



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.

Orders

Orders

Indicates Supplier is editing the document

Indicates a pending change request

The document has open modification(s).

TIP To change tax, select the order, select Update, then press Submit

Headers Lines Shipments Distributions

Shipments

My Open Orders Show Filters

Select OU	Order	Rev	Description	Supplier	Site	Creation Date
Cambridge University	3414975	0		BLACKWELL PUBLISHING LTD	OXFORD	27-Oct-2021



- 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.

Requisitions Suppliers **Orders**

Orders

Orders: Orders >

Update Standard Purchase Order 3414975

* Indicates required field

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

Add Lines: From Catalog Update with Excel ...

* Line	Type	Item/J...	* Description	* Category	Qty	Unit	Price	Amount	Need-By/Start Date	Actions
1	Goods		Test item	BB	2	EA	12.5	25.00	03-Nov-2021 00:00:00	

- Click on the **Lines** tab to display the following screen.
- Click on **Add 5 Rows** and complete the fields with the relevant information.
- Complete the information in the table

- Description
- Category
- Quantity
- Price

Orders

Orders: Orders >

Update Standard Purchase Order 3414975, Rev 4

* Indicates required field

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

► **Search**

Header **Lines** Shipments Distributions

Operating Unit Cambridge University Status Requires Reapproval

Add Lines: Catalog Update with Excel ...

* Line	Type	Item/Job	* Description	* Category	Qty	Unit	Price	Amount	Need-By/Start Date	Actions
1	Goods		Test item	BB	2	EA	12.5	25.00	03-Nov-2021 00:00:00	
2	Goods		Test item 2	BB	2	EA	25	50.00	03-Nov-2021 13:00:35	
3	Goods		Test item 3	BB	1	EA	32	32.00		
4	Goods		Test item 4	BB	4	EA	3.5	14.00		
7	Goods				0	EA		0.00		



6. Select the Shipments tab and select the pencil icon next to each line that has been added

Orders

Orders: Orders >

Update Standard Purchase Order 3414975, Rev 4

* Indicates required field

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

▶ **Search**

Header Lines **Shipments** Distributions

Operating Unit Cambridge University Status Requi

Update with Excel | ...

Li...	Line Description	* Shipment	* Location	* ...	Qty	Unit	Price	Amount	Need-By	Actions
1	Test item	1	PD	01	2	EA	12.5	25.00	03-Nov-2021 00:00:00	
2	Test item 2	1	PD	01	2	EA	25	50.00	03-Nov-2021 13:00:35	
3	Test item 3	1	PD	01	1	EA	32	32.00		
4	Test item 4	1	PD	01	4	EA	3.5	14.00		

7. Update the deliver to location and Charge account fields
8. Once the information has been entered, click on **Apply**
9. It is important that you click on **Save** to finalise the changes that have been made.
10. Click **Submit** and a confirmation message 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*

11. 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).