



Amending the GL date for a previously approved Non-Catalog order

This process is most commonly carried out where a previously approved Non-Catalog order has been amended, e.g. to change a tax code, or to add additional lines for freight, replacement good. Changes can only be made if the status of the order is *Open*, *not receipted* and *not matched to an invoice*.

Please **do not** add additional lines to a Marketplace order that is for an elnvoice supplier as this causes significant problems when the supplier electronically submits the invoice.

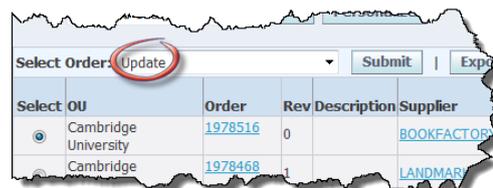
Once the relevant amendment to the Non-Catalog order has been made (always check the suppliers site, never amend it if it displays as ZMarketPlace!), and it has been re-approved, check that the status is *Approved*.

If it isn't then it could be that the re-approval of the order is being carried out in the following month to when the order was raised. The only way to get the status to *Approved* is to amend the GL date of the order.

Responsibility: iProcurement Buyer
Navigate: Buyers Work Centre > Orders

1. Find the Non-Catalog order that has just been amended and that now has a status of **Requires Reapproval**.

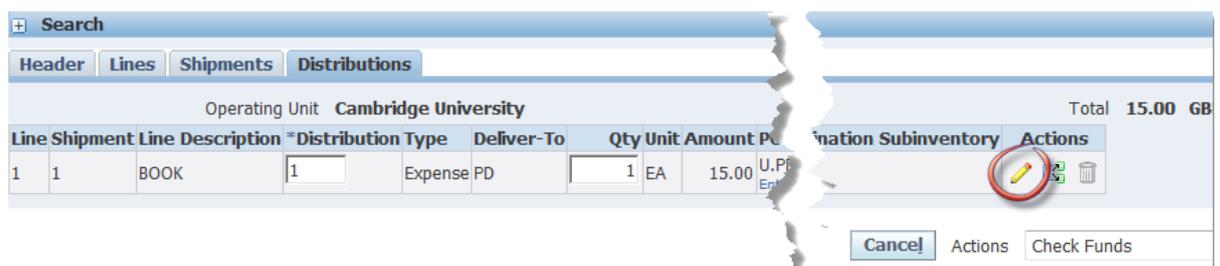
2. Ensure that the relevant order has the **Select** button populated and that the **Select Order** field is **Update**.



3. Click **Submit** and the **Update Standard Purchase Order** screen will display again.

4. **Change Amount** will default in in the **Actions** box at the top right of the screen. Click **Go**.

5. Click on the **Distributions** tab and click on the **Pencil icon**.



The **Update Distribution Screen** displays, which is where the **Encumbrance Date** needs to be amended.

Orders > Update Standard Purchase Order >
Update Distribution 1 (Standard Purchase Order 1978516)

Line 1
Shipment 1

* Indicates required field

* Quantity 1
Unit EA
Amount 15.00
* Encumbered Date 16-Feb-2015

Delivery
Requester DARLOW, Mrs. Rebecca
Deliver-To Location PD

Billing
PO Charge Account U.PD.PDAA.AAAA.EBBZ.0000
Entity,Department,Cost Centre,Source of Funds,
U.00.0000.0000.VEAA.0000
Entity,Department,Cost Centre,Source of Funds,
PO Accrual Account U.00.0000.0000.VEAA.0000
Entity,Department,Cost Centre,Source of Funds,
PO Budget Account U.PD.PDAA.AAAA.EBBZ.0000
Entity,Department,Cost Centre,Source of Funds,
PO Variance Account U.PD.PDAA.AAAA.EBBZ.0000
Entity,Department,Cost Centre,Source of Funds,

Details
Track as Asset

6. Amend the **Encumbrance Date** to the date you are approving it again as the GL period for that month will be open.

An error message will display if you enter a date that is not in an open GL period.

7. Click **Apply** and a confirmation message will display prompting you to click **Save** to finalize the changes. Click **Save**.
8. If the order is within your approval limit, click **Submit**.

If the order is outside your approval limit:

- Click **Approval Options** and in the **Approval Path** enter your dept code and tab.
- **Quick Select** the **Purchasing approval** path
- complete the **Approver field** with the surname of the colleague who will be the re-approver of this order
- **Submit**