

## Requesting home delivery on a Non-Catalog Purchase Order

During the current situation only, this can be achieved by entering the address for delivery as a Text Attachment to your requisition. **This works for Non-Catalog requisitions ONLY.** Marketplace items can only currently be delivered to your usual delivery locations.

### Adding your temporary delivery address as a Text Attachment to your order

Go through the requisitioning process as normal until you reach the Checkout screen.

Change the **Deliver-To Location** code in the Delivery section to **DTH** (applies to all depts).

Next choose the **EDIT LINES** button.

Make all your coding and tax rate changes as usual within this section, then click onto the **ATTACHMENTS** Tab.

| Select Line                | Description  | Need-By Date  | Requester         |
|----------------------------|--|---------------|-------------------|
| <input type="checkbox"/> 1 | Nitrile gloves, powder free, blue, large, Bodyguards | 10-Apr-2020 C | BAILEY, Mrs Helen |
| <input type="checkbox"/> 2 | X18 PETRI-DISHES, RESISTANCE GLASS 120MM X 20MM      | 10-Apr-2020 C | BAILEY, Mrs Helen |

Click on **Add Attachment...** and add a Text type with settings matching those seen here

- Category of **"To Supplier"** must be chosen
- Include **"PLEASE DELIVER TO"** above your address

Click on the **SAVE** button. You will see a confirmation that the attachment has been added but not committed.

Click **Close** on the message, then **Apply**. Complete Checkout as normal to commit the attachment.

Your text will appear on the Purchase Order as seen below.

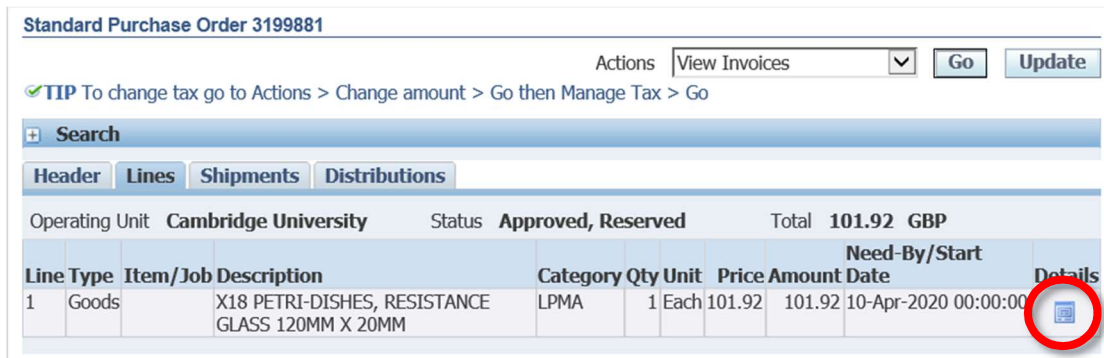
|  |  |             |        |
|--|--|-------------|--------|
|  |  | Sub Total   | 101.92 |
|  |  | VAT         | 20.38  |
|  |  | Grand Total | 122.30 |
| Instructions<br>PLEASE DELIVER TO:<br>1 Any Road<br>Myvillage<br>Mytown<br>Countyshire<br>PO5 TCD. |  |             |        |

## What if?

### I made a mistake when I added the attachment?

If you have already delivered the order to the supplier please contact your supplier and give them the Purchase Order number and the required change. If it is not yet with them, it is possible to for a Buyer to change the text before the PO is generated and sent. To do this:

- Go to **Buyer's Work Centre > Orders**
- Search for or locate the order in the **Headers** tab and enter the order details.
- Under the **Lines** tab of the order, click on the **Details** icon alongside an item in the Lines tab.



Standard Purchase Order 3199881


Actions View Invoices Go Update

TIP To change tax go to Actions > Change amount > Go then Manage Tax > Go

Search

Header Lines Shipments Distributions

Operating Unit Cambridge University Status Approved, Reserved Total 101.92 GBP

| Line | Type  | Item/Job Description                            | Category | Qty | Unit | Price  | Amount | Date                 | Need-By/Start | Details   |
|------|-------|---|----------|-----|------|--------|--------|----------------------|---------------|---|
| 1    | Goods | X18 PETRI-DISHES, RESISTANCE GLASS 120MM X 20MM | LPMA     | 1   | Each | 101.92 | 101.92 | 10-Apr-2020 00:00:00 |               |  |

- Click the **Update** button, top right of the screen.
- Under “**Attachments**”, bottom left, you can now use the **yellow pencil icon** to edit. Click the icon and make your changes on the next screen, then click **Apply**.
- Click **Apply** on the next screen, then **Save** to commit the changes.
- You can now generate and send the PO to the supplier.