

---

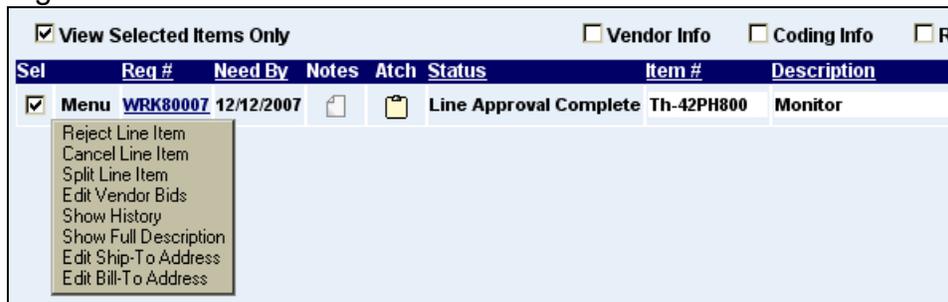
<b>PURCHASING USER MANUAL .....</b>	<b>1</b>
<b>USING THE PURCHASE ORDER LINE ITEM MENU .....</b>	<b>1</b>

# PURCHASING USER MANUAL

## USING THE PURCHASE ORDER LINE ITEM MENU

On the **PO** screen, click **Menu** next to a line item. The actions available on the menu will apply only to that line item, not to the entire purchase order.

Figure 1 - Line Item Menu



- **Reject Line Item.** Line item is removed from the PO tab and sent back to the requester. The requester can make changes to line item and re-submit it to the process.
- **Cancel Line Item.** The line item cannot be ordered. It cannot be changed or resubmitted by the requester. The line may stay on a Requisition or Purchase Order with a status of “Cancelled”.
- **Split Line Item.** Split a line item that may need to be purchased by separate item numbers or descriptions. For example, a single line item for a computer may need to be purchased in separate line items as a computer, monitor, keyboard, etc.
- **Edit Vendor Bids.** Used to record which vendors have bid on the line item, if applicable.
- **Show History.** Shows the approval history for the requisition item.
- **Show Full Description.** Shows the full text of the description field.
- **Edit Ship-To Address.** Select a shipping address.
- **Edit Bill-To Address.** Select a billing address.