**How to Create a Non-Purchasing (NP) Purchase Order**

**Step 1: Open a new PO**



**3**

**4**

**1**

**2**

**Step 2: Click on the PO Header to open a dialogue box.**



**51**

**Step 3: When the dialogue box opens, enter “NP” into the “PO Type” field. Close box.**



**61**

**Step 4: In the PO, enter “NP” into the PO “Purchasing Authority” field.**



**71**