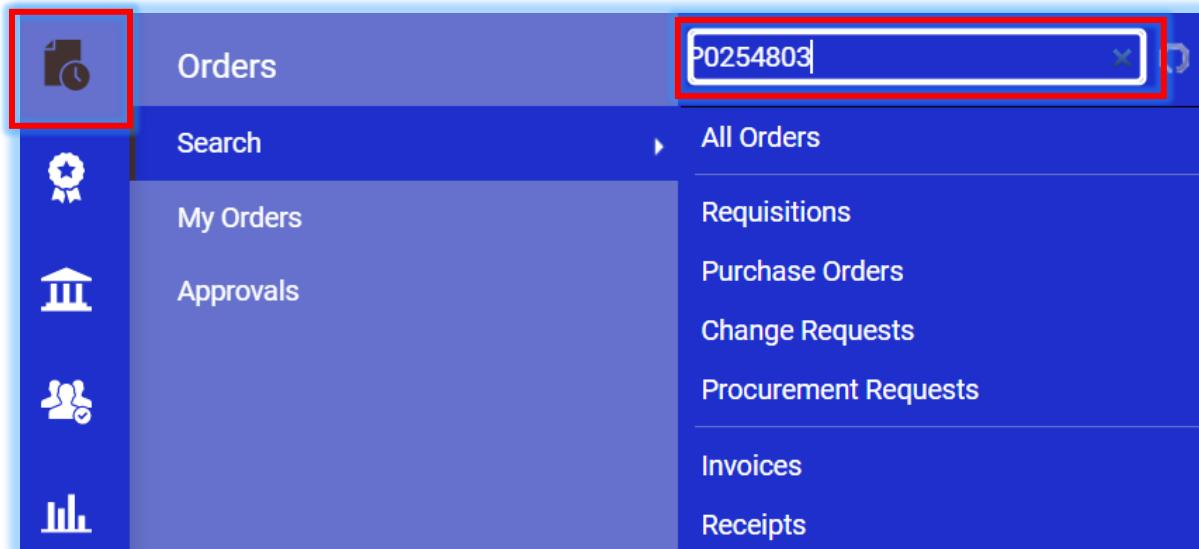


E-Procurement System Tutorial: Change Order Process

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 menu to view a list of all your PO's.

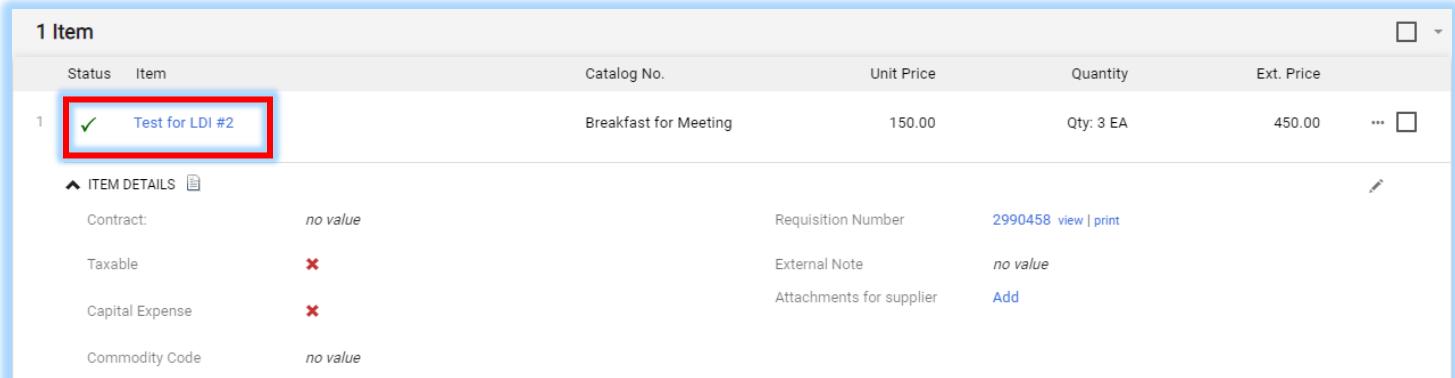


The Purchase Order will display in the results.

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

Type of Order: All		Created Date: All		P0254803		?			
1-3 of 3 Results									20 Per Page
	Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount	Account
<input type="checkbox"/>	3621859	Requisition	Complete	Marji Nelson	10/12/2022 11:15:35 AM	10/12/2022 12:12:11 PM	Camp Deer Run	4.00 USD	E19602
<input type="checkbox"/>	P0254803	Purchase Order	Complete	Marji Nelson	10/12/2022 12:12:11 PM	10/12/2022 12:13:05 PM	Camp Deer Run	0.00 USD	E19602

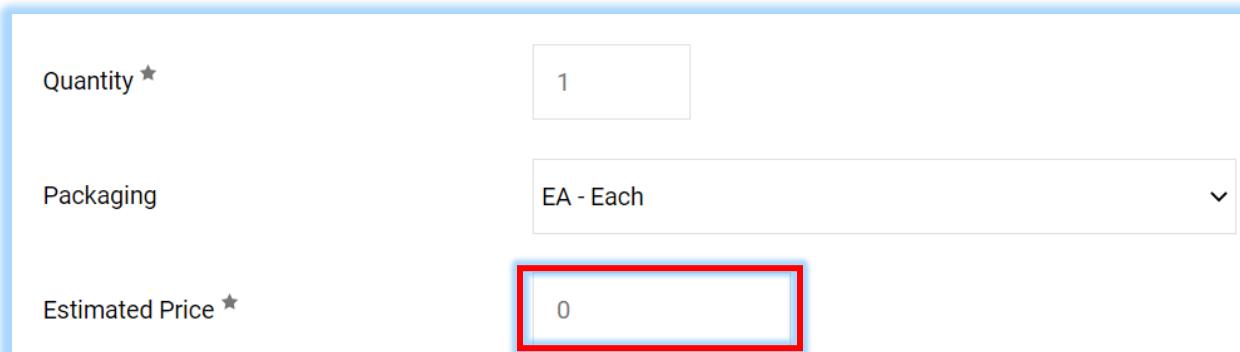
4. On the Summary tab, scroll down to the bottom of the PO to view the Line Item details. Once there, click on the linked Item name to open the Non-Catalog form.



The screenshot shows a table with a single row for a line item. The columns are: Status, Item, Catalog No., Unit Price, Quantity, and Ext. Price. The 'Status' column contains a green checkmark and the text 'Test for LDI #2', which is highlighted with a red box. The 'Item' column shows 'Breakfast for Meeting'. The 'Catalog No.' column is 'no value'. The 'Unit Price' is '150.00', 'Quantity' is 'Qty: 3 EA', and 'Ext. Price' is '450.00'. Below the table, there is a section titled 'ITEM DETAILS' with several fields: Contract (no value), Taxable (x), Capital Expense (x), Commodity Code (no value), Requisition Number (2990458), External Note (no value), and Attachments for supplier (Add).

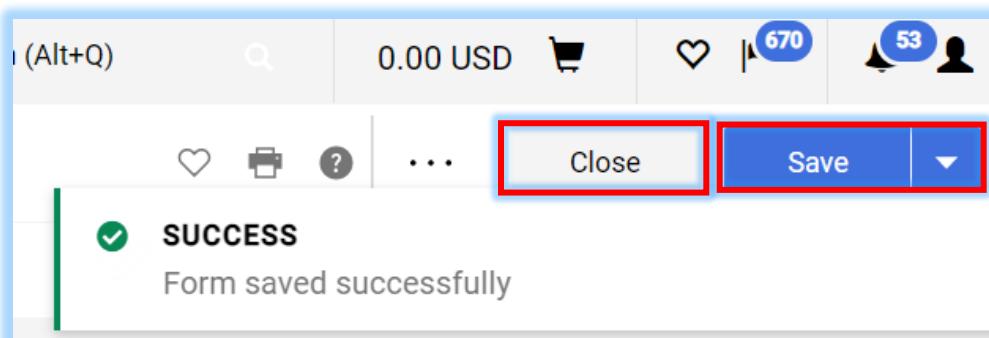
5. In the Non-Catalog form, change the **Estimated Price** to 0. **This must be done for EVERY line item in the PO.**

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



The screenshot shows a form with three fields: 'Quantity' (value 1), 'Packaging' (value 'EA - Each'), and 'Estimated Price' (value 0, which is highlighted with a red box). The 'Estimated Price' field is marked with a star, indicating it is a required field.

6. 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.

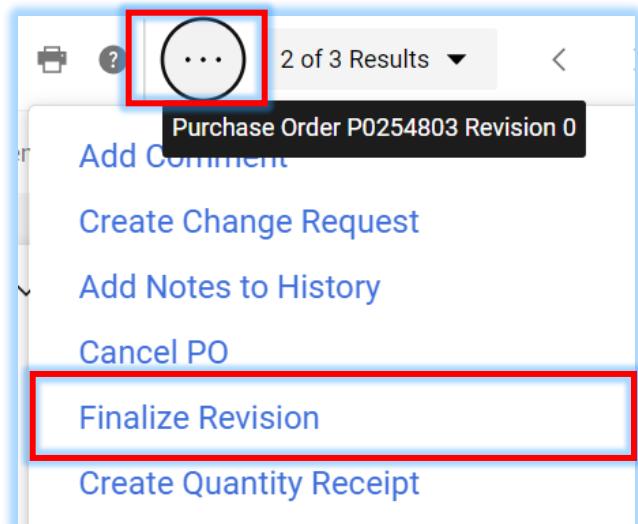


7. Note each Line Item in the PO is zeroed out.

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

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 has been cancelled* and click **Save**.



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

***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.

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