

# Adding a Line: Current Purchase Order

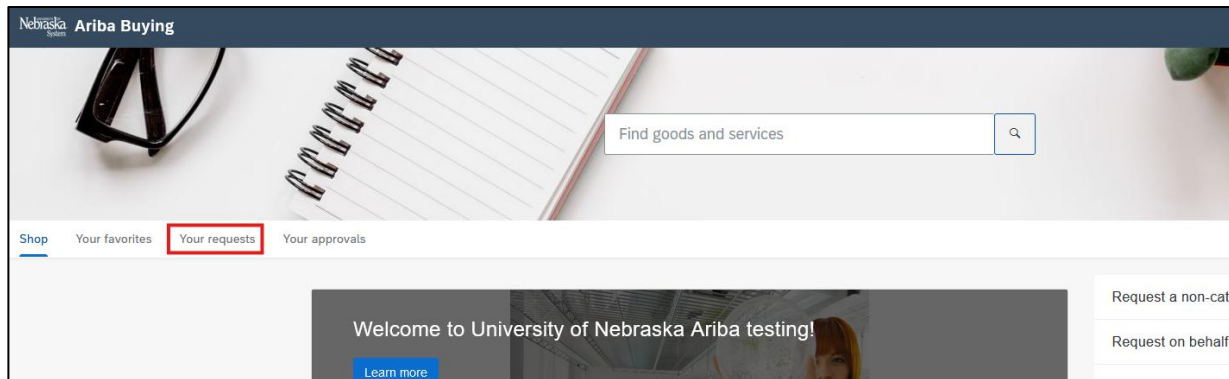
Updated February 20, 2026

## Purpose

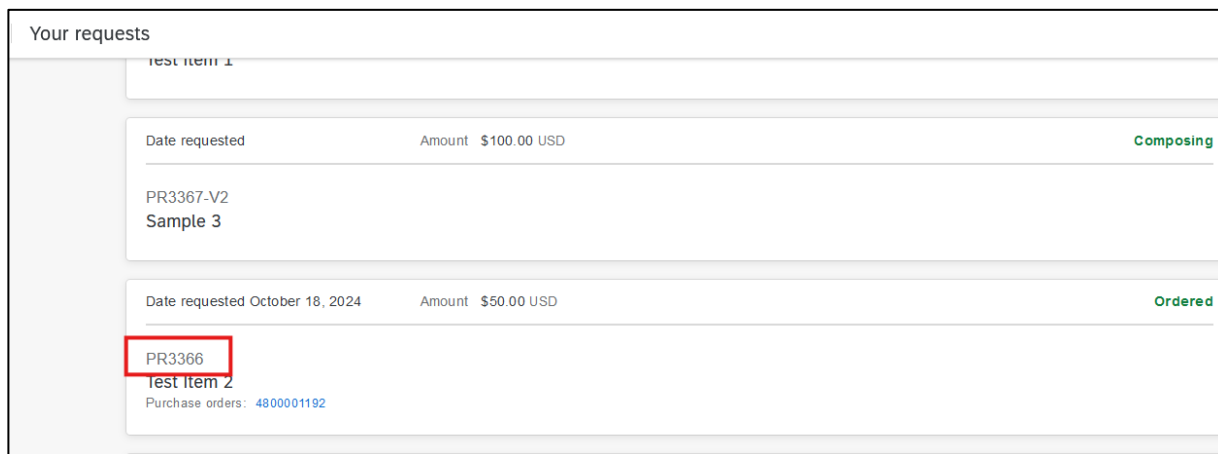
Add a line to a current purchase order in SAP Ariba.

## Procedure

Click **Your Requests**.



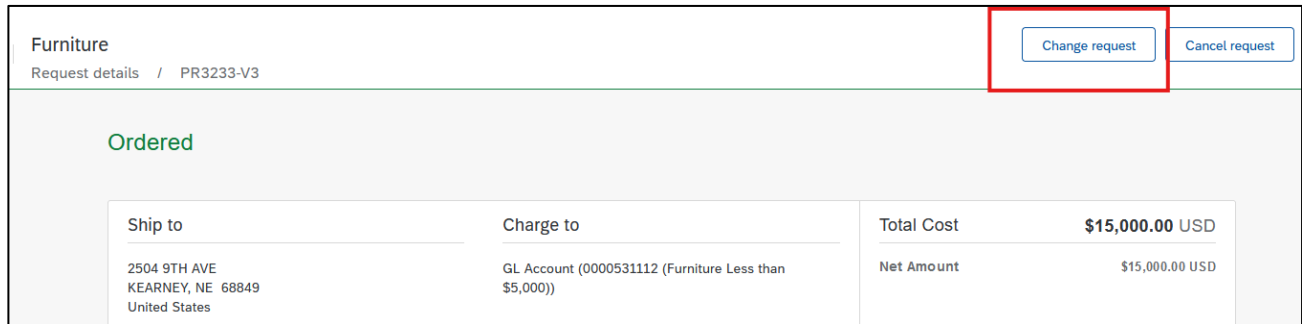
To make a change to a purchase order, click on the **PR Number** on the left-hand side of the order which needs the change.



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In the selected order, click **Change Request**.



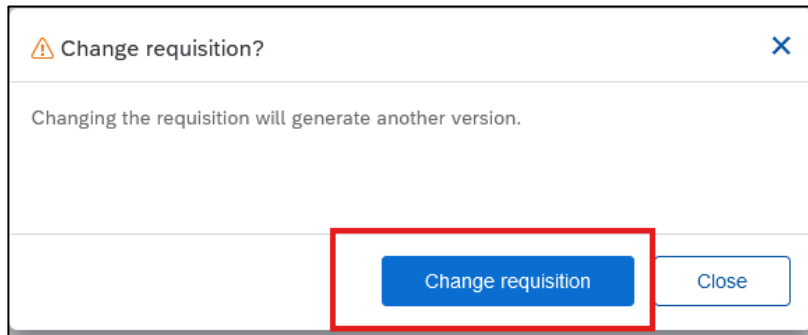
Furniture  
Request details / PR3233-V3

**Change request** Cancel request

**Ordered**

Ship to	Charge to	Total Cost	<b>\$15,000.00</b> USD
2504 9TH AVE KEARNEY, NE 68849 United States	GL Account (0000531112 (Furniture Less than \$5,000))	Net Amount	\$15,000.00 USD

A pop-up box will appear. Click **Change Requisition**.

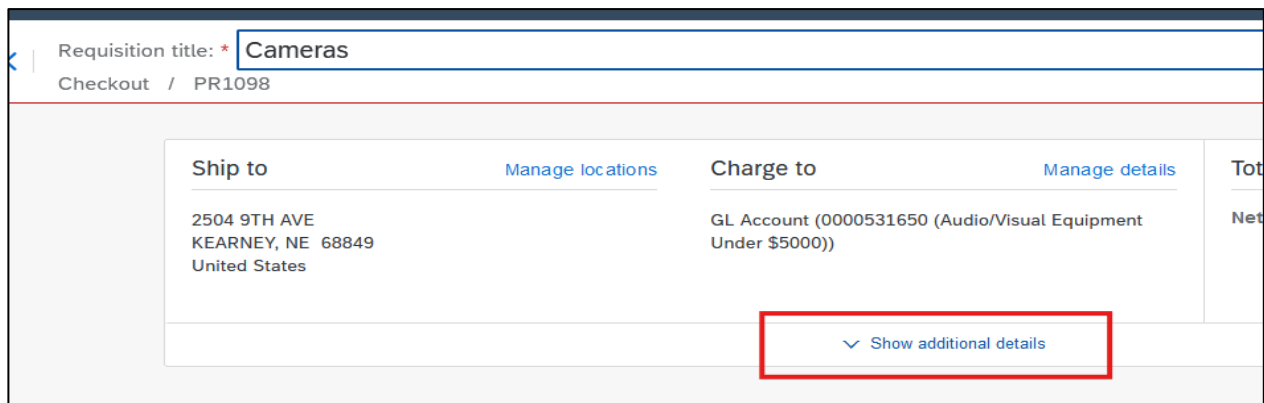


**Change requisition?** X

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	<a href="#">Manage locations</a>	Charge to	<a href="#">Manage details</a>	Tot
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		Net

**Show additional details**

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

Requisition title: \*Cameras  
Checkout / PR1098

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

**Need-by Date** ⓘ  
September 29, 2026

Unloading point  
WRNH Room 119

On Behalf Of  
Kim Christensen

Company Code  
1000 (University of Nebraska)

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

Requisition title: \*SBI - Stools  
Checkout / PR165601-V4

<b>Ship to</b> <a href="#">Manage locations</a>	<b>Charge to</b> <a href="#">Manage details</a>	<b>Total cost</b> <b>\$2,512.2600 USD</b>
2504 9TH AVE, KEARNEY- 2 Items 6203 UNIVERSITY DRIVE N - DOCK, OMAHA- 1 Item	GL Account (0000531101 (Office Equipment Under \$10,000))	<b>Net amount</b> <b>\$2,512.2600 USD</b>

**Need-by Date** ⓘ  
September 19, 2026

Unloading point  
Crisis Library

On Behalf Of  
Kim Christensen


Company Code  
1000 (University of Nebraska)

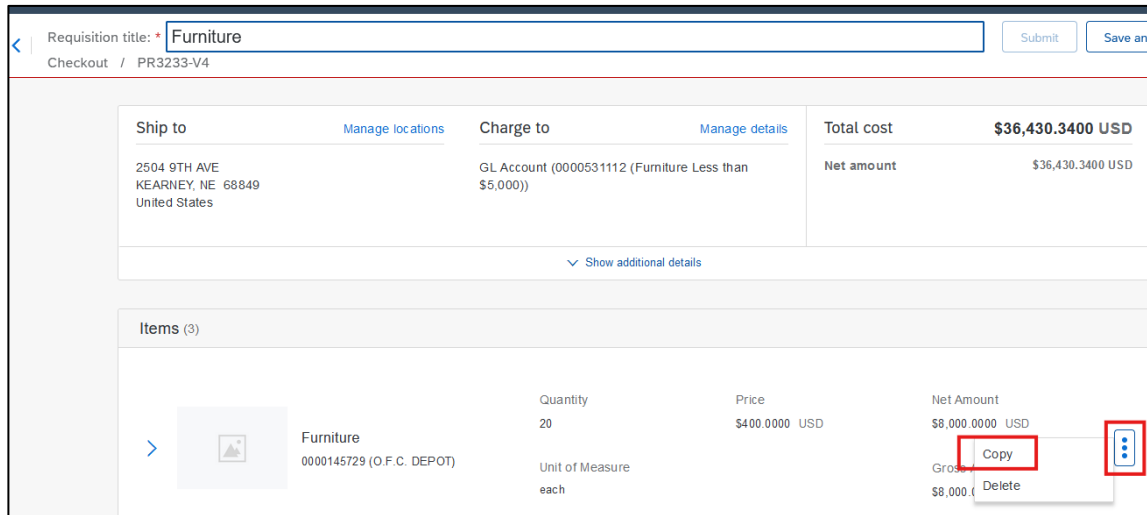
**Suppress Order** ⓘ  
 Yes  No

Attn to  
Beau Mainack

# Adding a Line: Current Purchase Order

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Click the three dots button  next to the line item and select **Copy**.



Requisition title: \* Furniture

Checkout / PR3233-V4

Ship to: 2504 9TH AVE, KEARNEY, NE 68849, United States

Charge to: GL Account (0000531112 (Furniture Less than \$5,000))

Total cost: \$36,430.3400 USD

Net amount: \$36,430.3400 USD

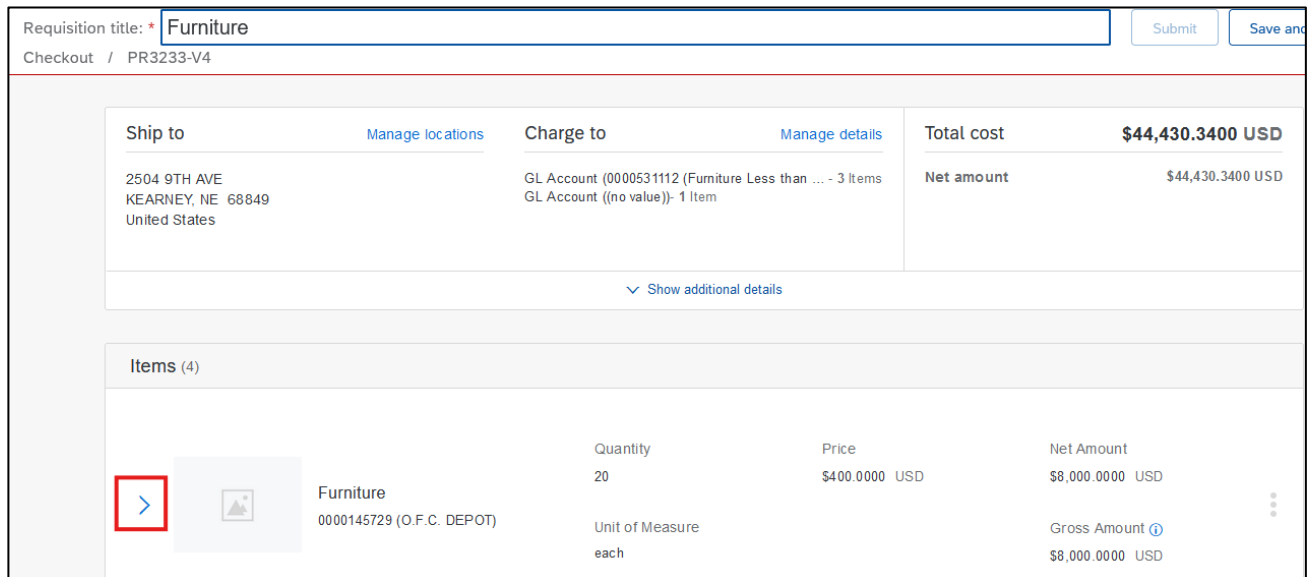
Items (3)

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

Unit of Measure: each

Copy  
Delete

Click the dropdown arrow on the left side of the item entry to make changes to the new line.



Requisition title: \* Furniture

Checkout / PR3233-V4

Ship to: 2504 9TH AVE, KEARNEY, NE 68849, United States

Charge to: 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

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

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

The screenshot shows a purchase order line item form. At the top, there is a summary table:

	Quantity	Price	Net Amount
Furniture	20	\$400.0000 USD	\$8,000.0000 USD

Below the table, there are fields for Name (Furniture), Description (Furniture), Supplier Part Number (Test Line 1), Vendor (0000145729 (O.F.C. DEPOT)), Contact (O.F.C. DEPOT), and Supplier Part Auxiliary ID. A red box highlights the 'Edit Line Item Form' button under the 'Line Item Form Details' section. At the bottom, there is a link for 'Accounting' and a note: 'GL Account (0000531112 (Furniture Less than \$5,000))'.

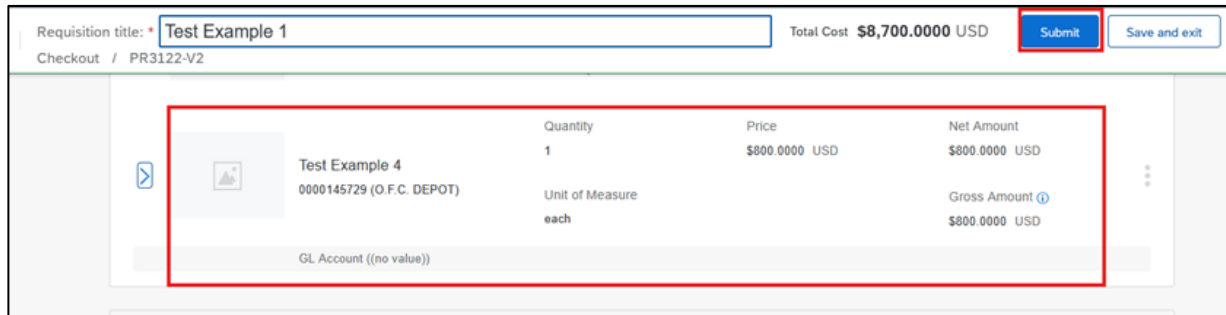
Update **Product Name** and **Description** to differentiate the new line from the old line. Update quantity and unit price if needed. Click **Save**.

The screenshot shows the 'Non-catalog Order Form' dialog box. It contains several fields: Product Name (Test Example 1), Description (Example line 1 - Desks), Catalog Number (Example#1), Category (Furniture and Furnishings), Quantity (2), Unit Price (700), Unit Price Currency (USD - US Dollar), and Unit Of Measure (each). A red box highlights the 'Save' button at the bottom right.

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Verify the item changes are correct, and click **Submit**.



The screenshot shows a software interface for managing purchase orders. At the top, there is a text input field for 'Requisition title' containing 'Test Example 1'. To the right, it displays 'Total Cost \$8,700.0000 USD' and two buttons: 'Submit' (highlighted with a red box) and 'Save and exit'. Below this is a breadcrumb trail 'Checkout / PR3122-V2'. The main area contains a table with one line item. A red box highlights the line item details.

	Quantity	Price	Net Amount
Test Example 4 0000145729 (O.F.C. DEPOT)	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](mailto:P2P@nebraska.edu).