

# E-Procurement System Tutorial: Change Order Process

## Removing a Line Item

1. Sign into E-Procurement by accessing the system through the Pace Portal under the Staff tab.
2. Search for the Purchase Order for which you are removing a line item from by clicking on the Orders icon and entering the PO# in the Search OR select Purchase Orders from the 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 P0254803 <span>?</span> Add Filter Clear All Filters <span>?</span>									
1-3 of 3 Results <span>20 Per Page</span>									
<input type="checkbox"/>	Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount	Account
<input type="checkbox"/>	<a href="#">3621859</a>	Requisition	<span>Complete</span>	Marji Nelson	10/12/2022 11:15:35 AM	10/12/2022 12:12:11 PM	Camp Deer Run <span>?</span>	4.00 USD	E19602
<input type="checkbox"/>	<a href="#">P0254803</a>	Purchase Order	<span>Complete</span>	Marji Nelson	10/12/2022 12:12:11 PM	10/12/2022 12:13:05 PM	Camp Deer Run <span>?</span>	0.00 USD	E19602

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.

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

ITEM DETAILS

Contract:	no value	Requisition Number	2990458 <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		

- Change the **Estimated Price** to "0" in the non-catalog form (**PLEASE NOTE:** there must always be a value in the Quantity field, it cannot be "0").

Quantity ★

Packaging

Estimated Price ★

- Click on the **Save** button to save your changes and then the **Close** button to close out of the form and return to the PO summary page.

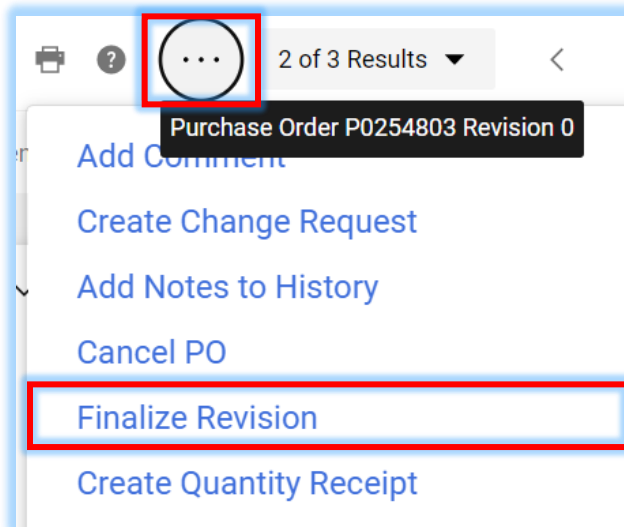
(Alt+Q) 0.00 USD

✓ **SUCCESS**  
Form saved successfully

7. Notice the Line Item in the Purchase Order is zeroed out.

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	✓ <a href="#">Test for LDI #2</a>	Breakfast for Meeti	EA	0.00	Qty: 4 EA	0.00	... <input type="checkbox"/>
ITEM DETAILS							
Contract:	no value	Requisition Number	2990458 <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 R revision	EA	100.00	Qty: 1 EA	100.00	... <input type="checkbox"/>
ITEM DETAILS							

8. Click the **menu (the '...' in the upper right of the form)** and select **Finalize Revision**. Follow the prompts to place the revision in the approval workflow to complete the process.



9. Enter a **Comment** as to why the Purchase Order was revised\* 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  
  
959 characters remaining

Distribute PO

[Save](#) [Close](#)

The Purchase Order is placed into workflow and reviewed by Purchasing.