Funds and Submit.**

### Things to consider:

- Set up common charge accounts in the Requisition Preferences with Nicknames to quickly identify and update frequently used COA strings.
- You must withdraw an approved requisition before edits can be made.