# Adding a Line: Current Purchase Order (Non-Catalog Form)

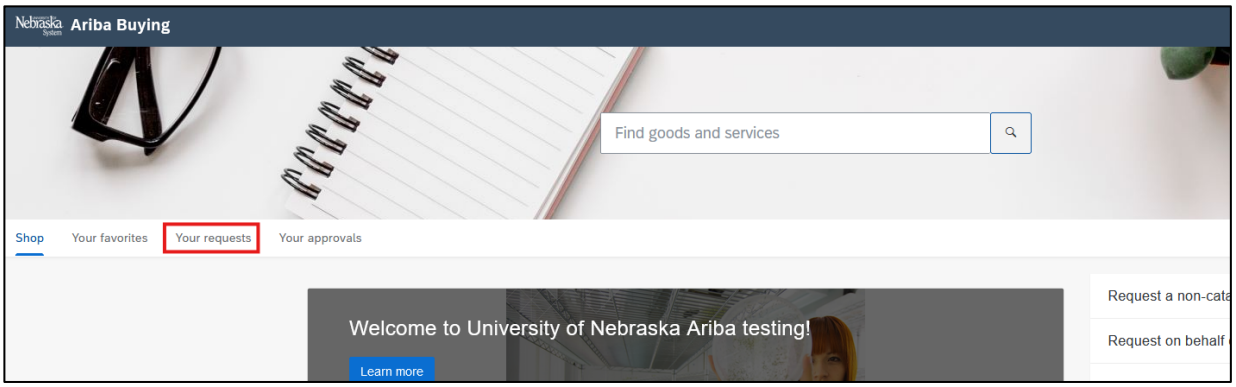
Updated September 2026

## Purpose

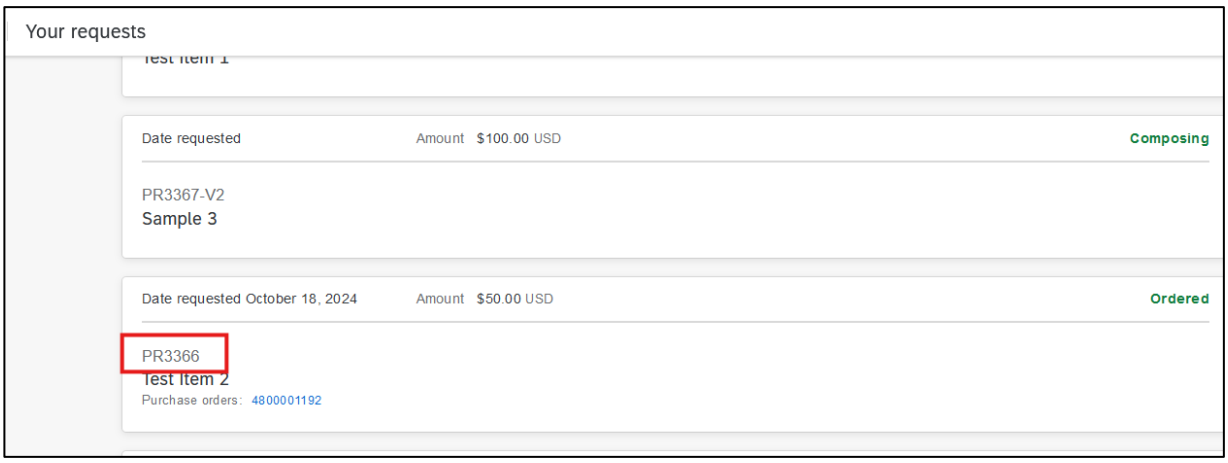
Add a line to a current purchase order in SAP Ariba.

## Procedure

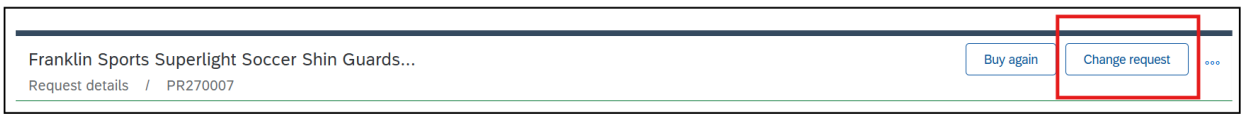
Click **Your Requests**.




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.




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

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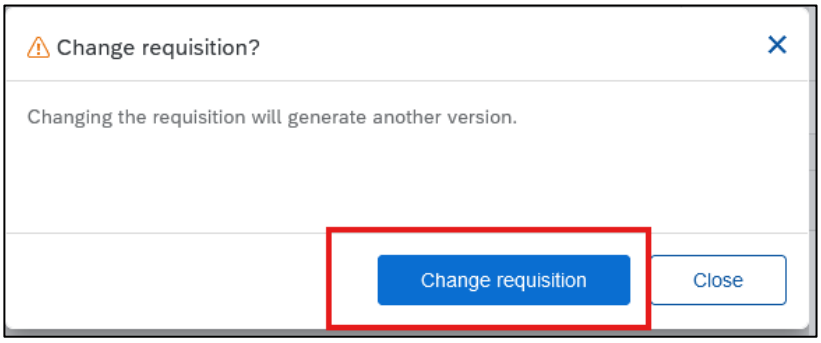
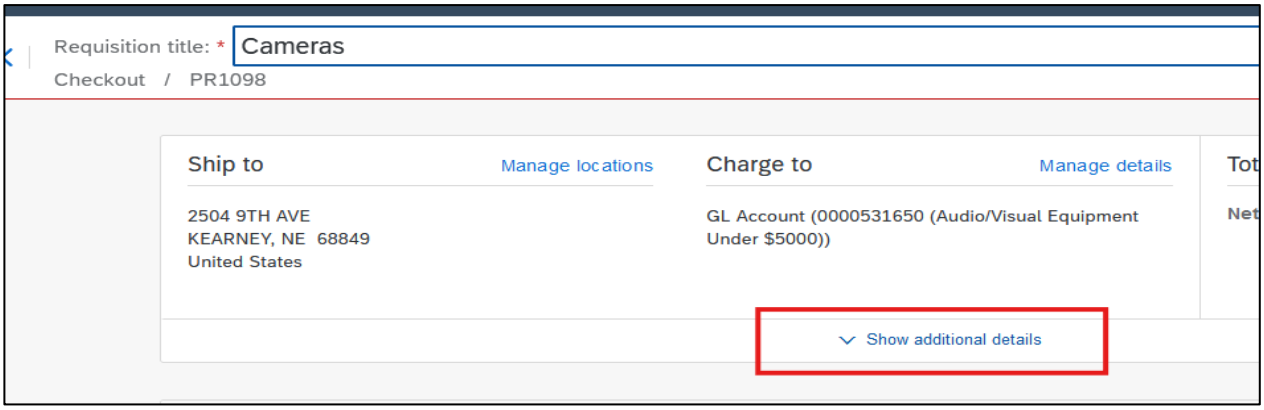
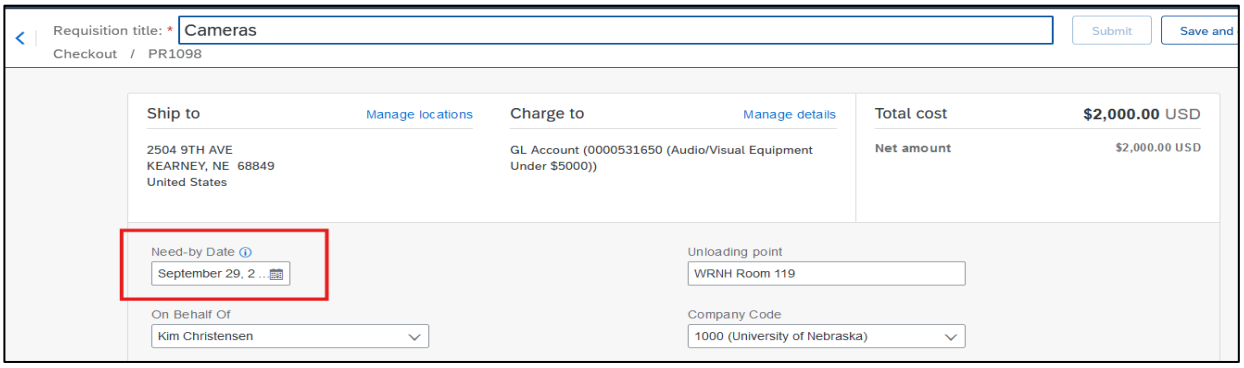
A pop-up box will appear. Click **Change Requisition**.




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




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

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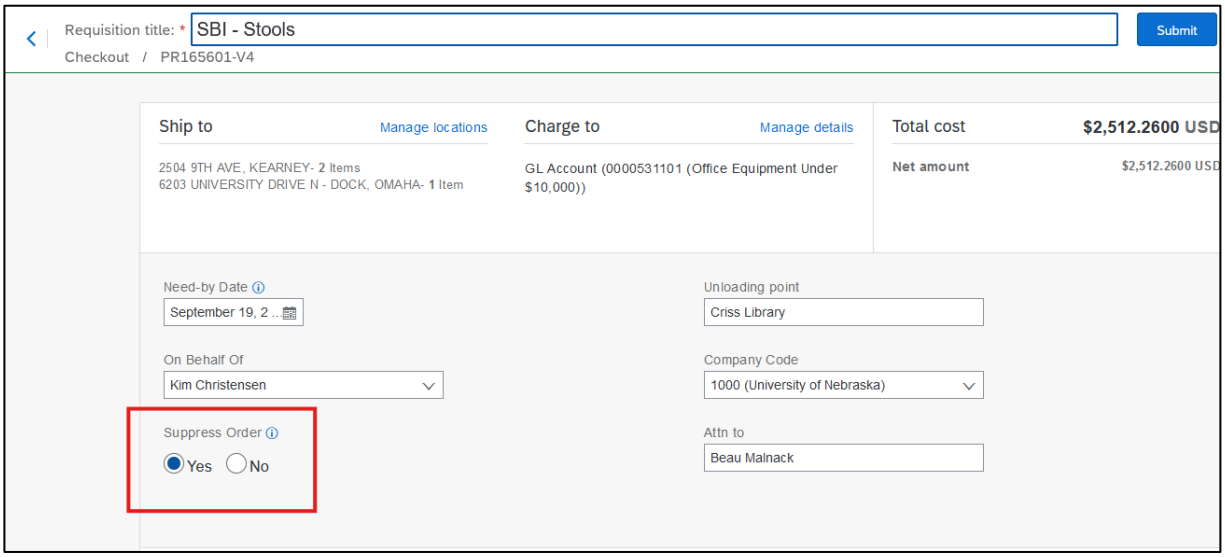
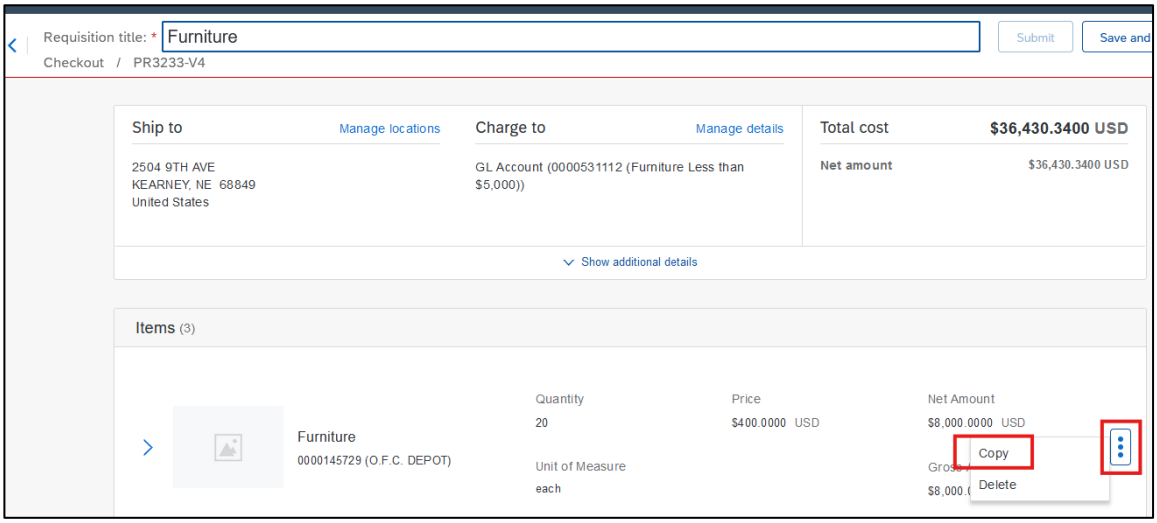
**Note**: when a Change Order is completed, it will automatically be sent to the supplier. To prevent the automatic send, select **Yes** under the **Suppress Order** heading.




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

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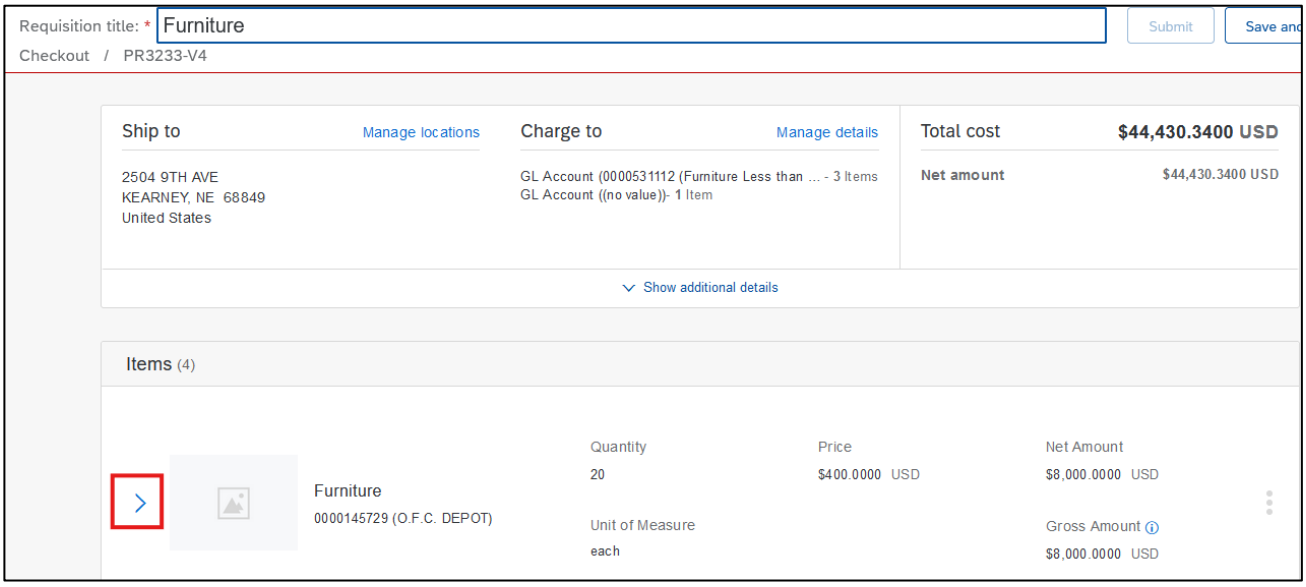
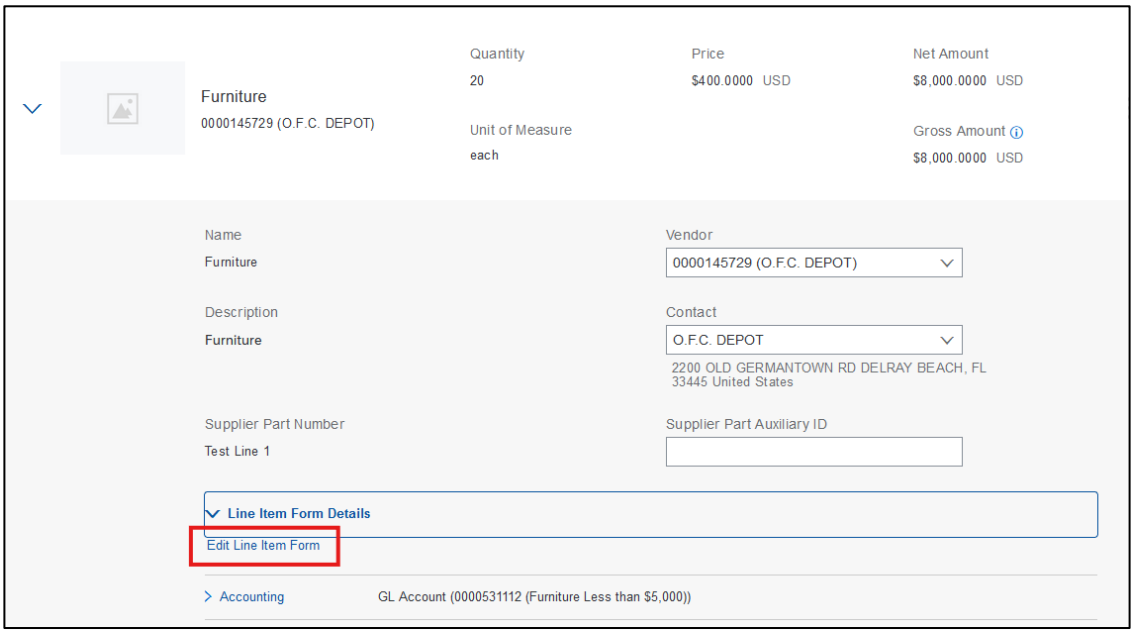
Click the dropdown arrow on the left side of the item entry to make changes to the new line.




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

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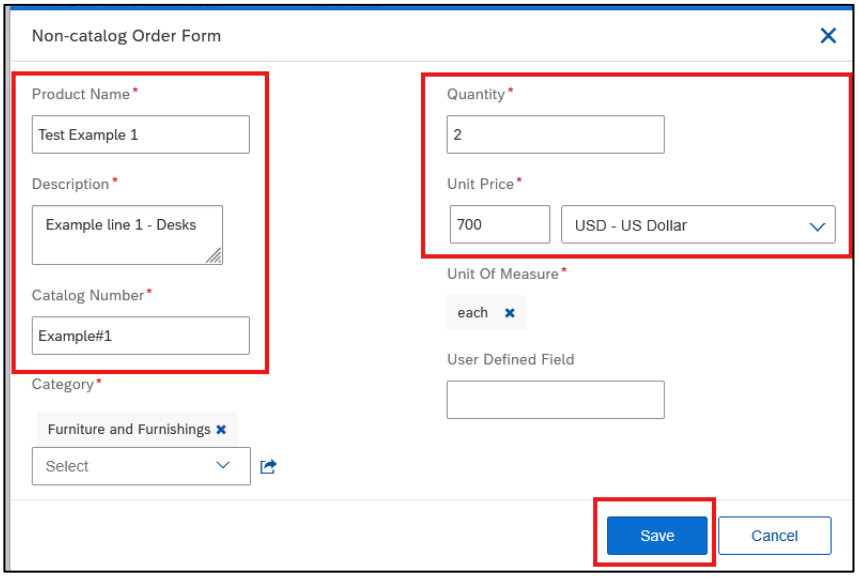
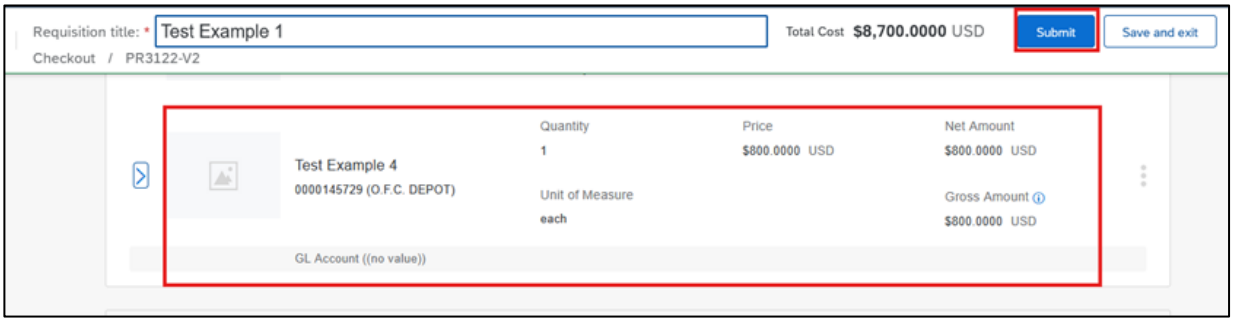
Update **Product Name** and **Description** to differentiate the new line from the old line. Update quantity and unit price if needed. Click **Save**.




Verify the item changes are correct and 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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