Adding a Line: Current Purchase Order

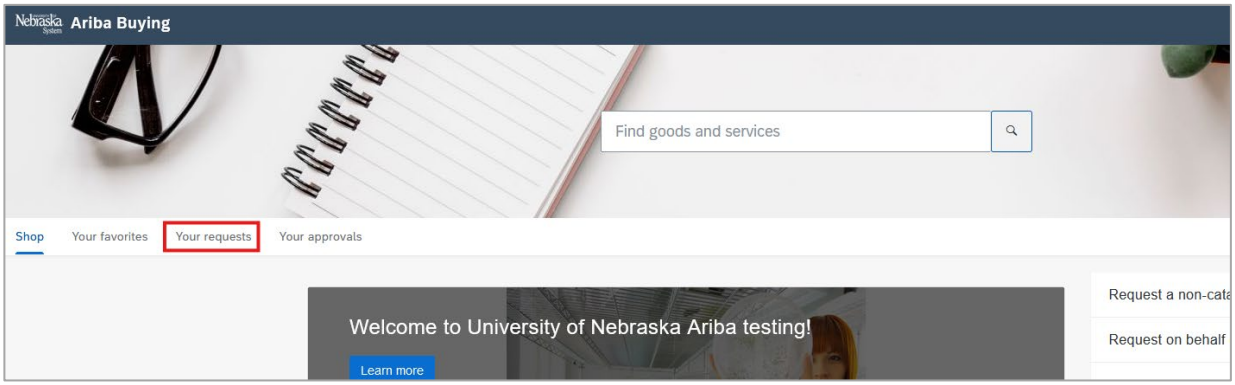
Updated September 19, 2025

PURPOSE

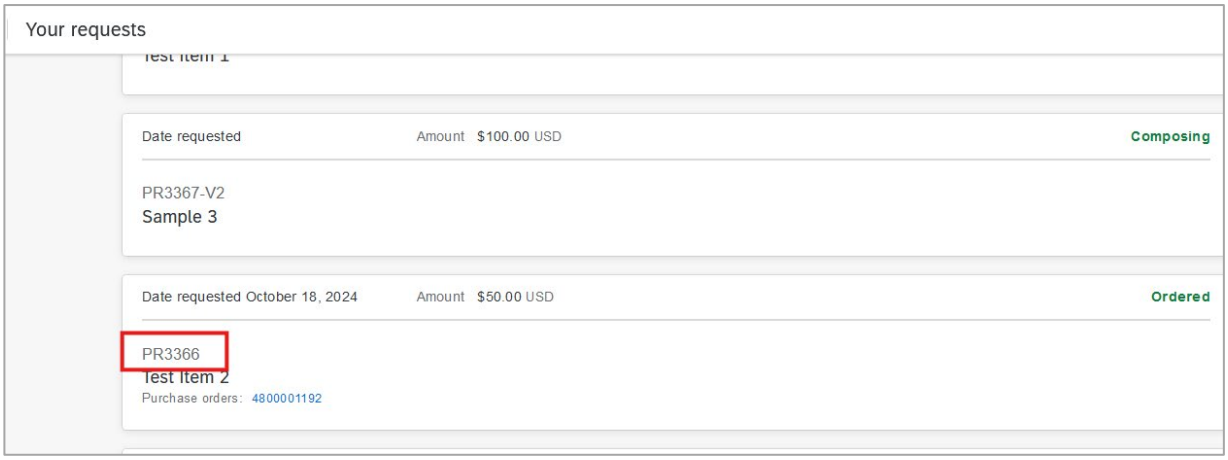
Add a line to a current purchase order in SAP Ariba.

PROCEDURE

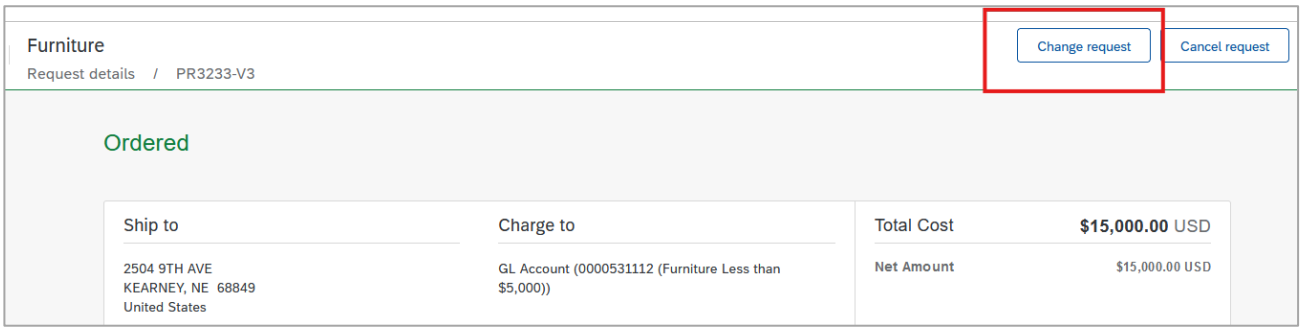
Click *Your Requests*.



To make a change, click on the PR Number of the purchase order.



Click *Change Request*.



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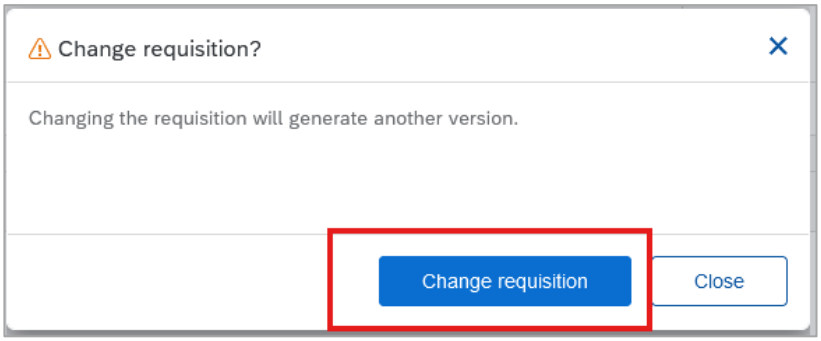
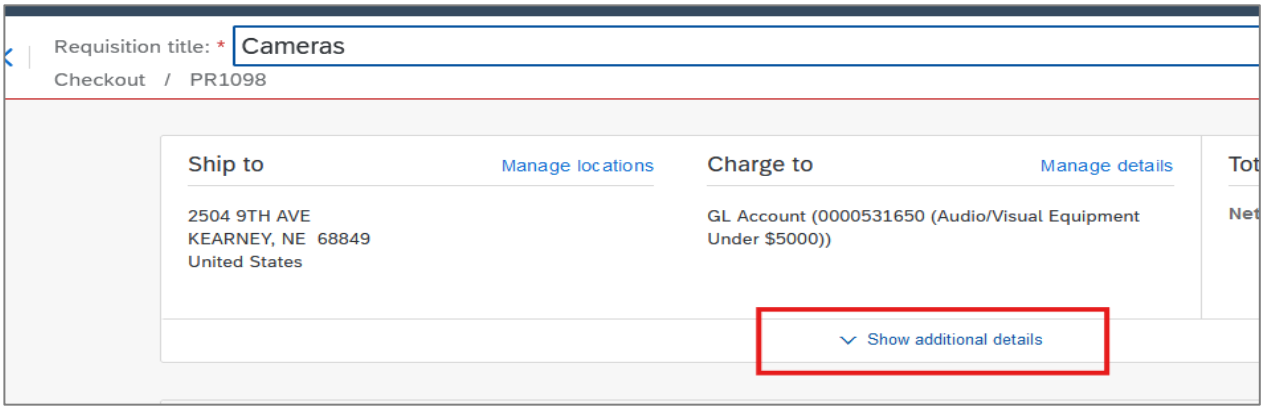
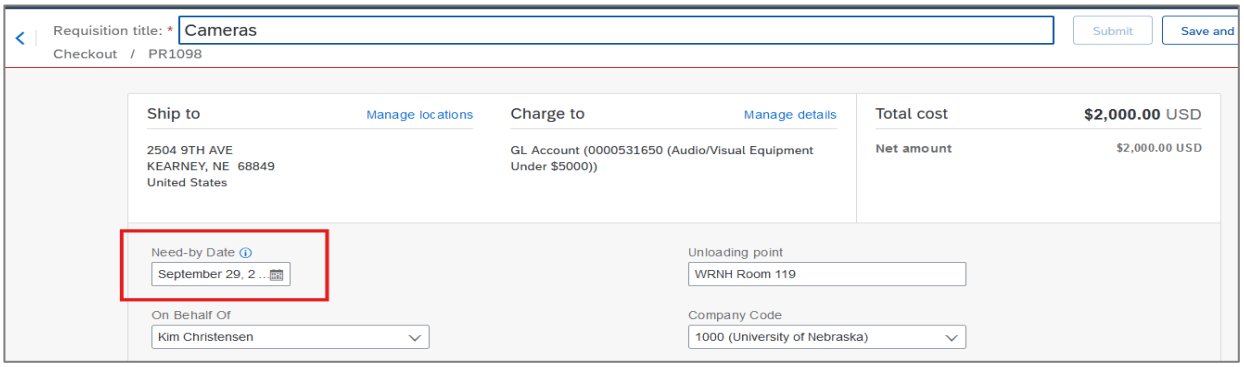
A pop-up box appears. Click *Change Requisition.*



Click *Show Additional Details* to change the “Need By Date”.



Update the *Need By Date* to a future date.



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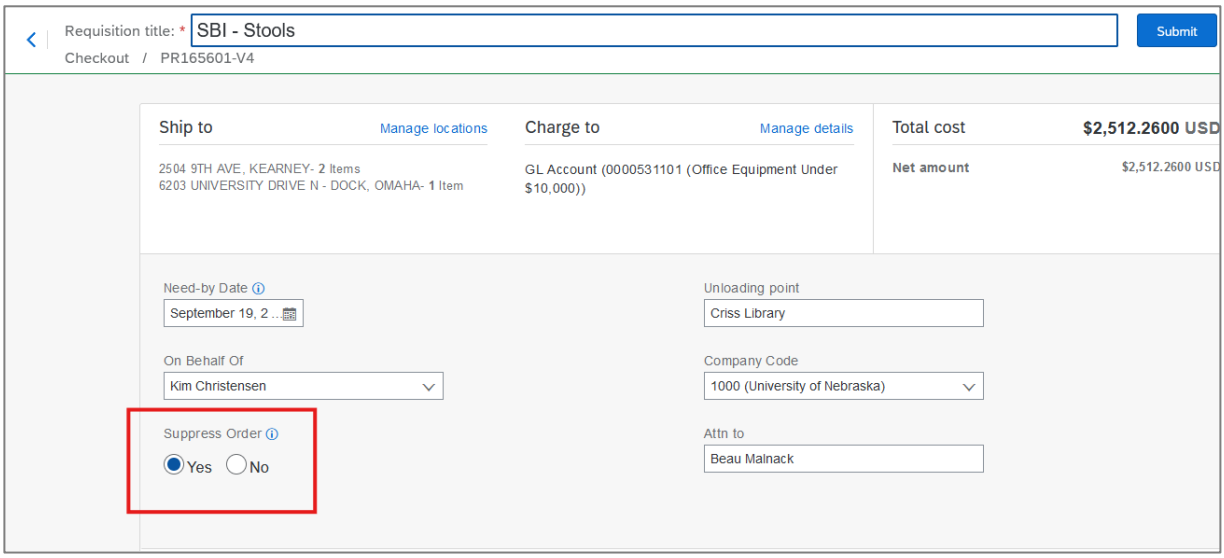
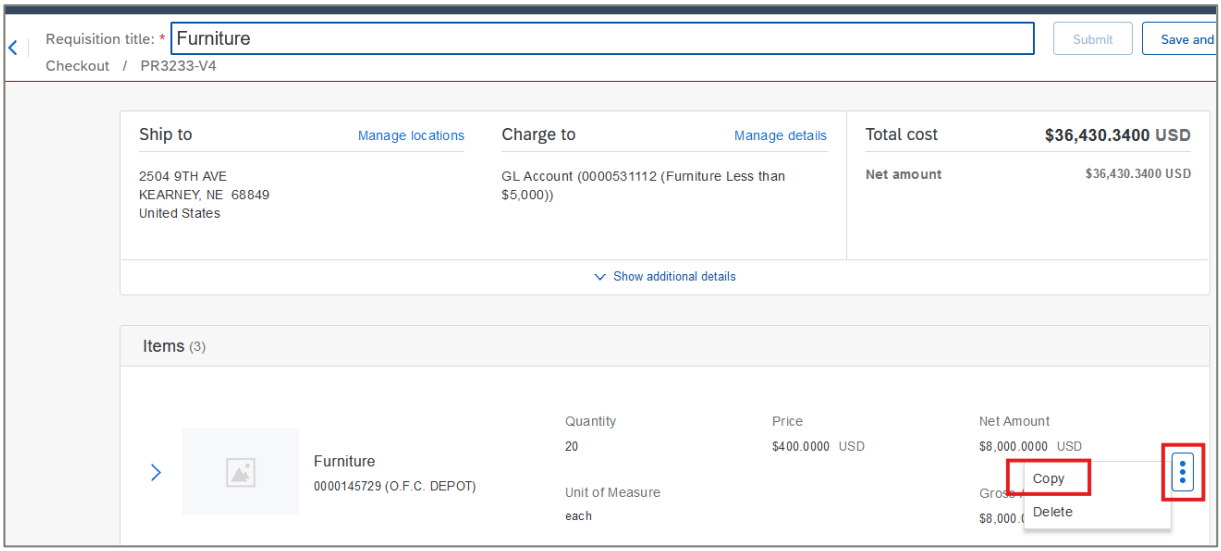
Note: when a Change Order is completed, it will automatically be sent to the supplier. To prevent the Change Order sent to the supplier, select *Yes* to Suppress Order.



Click ⋮ next to the line item and select *Copy*.



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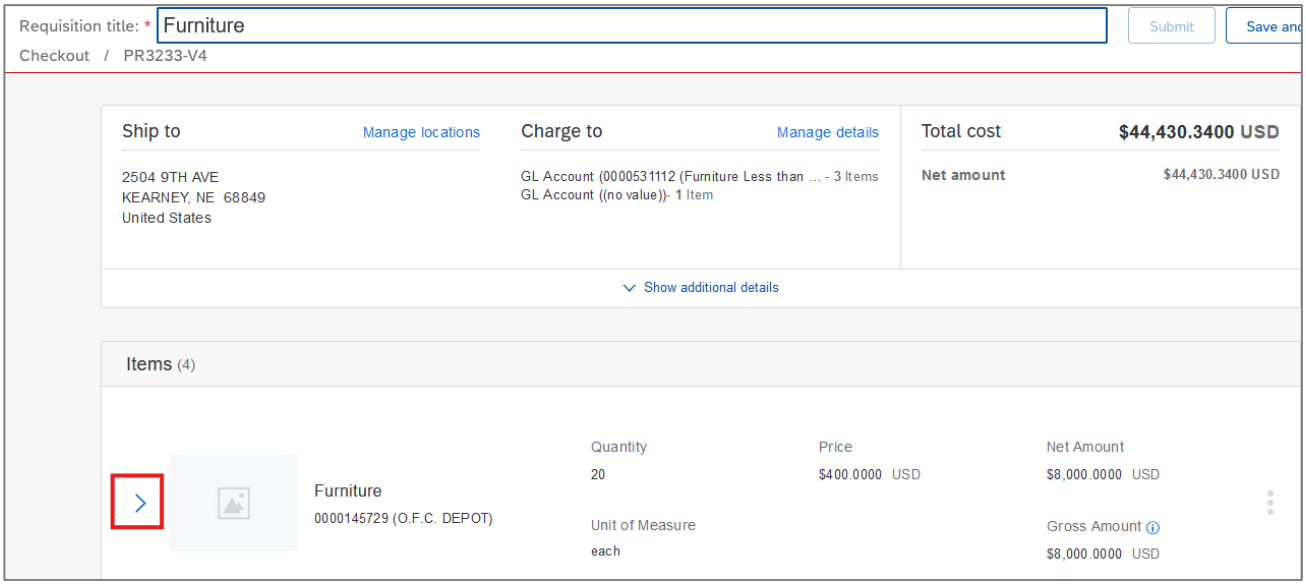
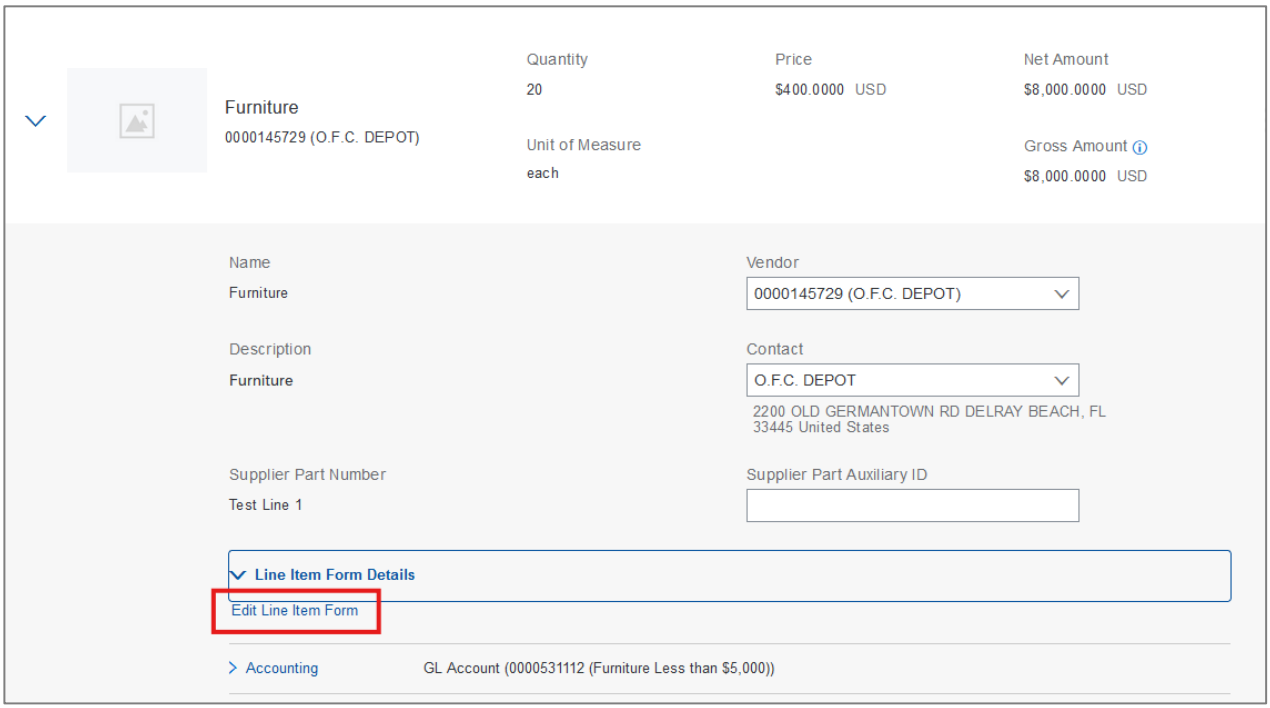
Click the > to allow changes to the new line.



Click *Line Item Form Details* and select *Edit Line Item Form.*



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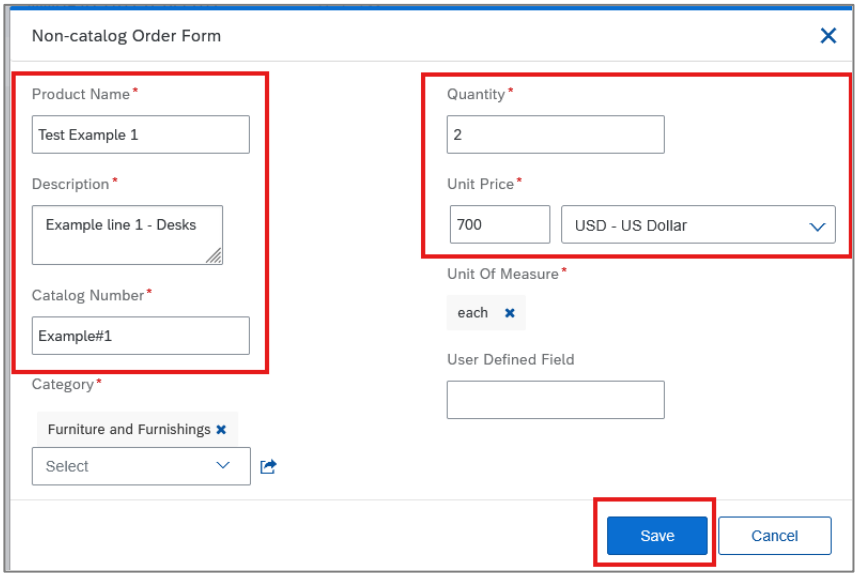
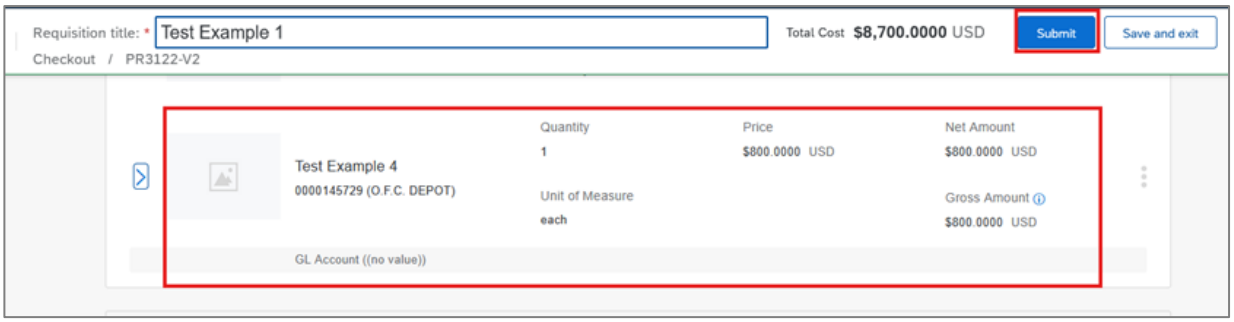
Update *Product Name* and *Description* to differentiate the new line from the old line. Update quantity and unit price if needed. Click *Save*.



Click *Submit*.



Once submitted the PR will route for necessary approvals. For questions regarding this process, please contact P2P@nebraska.edu.

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