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 is *not* matched to an invoice.

Please **do not** add additional lines to a Marketplace order that is for an *eInvoice 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 the problem may 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. Choose **Submit** and the **Update Standard Purchase Order XXXXXXXX** screen displays

4. **Change Amount** defaults in in the **Actions** box at the top right of the screen. Select **Go**
5. Select the **Distributions** tab and choose the **Pencil icon**

6. The **Update Distribution Screen** displays

7. Change the **Encumbrance Date** to the date you are re-approving the PO as the GL period for that month will be open.

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

8. Select **Apply**, and after the confirmation message displays, **Save** to finalize the changes

9. If the order is within your approval limit, choose **Submit**

   If the order is outside your approval limit:
   - Choose **Approval Options** and in the **Approval Path**, enter your dept code > Tab
   - **Quick Select** the **Purchasing approval** path
   - Complete the **Apprrover field** with the surname of the colleague who is the re-approver of this order
   - **Submit**