

E-Procurement System Tutorial: Change Order Process

Quantity Increase/Decrease

Price Increase/Decrease

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.

| 1 Item | | | | | | |
|---------------------|-----------------|-----------------|--------------------------|--|-----------|------------|
| | 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: | | | Requisition Number | 2990458 view print | | |
| Taxable | | | External Note | <i>no value</i> | | |
| Capital Expense | | | Attachments for supplier | Add | | |
| Commodity Code | <i>no value</i> | | | | | |

5. In the Non-Catalog form, adjust either the **Quantity** (increase/decrease) or **Estimated Price** (increase/decrease).

Quantity

Packaging

EA - Each

Estimated Price

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

...

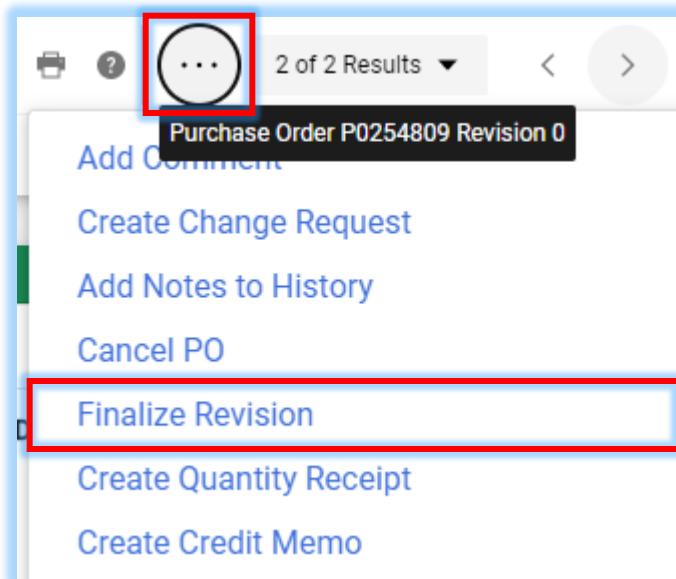
SUCCESS

Form saved successfully

7. Notice the Quantity and/or Price Change in the PO in the **Total** section on the far right of the PO view.

| Completed | |
|--------------------------|-------|
| Details | > |
| Total (75.00 USD) | |
| Subtotal | 75.00 |

1. Click the **menu** (the '...' in the upper right of the form) and select **Finalize Revision**.



2. 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

This is a test change order for training.

959 characters remaining

Distribute PO

Save Close

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