Click the **Cart icon**
To apply data to all lines
Enter:
Notes to Finance
Need by Date
Delivery

To apply Project Coding to all lines click the **Show Delivery and Billing** link

To Edit and Submit click the **Edit button**
Select Line and click **Update** button to edit coding

Edit GL and Project coding
Use Plus button to split costs

If coding has been changed click **Calculate Tax** and **Refresh** to see the changes

When Receipting amend Search By option to Purchase Order Number

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**iProcurement**

**Shopping Cart**

**Delivery**

- Urgent
-上市，须注意
- Project
- Task
- Expenditure Type
- Expenditure Organization
- Expenditure Item
- Charge Account

**Billing**

- Plan
- ZT000125 125 125 125
- Equipment
- ZT000125 125 125 125
- F-9938121
- ZT000125 125 125 125

**Find by Order Number**
**Find by Requisition Number**
**Find by Supplier**