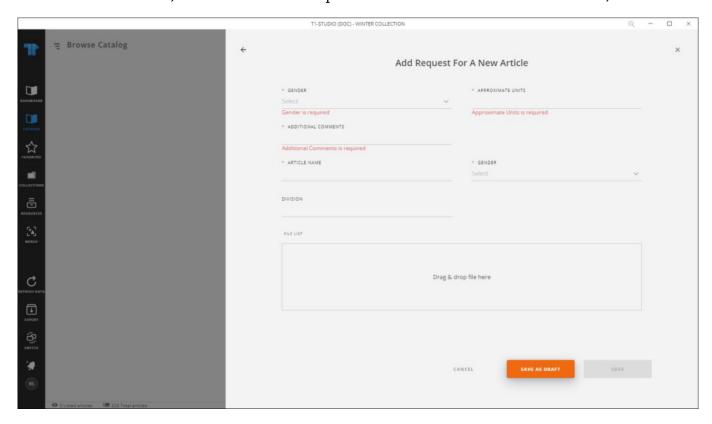
## Add request for a new article

To add a request for a new article, follow these steps:

1. Click + Article, then select "Add request for a new article" and click Next,



- 2. Enter the request attributes and article name, these fields can be configured at the catalog level,
- 3. Add attachments, if you want,
- 4. Select whether you want to save the request as a draft or as a new request by clicking the respective button.

## **Notes:**

- Requested articles can also be added to Merch Boards or Favorites.
- As mentioned before, if any of the article attributes is dependent on another attribute value, a tooltip appears next to it.