Follow the steps to [Retrieve a Requisition](#) (if needed)

|	
From the **Shopping Cart**, • Click **Show Delivery and Billing**	▶ Show Delivery and Billing
Go to the **Billing** section, • Populate the **Project, Task, Award, Expenditure Type, Expenditure Organization** and **Expenditure Item Date** fields _only_	**Billing** Project 32▨▨▨▨ Task 37.06 Award 202▨▨▨▨ Expenditure Type 8201099 SUPP-OTHER OFF Expenditure Organization 10 Expenditure Item Date (16-Nov-2021) Charge Account Enter Charge Account GL Date 16-Nov-2021 **Note:** The account that you enter here will be applied to each item on your requisition.

📌 **Continue to complete the Checkout process**