

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 Q ? Add Filter Clear All Filters ?									
1-3 of 3 Results								20 Per Page	
<input type="checkbox"/>	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.

1 Item

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

ITEM DETAILS

Contract:

no value

Taxable

✗

Capital Expense

✗

Commodity Code

no value

Requisition Number

2990458 [view](#) | [print](#)

External Note

no value

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.

Quantity ★	<input type="text" value="1"/>
Packaging	<input type="text" value="EA - Each"/>
Estimated Price ★	<input type="text" value="0"/>

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.

(Alt+Q)	0.00 USD	670	53
Close	Save		
✓ SUCCESS Form saved successfully			

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

2 Items					
Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	✓ Test for LDI #2	Breakfast for Meeting	0.00	Qty: 4 EA	0.00 ... <input type="checkbox"/>
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				
2	✓ This is a test.	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	Add		
Capital Expense	✗				
Commodity Code	no value				

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.

2 of 3 Results

...

Purchase Order P0254803 Revision 0

Add Comment

Create Change Request

Add Notes to History

Cancel PO

Finalize Revision

Create Quantity Receipt

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 ☒

Save Close

***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.