

# Acquisitions: Ordering

- [Create an order and at least one order line for format = electronic resource \(334\)](#)
- [Create an order and at least one order line for format = physical resource with multiple copies \(335\)](#)
- [Create an order and at least one order line for format = P/E mix \(336\)](#)
- [Create an order and at least one order line for format = other \(337\)](#)
- [Create an order and at least one order line for a one-time order \(338\)](#)
- [Create an order and at least one order line for an ongoing order \(339\)](#)
- [Edit an existing PO \(340\)](#)
- [Add an order line to an existing purchase order \(341\)](#)
- [Close an existing order \(342\)](#)
- [Set all POLs for an order to fully paid and fully received to close order as complete \(343\)](#)
- [Save and open purchase order from purchase order line create or edit form \(344\)](#)
- [Require order approval to "open" order \(345 - failed/no data\)](#)
- [Add tags to a purchase order and purchase order line \(346\)](#)
- [Filter POs and POLs by tags \(347\)](#)
- [Clone purchase order \(353\)](#)
- [Populate POL details from Inventory instance \(354\)](#)
- [Re-open order after making edits \(355\)](#)
- [Edit quantity of PO line on an "Open" order \(356\)](#)
- [Edit cost/fund distribution of POL on an "Open" order \(357\)](#)
- [How to process an ongoing order cancellation](#)
- [How to process a one-time order cancellation](#)