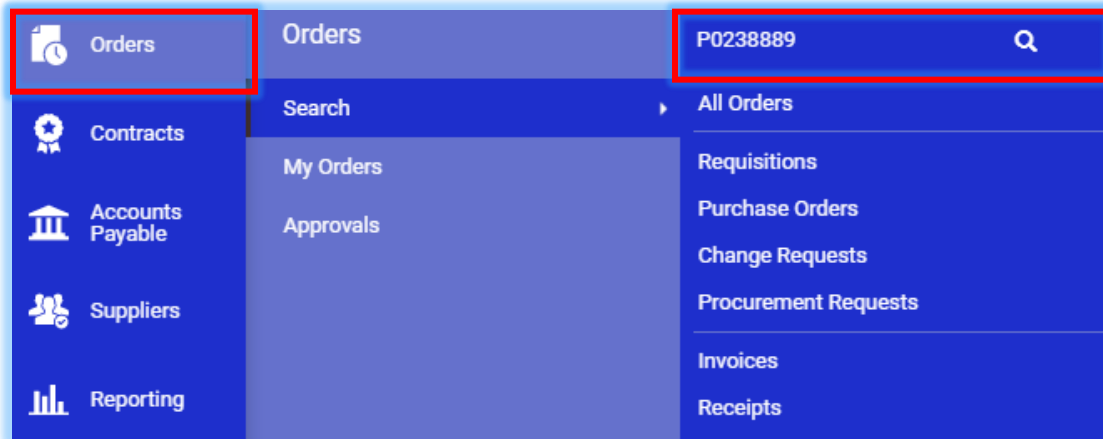


# E-Procurement System Tutorial: Change Order Process

## Cancel an entire Purchase Order

1. Sign into E-Procurement by accessing the system through the Pace Portal under the Staff tab.
2. Search for the Purchase Order you would like to make the change to by clicking on the **Orders** icon and entering the PO# in the Search **OR** select Purchase Orders from the dropdown menu to view a list of all your PO's.



The Purchase Order will display in the results.

3. Click on the linked PO Number to open the order.

Type of Order: All Created Date: All P023889						
1-2 of 2 Results						
<input type="checkbox"/>	Order Identifier	Type	Order Status	Order Owners	Created Date/Time	
<input type="checkbox"/>	<a href="#">2990458</a>	Requisition	Complete	Meghan O'Mara	6/29/2020 2:41:29 PM	2
<input type="checkbox"/>	<a href="#">P023889</a>	Purchase Order	Complete	Meghan O'Mara	2/16/2021 10:43:58 AM	2

4. On the Summary tab, scroll down to the bottom of the PO to view the Line Item details. Once there, click on the linked Item name to open the Non-Catalog form.

1 Item

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price
✓	Test for LDI #2	Breakfast for Meeting	150.00	Qty: 3 EA	450.00

ITEM DETAILS

Contract:	no value	Requisition Number	2990458 view   print
Taxable	✗	External Note	no value
Capital Expense	✗	Attachments for supplier	Add
Commodity Code	no value		

5. In the Non-Catalog form, change the **Estimated Price** to 0. **This must be done for EVERY line item in the PO.**

**PLEASE NOTE:** Value **MUST** be left in **Quantity** field.

6. Be sure the Available Actions is set to **Save** and click **Go**.





Quantity: 4

Packaging (UOM): EA - Each

**Estimated Price:** 0

Available Actions: Save Go Close

7. Note each Line Item in the PO is zeroed out.

2 Items						<input type="checkbox"/>
Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1	✓ <a href="#">Test for LDI #2</a>	Breakfast for Meeting	0.00	Qty: 4 EA	0.00	... <input type="checkbox"/>
ITEM DETAILS 						
Contract:	no value	Requisition Number	<a href="#">2990458</a> <a href="#">view</a>   <a href="#">print</a>			
Taxable	✗	External Note	no value			
Capital Expense	✗	Attachments for supplier	<a href="#">Add</a>			
Commodity Code	no value					
2	✓ <a href="#">This is a test.</a>	TEST of Revision	0.00	Qty: 1 EA	0.00	... <input type="checkbox"/>
ITEM DETAILS 						
Contract:	no value	External Note	no value			
Taxable	✗	Attachments for supplier	<a href="#">Add</a>			
Capital Expense	✗					
Commodity Code	no value					

8. Close the Non-Catalog form to return to the PO.

9. Click the **Purchase Order** drop-down located towards the upper left of the form and select **Cancel PO**.

Purchase Order • P0238919 Revision 0 ▾

Status Summary Revisions 1 Confirmation

**General Information**

PO/Reference No. P0238919

Revision No. 0

Priority Normal

Purchase Order Date 6/28/2021

Supplier Name Chartwells Dining Service New

Add Comment

Add Notes to History

Cancel PO

Finalize Revision

Create Quantity Receipt

Create Credit Memo

Create Cost Receipt

Create Invoice

Print Fax Version

See configuration for this purchase order

10. Enter a **Comment** as to why the Purchase Order has been cancelled\* and click **Save**.

**\*PLEASE NOTE:** If you want the supplier to receive the modified PO, leave the Distribute PO box checked. Uncheck the box if you do not want the supplier to receive the modified PO.

Route PO To Workflow

×

NOTE: Finalizing a revision will not automatically save changes.  
*Save changes in the po document prior to performing this action.*

PO No.

P0238889

Specify a reason for revision

This is a test change order for training. |

959 characters remaining

Distribute PO

✓

Save

Close

The Cancel Order is placed into workflow and revised by Purchasing.