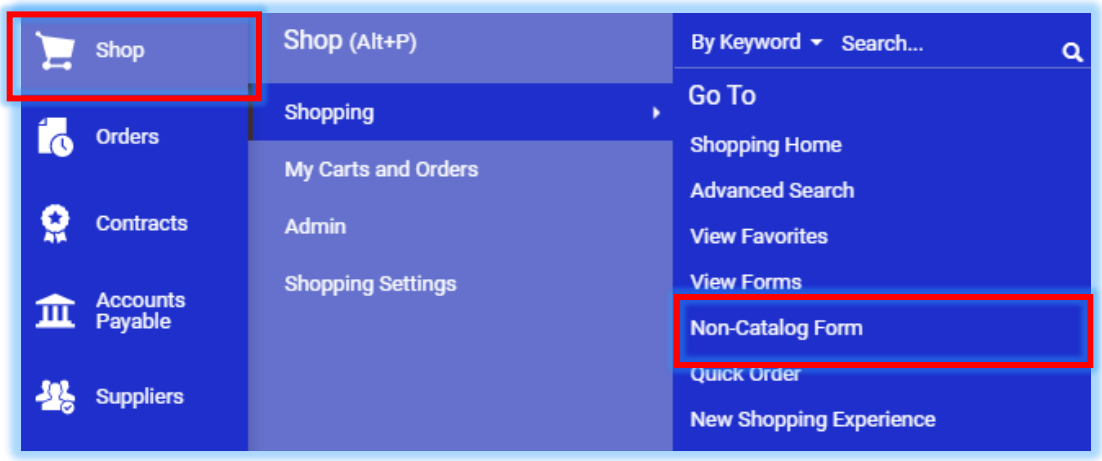
E-Procurement System Tutorial: Change Order Process

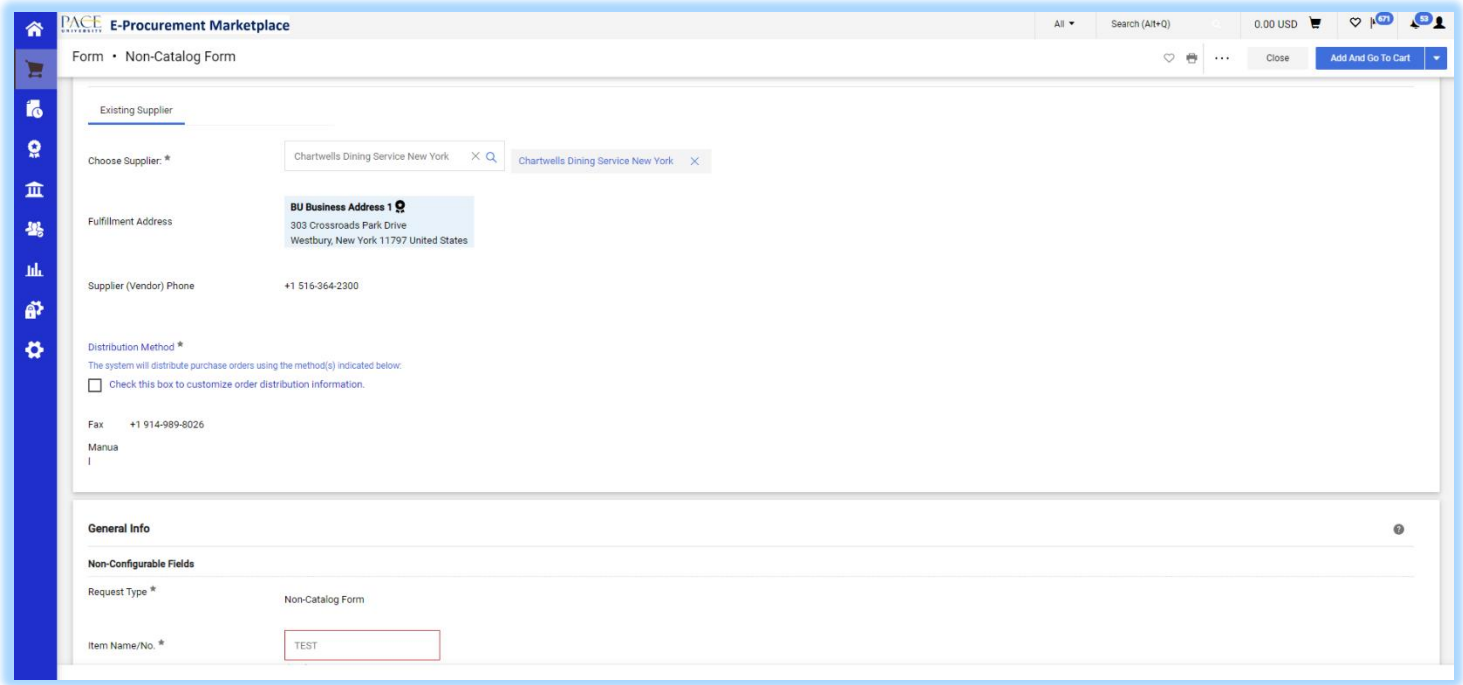
Adding a Line Item

1. Sign into E-Procurement by accessing the system through the Pace Portal under the Staff tab.

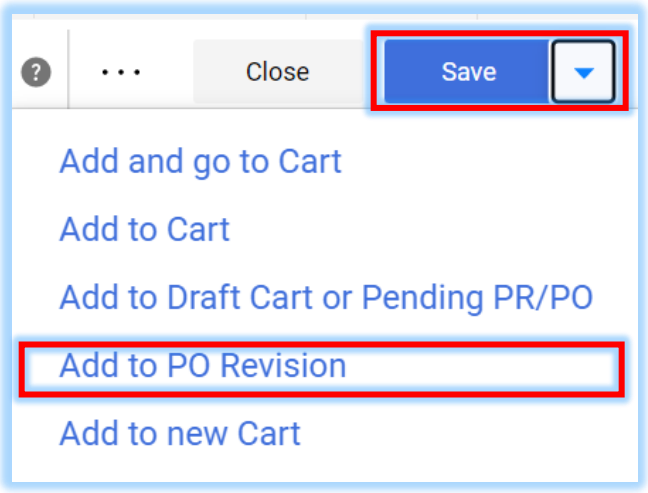
2. Open a Non-Catalog form



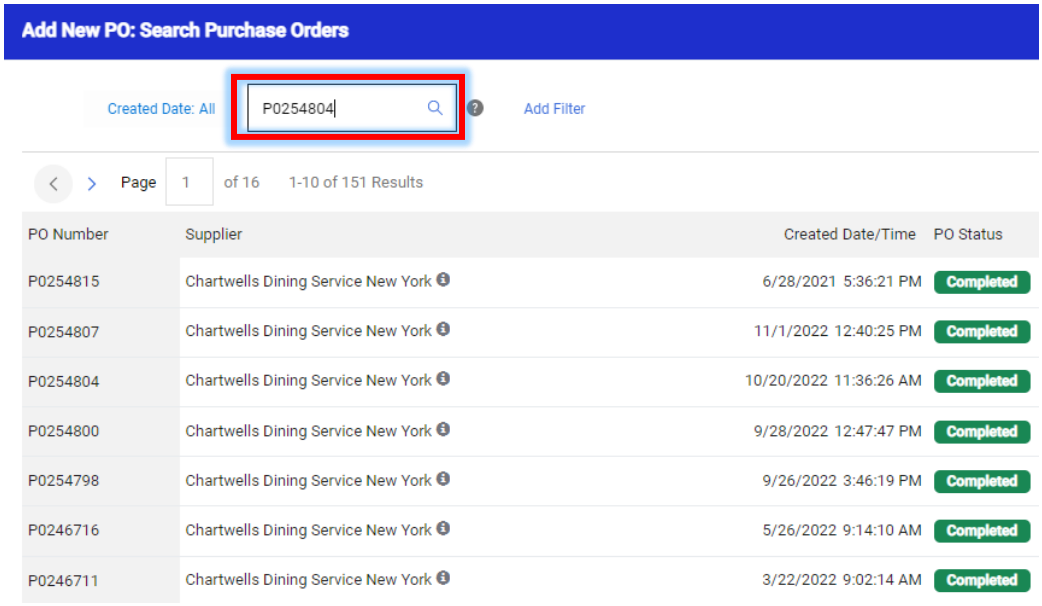
3. Complete Non-Catalog form.



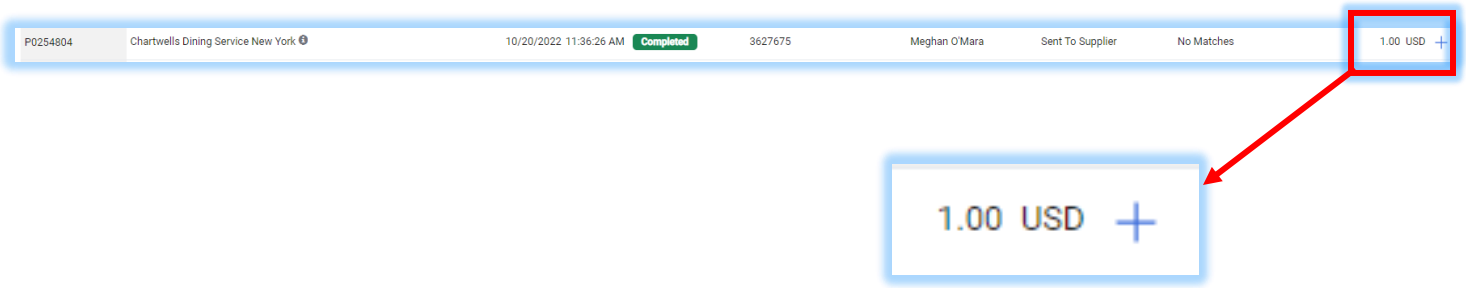
4. Click the **Save** drop down menu in the Non-Catalog form and select **Add to PO Revision** and click **Go.**



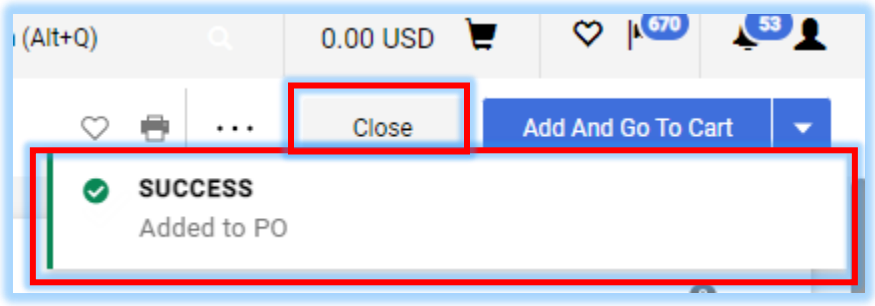
5. Enter the PO # for which you are creating a change order and click the Magnifying glass to search.



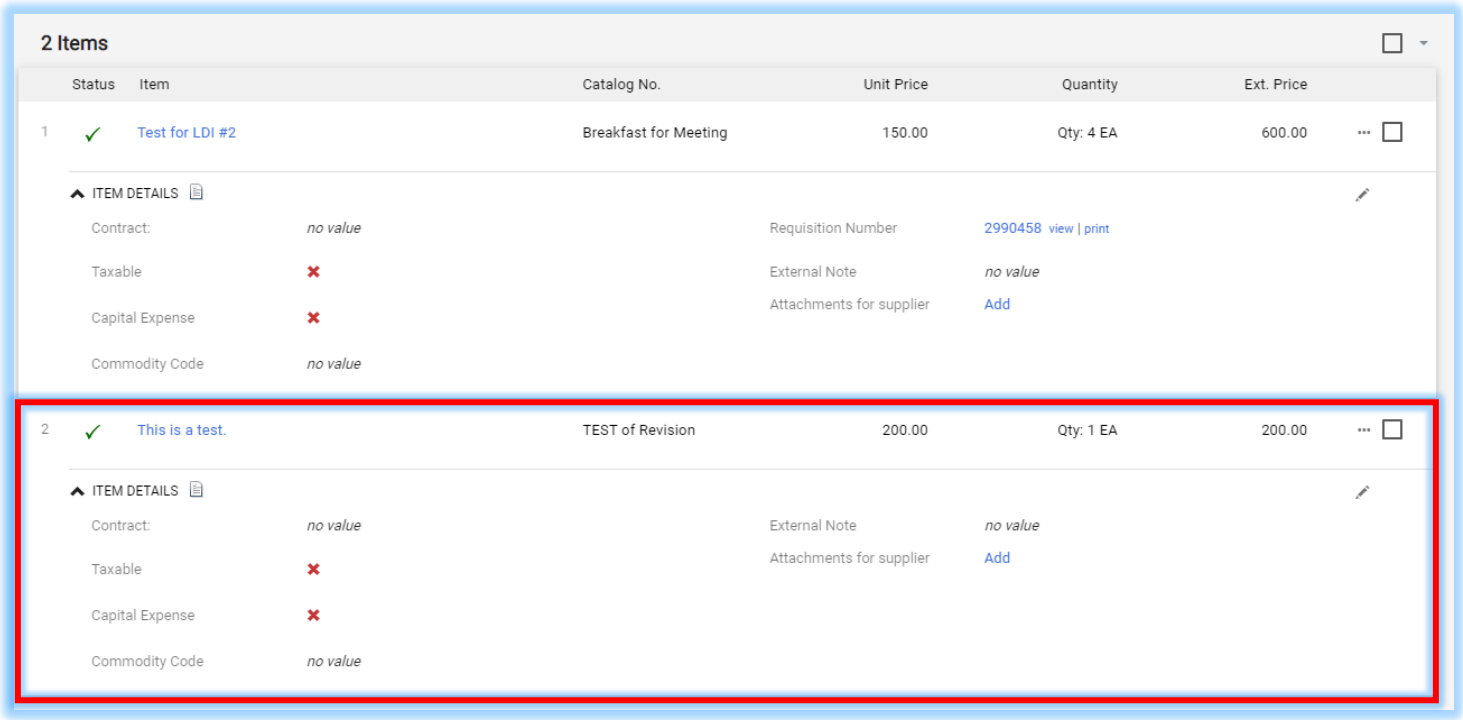
6. Your PO# is shown, click the blue plus (+) sign to the right.



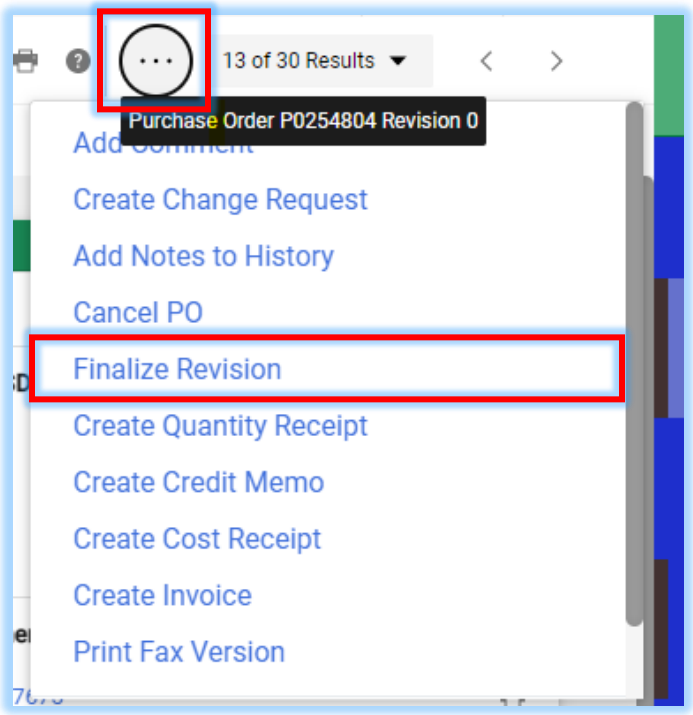
7. You will get a message saying "Success Added to PO" in the upper right. Click the “Close” button to close the form.



8. **<u>This is STEP ONE completed</u>**, now open your PO in E-Procurement by clicking on the Order icon and searching for the PO number in the search bar. On the PO, scroll down to the bottom and you should see your new line added.

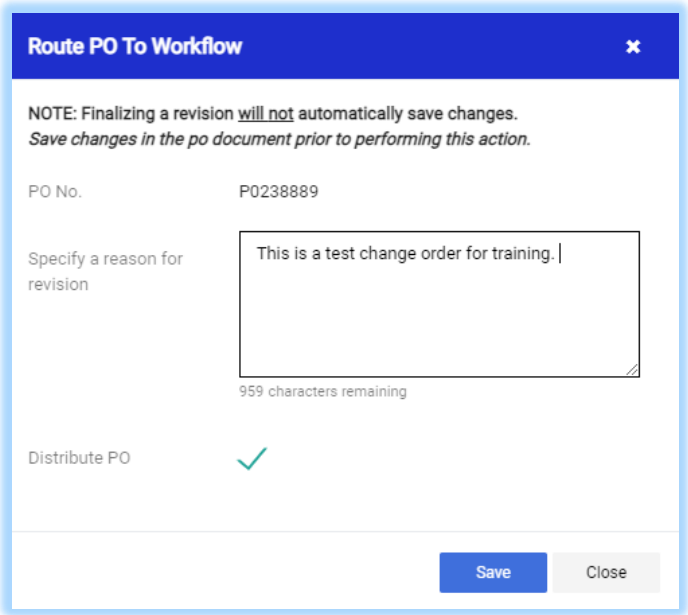


9. **<u>STEP TWO:</u>** Click the **menu (the ⋯ in the upper right of the form)** and select **Finalize Revision**. Follow the prompts to place the revision in the approval workflow to complete the process.



10. Enter a **Comment** as to why the Purchase Oder was revised* and click **Save**.

***<u>PLEASE NOTE:</u>** 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.



The process has been completed.