
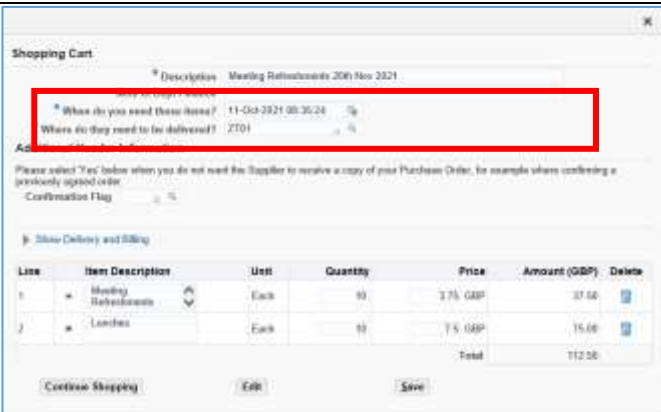
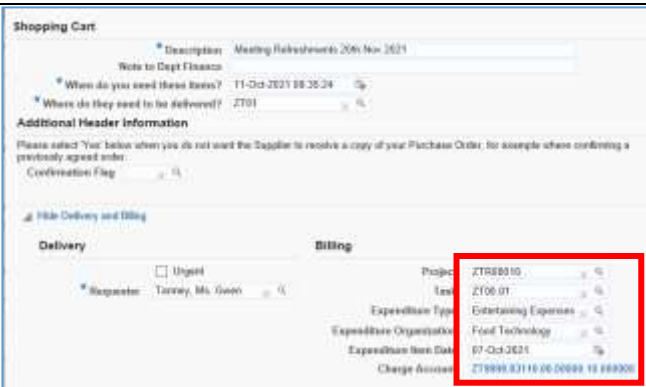



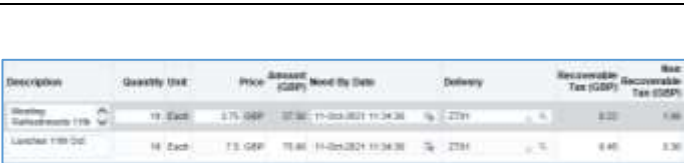


iProcurement

<p>Click the Cart icon To apply data to all lines Enter: Notes to Finance Need by Date Delivery</p>		
<p>To apply Project Coding to all lines click the Show Delivery and Billing link</p>	<p>Show Delivery and Billing</p>	
<p>To Edit and Submit click the Edit button Select Line and click Update button to edit coding</p>	<p>Edit</p> <p>Update</p>	
<p>Edit GL and Project coding Use Plus button to split costs</p>		
<p>If coding has been changed click Calculate Tax and Refresh to see the changes</p>	<p>Calculate Tax</p> <p>Refresh</p>	
<p>When Receipting amend Search By option to Purchase Order Number</p>		