

# 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 <span>?</span> Add Filter Clear All Filters <span>?</span>									
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"/>	<a href="#">3621859</a>	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"/>	<a href="#">P0254803</a>	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						<input type="checkbox"/>
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	... <input type="checkbox"/>
<div>ITEM DETAILS </div>						
Contract:	no value	Requisition Number	2990458 <a href="#">view</a>   <a href="#">print</a>			
Taxable	✗	External Note	no value			
Capital Expense	✗	Attachments for supplier	<a href="#">Add</a>			
Commodity Code	no value					

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

Quantity ★	1
Packaging	EA - Each
Estimated Price ★	50

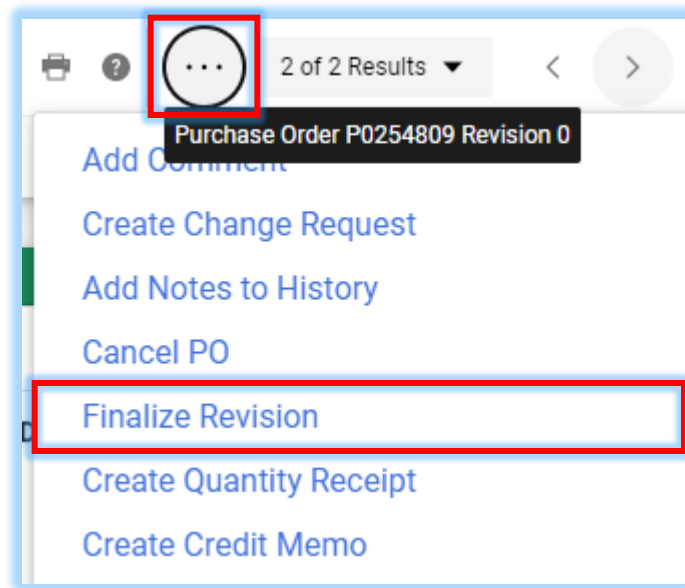
6. Click on the **Save** button to save your changes and then the **Close** button to close out of the form and return to the PO summary page.

(Alt+Q)		0.00 USD			670		53	
			...	Close	Save			
<b>SUCCESS</b> 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
	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 Oder 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.

A screenshot of a 'Route PO To Workflow' dialog box. The title bar is blue with a close button. Inside, there is a note: 'NOTE: Finalizing a revision will not automatically save changes. Save changes in the po document prior to performing this action.' Below the note, there is a form with two sections. The first section has 'PO No.' with the value 'P0238889'. The second section is labeled 'Specify a reason for revision' and contains a text area with the text 'This is a test change order for training.' and a '959 characters remaining' indicator. Below the text area, there is a 'Distribute PO' checkbox which is checked with a green checkmark. At the bottom right, there are 'Save' and 'Close' buttons.

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