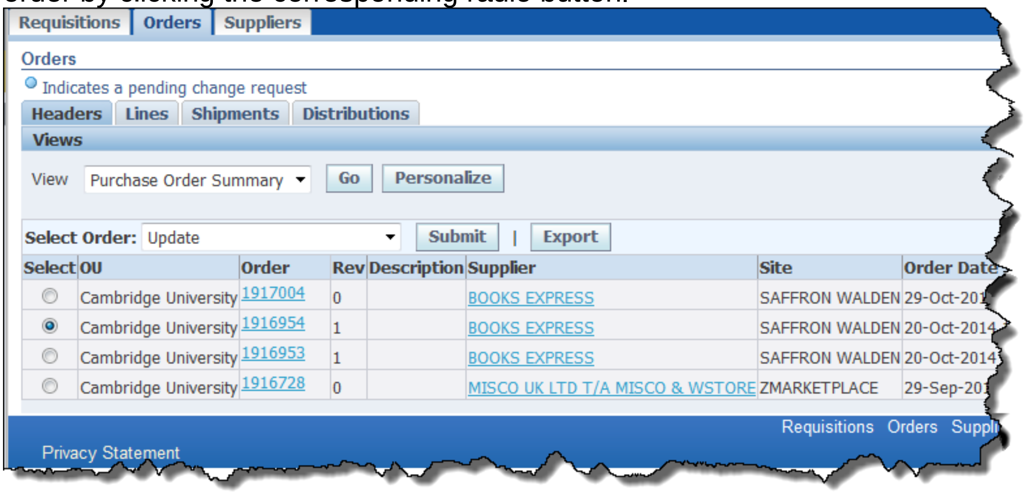
Adding a Line to a Non-Catalog Purchase Order

This process is **only** relevant to Non-Catalog orders. The addition of lines to a Non-Cat order should be rare, as if anything else is required from that supplier then a separate requisition should be raised.

Please **do not** add additional lines to any Marketplace order as this causes significant problems with suppliers that electronically submit their invoices to be paid.

Responsibility	**iProcurement Buyer**
Navigate	**Buyers Work Centre > Orders**

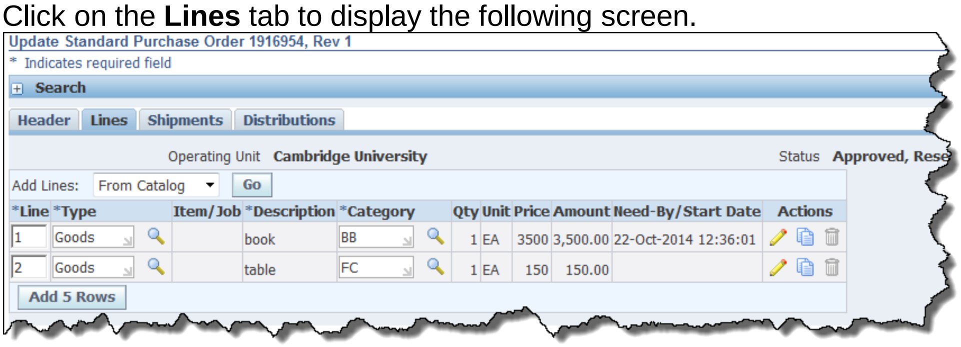
1. Locate the order you wish to add a line to and ensure that you select the relevant order by clicking the corresponding radio button.



2. The ***Select Order*** field should show as ***Update***. Click on **Submit** and the ***Update Standard Purchase Order*** window displays on the ***Header*** *tab.*

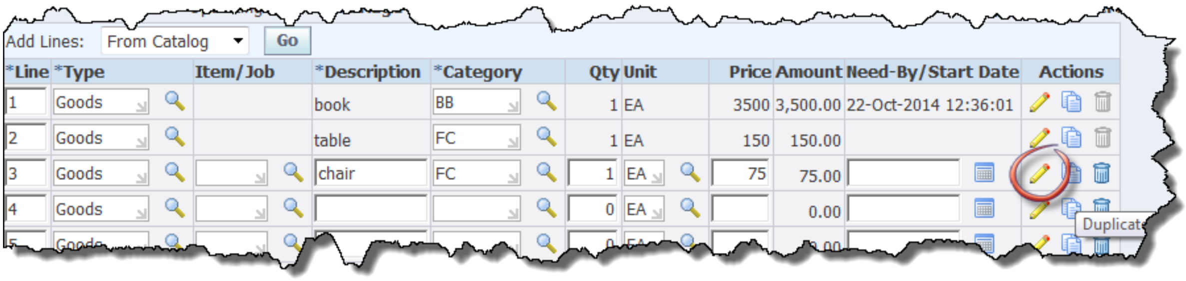
Whilst on the header tab, check that the Supplier site **is not** ZMarketplace. If it is then the process of adding an additional line **cannot** be carried out. Click on **Cancel** and a new requisition will need to be raised for the additional line.

3. Click on the **Lines** tab to display the following screen.



4. Click on **Add 5 Rows** and complete the fields with the relevant information.

5. Click on the **Pencil** icon as additional fields require completion relating to deliver to, requester and coding information.


Add Lines: From Catalog Go

*Line	*Type	Item/Job	*Description	*Category	Qty	Unit	Price	Amount	Need-By/Start Date	Actions
1	Goods		book	BB	1	EA	3500	3,500.00	22-Oct-2014 12:36:01	
2	Goods		table	FC	1	EA	150	150.00		
3	Goods		chair	FC	1	EA	75	75.00		
4	Goods				0	EA		0.00		Duplicate

6. Complete/amend the following fields:

   a) **Requester** – Enter the surname of the individual requesting the item, tab to display a list and **Quick Select the individual**.

   b) **Deliver-To Location** – This should default in based upon the information entered in the Requester field.

   c) **Need-By Date**

   d) **PO Charge Account** – If coding to departmental funds enter the General Ledger code

   or

   Project – If coding the line to a Research Grant then complete all the fields.

7. Once the information has been entered, click on **Apply** and the lines screen will display.

8. It is important that you click on **Save** to finalise the changes that have been made.

9. Click **Submit** and the ***Purchase Order Summary*** screen will display. Check that the status is **Approved**. If it isn't then you will need to forward the order for Approval again (refer to separate guidance on *Forwarding a Purchase Order for Approval*).

   If the order is still within your limit but the status is not displaying as *Approved,* then it is likely that the original order was raised in a previous financial month to when the re-approval is taking place. Therefore the *GL Date* needs amending. Refer to separate guidance on *Amending GL date for a previously approved order*

10. Depending on your set up you may be required to re-print the latest version of the Purchase Order and either email or fax it to the supplier (Separate guidance notes are available).