

## How to Add a Description to Retrofit Invoices/Orders

- After you have Accepted the invoice and you're in the Incomplete Requisition screen
  - Scroll down to the Product Line
  - Select Edit Product

The screenshot displays the Highlander eMerchant interface for creating a retrofit order. The top navigation bar includes the Marketplace logo, NJIT logo, and Highlander eMerchant branding. The main form is divided into several sections:

- Bill To / Ship To:** Fields for Bill To (1-NJIT\_ORG New Jersey Institute of...) and Ship To (IFENS)-323 Martin Luther King Blvd, Fe...).
- Organization:** Accounts Payable, with a dropdown for Organization Unit (1-41400) Accounts Payable.
- Order Type:** Retrofit.
- Retrofit Order:** A section with a checkbox for 'Retrofit Order' and a note: 'Use the Retrofit Order option if you are creating an order to match an invoice you have already received. Retrofit Orders will not be sent to the supplier.' It includes fields for 'Related Invoice Number' (96933966001) and 'Order Date' (10/7/2017 12:00 PM).
- Office Depot:** A section with a 'Product Line' label highlighted by a red box. Below it is a table with columns: Product, Delivery date, Unit price, Qty, Subtotal, and Tax. The table contains one row for 'Office Depot retrofit' with a unit price of \$1.73 / Each and a quantity of 1. A red arrow points from the 'Product Line' label to the 'Edit product' link in the table.
- Summary:** A section showing Subtotal (\$1.73), Shipping (\$0.00), Tax (\$0.00), and Total (\$1.73).
- Delivery notes:** A text area for adding delivery notes.
- Order receiving:** A dropdown menu set to 'Receive Automatically'.
- Justification:** A section with a 'Justification' text area and a 'Justification Attachments' section with a 'Drop files to attach, or browse' button and a 'Size limit 50M' note.

At the bottom of the form, there are buttons for 'Checkout', 'Save', 'Resign', and 'Cancel'.

- When the Edit Product box appears, enter the description and select ok

### Edit Product ×

Name \* retrofit

Unit Price \* ? \$ 1.73

Unit of Measure \* Each ▼

Tax \$0.00 ✎

#### Optional Details

Description

Push Pins

Product Code ?

Category  🔍

Manufacturer Part ID ?

OK

Cancel