

Item Entry Guidelines for Creating a PR

Example	Scenario	Directions – Item Overview Section	Directions – Item Detail Section
1	Purchase 1 hammer	Use 1 line.	Enter address A.
2	Purchase 3 hammers, shipping to address A.	Use 1 line.	Enter address A.
3	Purchase 1 hammer, 1 saw, and 1 screwdriver, all shipping to address A.	Use 3 lines, 1 for each different item.	Enter address A for each line.
4	Purchase 3 hammers, shipping 1 each to address A, address B, and address C.	Use 3 lines, 1 for each different delivery address.	Enter each different delivery address by referencing the corresponding line.
5	Purchase 3 hammers, shipping 1 to address A, and 2 to address B.	Use 2 lines, 1 for each different delivery address.	Enter each different delivery address by referencing the corresponding line.
6	Purchase 2 hammers and 2 saws, shipping each to address A and address B. 1	Use 4 lines, 1 for each different item.	Enter delivery address A for 1 hammer line and 1 saw line; Enter delivery address B for 1 hammer line and 1 saw line.
7	Purchase 3 hammers, shipping to address A; 3 saws, shipping to address B; and 3 screwdrivers, shipping to address C.	Use 3 lines, 1 for each different item.	Enter delivery address A for the hammer line; enter address B for the saw line; and enter address C for the screwdrivers line.
8	Purchase 3 identical computers (assets) shipping to Address A.	Use 3 lines, 1 for each computer.	Enter delivery address A for each line. Each computer must be listed separately in order to assign a separate Asset number to each line item.