

Adding a Line: Current Purchase Order

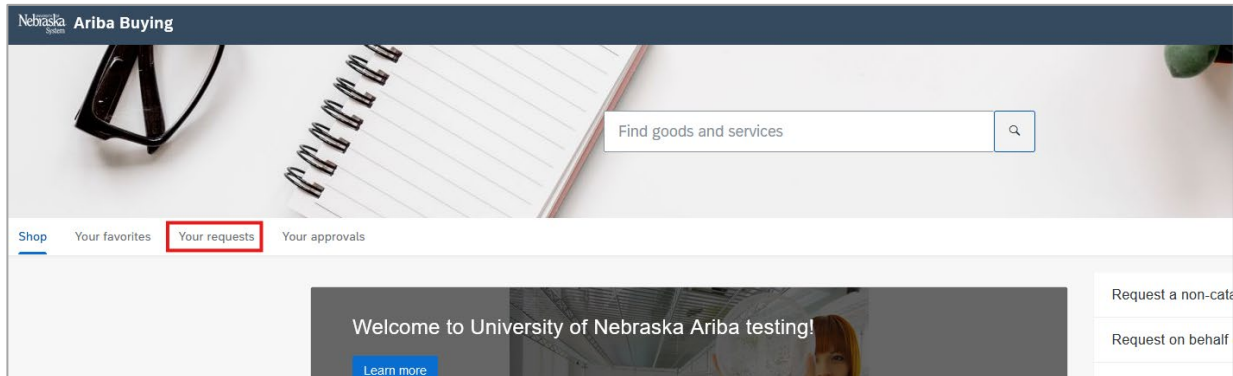
Updated September 19, 2025

PURPOSE

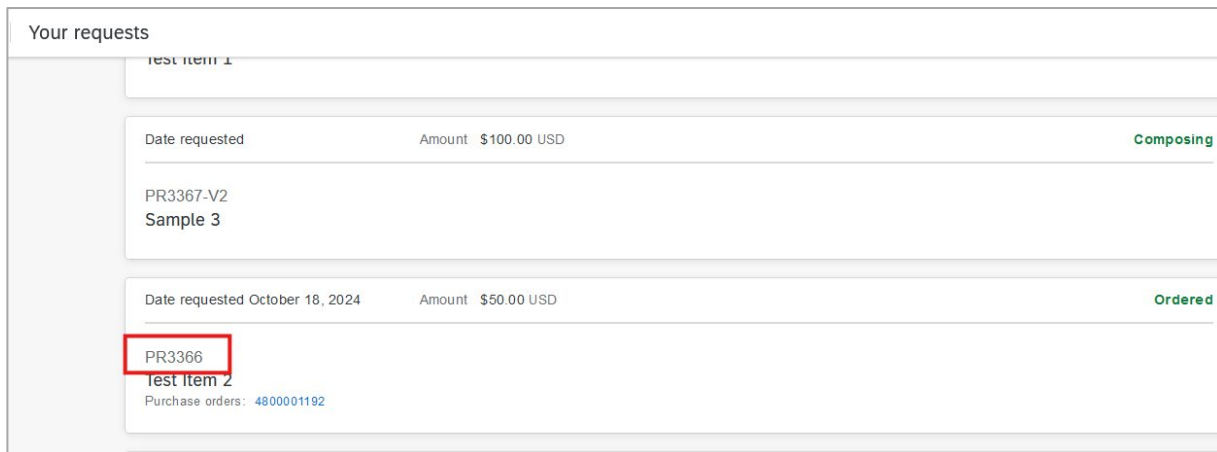
Add a line to a current purchase order in SAP Ariba.

PROCEDURE

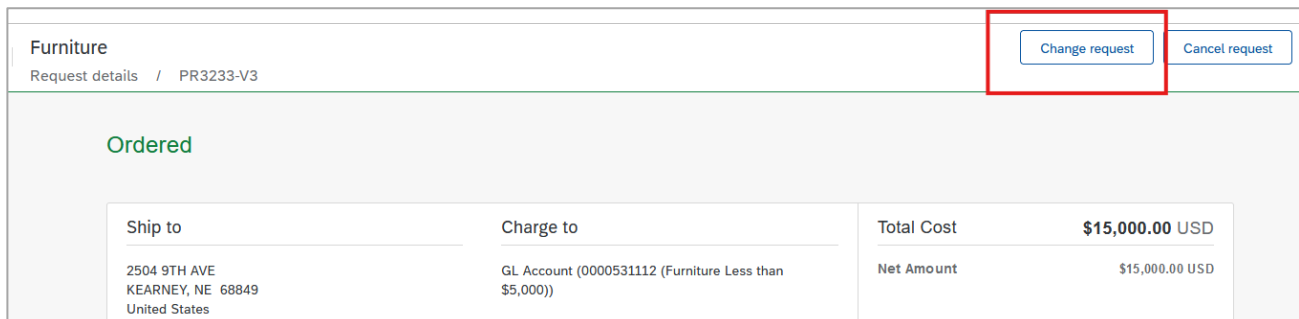
Click *Your Requests*.



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



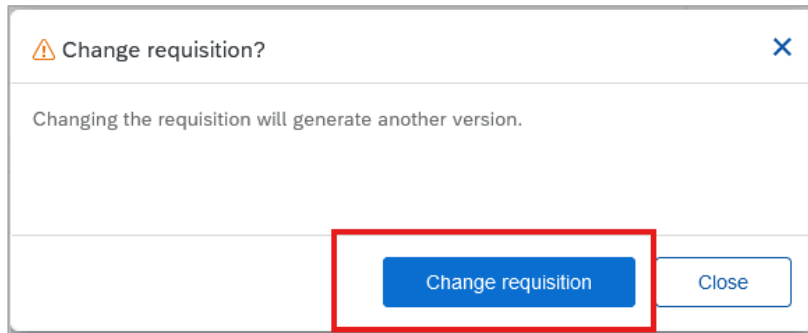
Click *Change Request*.



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

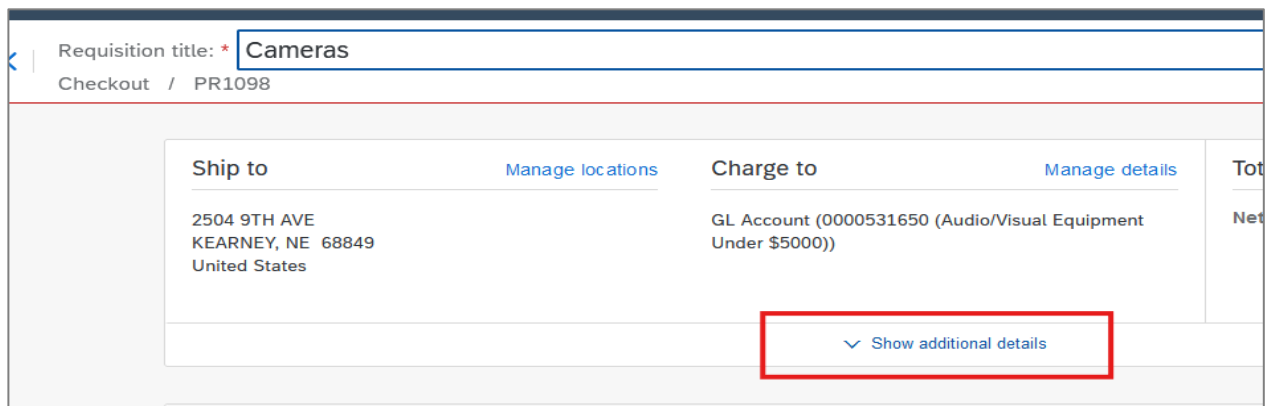


⚠ Change requisition?

Changing the requisition will generate another version.

Change requisition Close

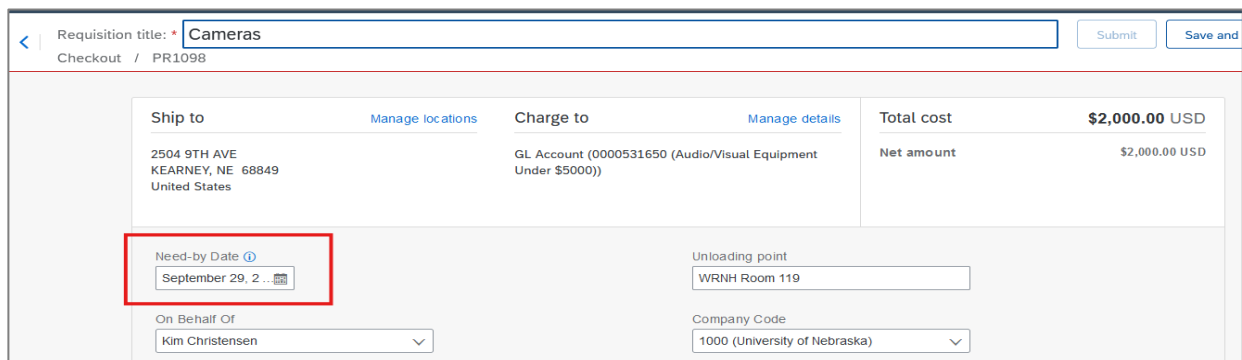
Click *Show Additional Details* to change the “Need By Date”.



Requisition title: * Cameras
Checkout / PR1098

Ship to	Manage locations	Charge to	Manage details	Total
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		Net
Show additional details				

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



Requisition title: * Cameras
Checkout / PR1098

Ship to	Manage locations	Charge to	Manage details	Total cost
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		\$2,000.00 USD
				Net amount \$2,000.00 USD

Need-by Date ⓘ
September 29, 2025


On Behalf Of
Kim Christensen

Unloading point
WRNH Room 119

Company Code
1000 (University of Nebraska)

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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.

Requisition title: * **SBI - Stools** Submit

Checkout / PR165601-V4

Ship to Manage locations 2504 9TH AVE, KEARNEY- 2 Items 6203 UNIVERSITY DRIVE N - DOCK, OMAHA- 1 Item	Charge to Manage details GL Account (0000531101 (Office Equipment Under \$10,000))	Total cost \$2,512.2600 USD Net amount \$2,512.2600 USD
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Need-by Date [i](#)

Unloading point


On Behalf Of

Company Code

Suppress Order [i](#)

☒ Yes ☐ No

Attn to

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


Requisition title: * **Furniture** Submit Save and

Checkout / PR3233-V4

Ship to Manage locations 2504 9TH AVE KEARNEY, NE 68849 United States	Charge to Manage details GL Account (0000531112 (Furniture Less than \$5,000))	Total cost \$36,430.3400 USD Net amount \$36,430.3400 USD
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[Show additional details](#)

Items (3)

	Quantity	Price	Net Amount
 Furniture 0000145729 (O.F.C. DEPOT)	20	\$400.0000 USD	\$8,000.0000 USD

Unit of Measure: each

Gross: \$8,000.0000 USD

Copy
Delete

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Click the > to allow changes to the new line.


Requisition title: * Furniture Submit Save and

Checkout / PR3233-V4

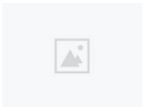
Ship to Manage locations 2504 9TH AVE KEARNEY, NE 68849 United States	Charge to Manage details GL Account (0000531112 (Furniture Less than ... - 3 Items GL Account ((no value))- 1 Item	Total cost \$44,430.3400 USD Net amount \$44,430.3400 USD
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[Show additional details](#)

Items (4)

	Quantity	Price	Net Amount
 Furniture 0000145729 (O.F.C. DEPOT)	20	\$400.0000 USD	\$8,000.0000 USD
	Unit of Measure each		Gross Amount ⓘ \$8,000.0000 USD

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

	Quantity	Price	Net Amount
 Furniture 0000145729 (O.F.C. DEPOT)	20	\$400.0000 USD	\$8,000.0000 USD
	Unit of Measure each		Gross Amount ⓘ \$8,000.0000 USD

Name Furniture	Vendor 0000145729 (O.F.C. DEPOT)
Description Furniture	Contact O.F.C. DEPOT 2200 OLD GERMANTOWN RD DELRAY BEACH, FL 33445 United States
Supplier Part Number Test Line 1	Supplier Part Auxiliary ID

[Line Item Form Details](#)
[Edit Line Item Form](#)

[Accounting](#) GL Account (0000531112 (Furniture Less than \$5,000))

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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**.

Non-catalog Order Form

Product Name *
Test Example 1

Description *
Example line 1 - Desks

Catalog Number *
Example#1

Category *
Furniture and Furnishings ✕
Select

Quantity *
2

Unit Price *
700 USD - US Dollar

Unit Of Measure *
each ✕

User Defined Field

Save Cancel

Click **Submit**.

Requisition title: * Test Example 1 Total Cost \$8,700.0000 USD Submit Save and exit

Checkout / PR3122-V2

Quantity	Price	Net Amount
1	\$800.0000 USD	\$800.0000 USD
Unit of Measure each		Gross Amount ⓘ \$800.0000 USD
GL Account ((no value))		

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