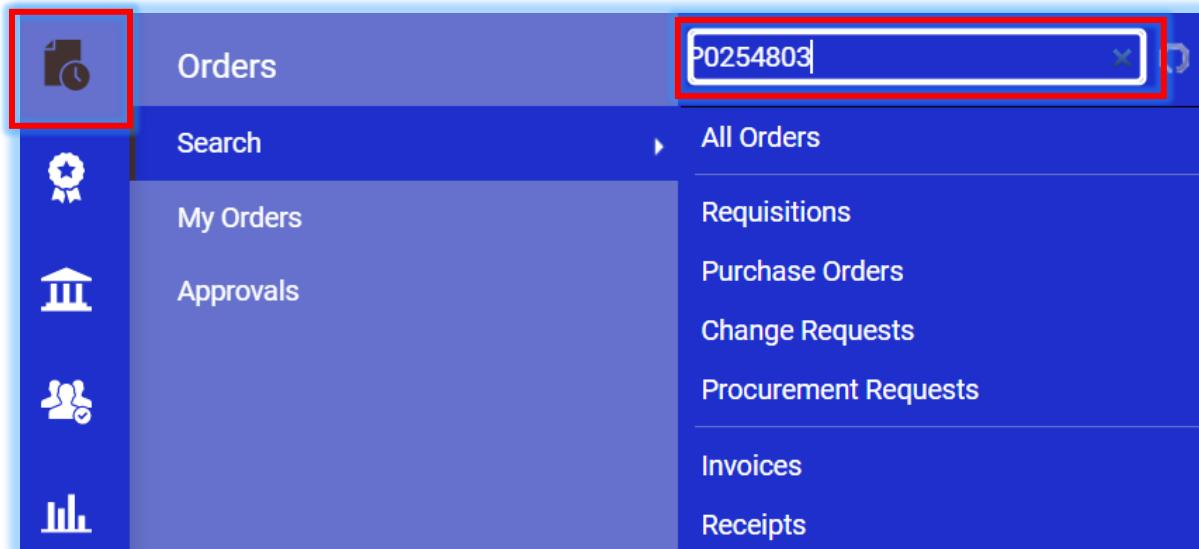# E-Procurement System Tutorial: Change Order Process

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.
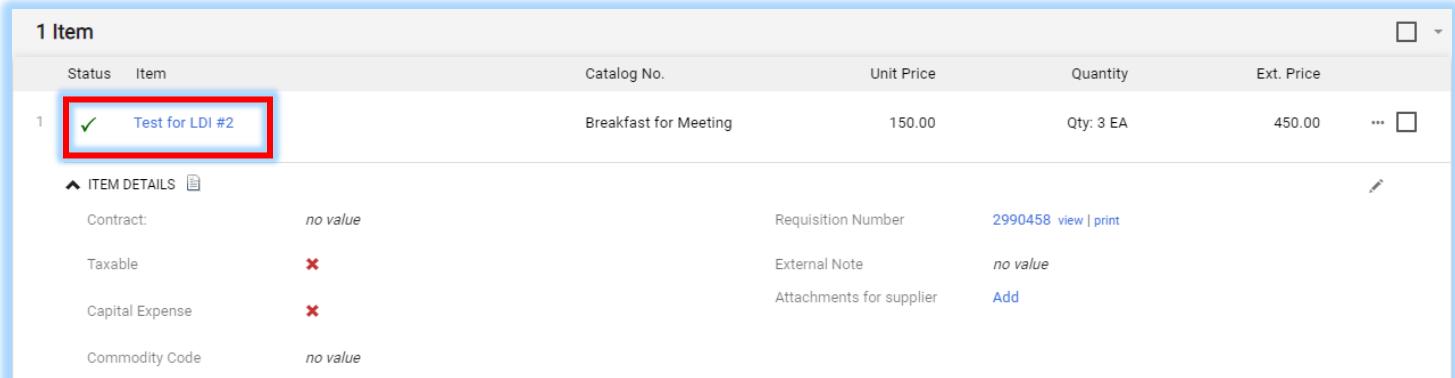

The Purchase Order will display in the results.
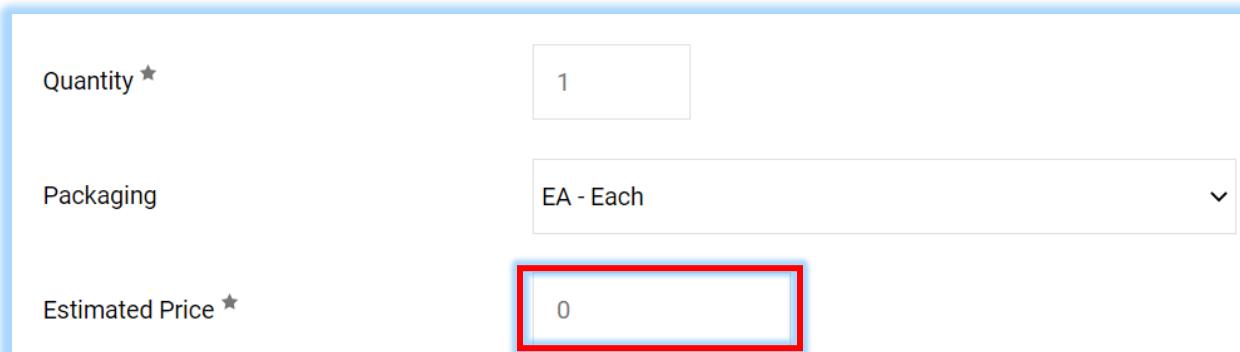
3. Click on the linked PO Number to open the order.

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.
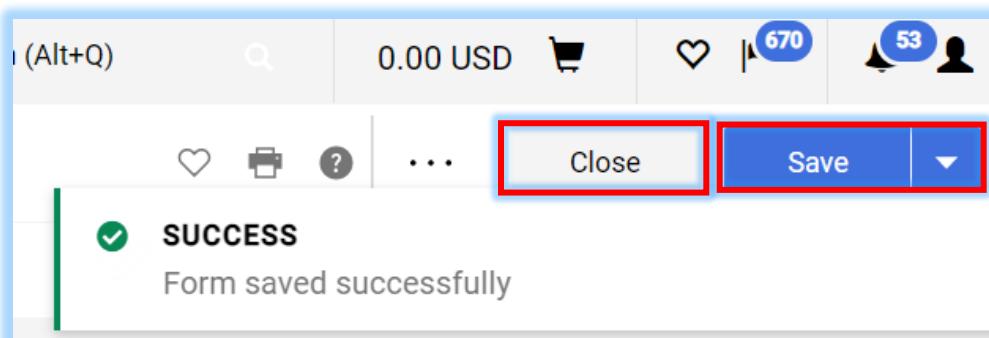

5. In the Non-Catalog form, change the **Estimated Price** to 0. **This must be done for EVERY line item in the PO.**

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

6. 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.
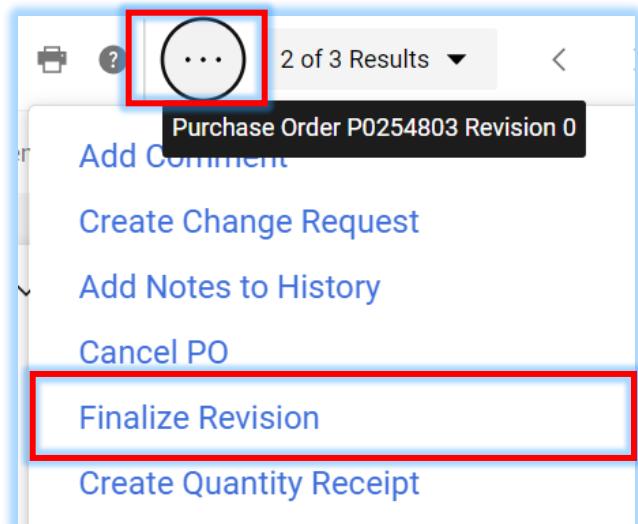
7. Note each Line Item in the PO is zeroed out.

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 Oder has been cancelled* 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 Cancel Order is placed into workflow and reviewed by Purchasing.