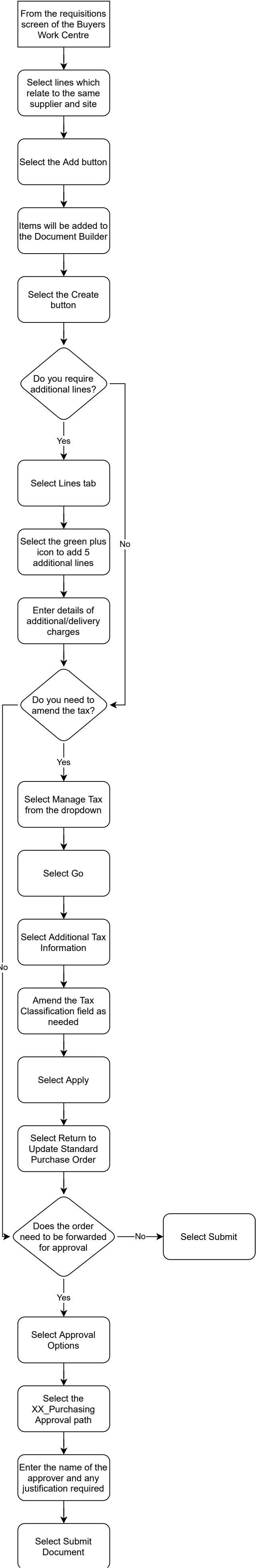
From the requisitions screen of the Buyers Work Centre
Select lines which relate to the same supplier and site
Select the Add button
Items will be added to the Document Builder
Select the Create button
Do you require additional lines?
Yes
No
Select Lines tab
Select the green plus icon to add 5 additional lines
Enter details of additional/delivery charges
Do you need to amend the tax?
Yes
No
Select Manage Tax from the dropdown
Select Go
Select Additional Tax Information
Amend the Tax Classification field as needed
Select Apply
Select Return to Update Standard Purchase Order
Does the order need to be forwarded for approval
No
Select Submit
Yes
Select Approval Options
Select the XX_Purchasing Approval path
Enter the name of the approver and any justification required
Select Submit Document