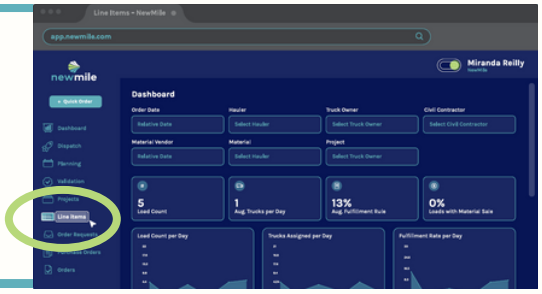
Creating a Line Item

newmile

1

Click on the Line Item tab on the left hand navigation menu.

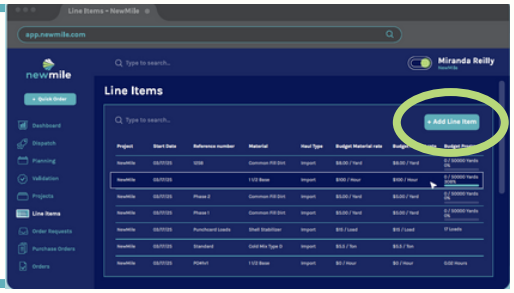
This will bring you to the Line Item List page.



2

Then, click the "Add Line Item" button in the top right of the screen.

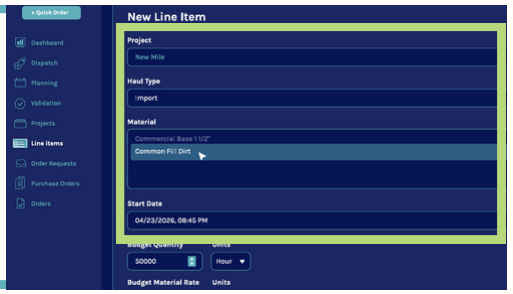
This will trigger a pop-up where you can add the information for your Line Item.



3

You will select the Project this Line Item applies to:

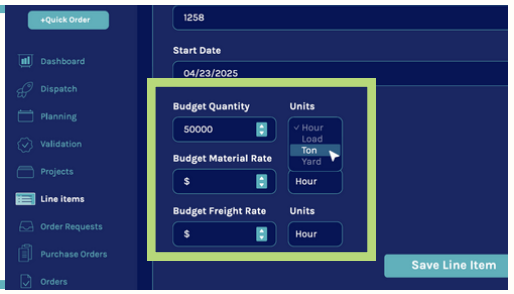
- Haul Type (import/export/onsite)
- Material Name
- Any applicable Reference Number (for example a phase or pad number)
- Specific date (if applicable) of when delivery of this Line Item will begin.



4

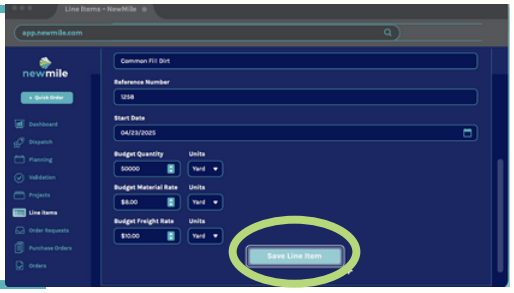
Once you have that information entered, you can add in your overall Budget Quantity.

- This would be the total quantity of the material that's needed for this Project or Project Phase.
- You can also enter in any Material or Freight Budget Rates if those are available to you



5

After you have entered all the necessary information, you will click "Save Line Item".



6

This will bring you back to the Line Item List page where you can open the Line Item you just created, find or edit an existing Line Item, or add another new Line Item.

