

How to Add an Asset Tag number in Buy-to-Pay

- When a Cart has been created, you'll Proceed to Checkout
- During the Final Review (bottom check mark in your left navigation), you'll add the Asset Tag for any Capital Equipment/Fabrication
- Under the Lines Section (bottom section), you can click the second "Edit" button under Product Description to add an Asset Tag number (as shown below). A popup will appear and you'll be able to Save the Asset Tag:

Lines Hide Line Details Selected Line Item Actions

01_PRIMARY

Contract	no value	<input type="button" value="edit"/>
PO Number	To Be Assigned	
Customer Account Number	no value	
Pricing Code	no value	
Quote number	no value	

[View/edit by line item...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="edit"/>
1 <input type="text"/> <input type="text"/> more info... Form Type: Payment Request . Location of activity: United States Type of Transaction (Suggested Object Code): Other (Not Identified Above) more info... Asset Tag no value			<input type="text"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="edit"/>

Supplier subtotal USD

