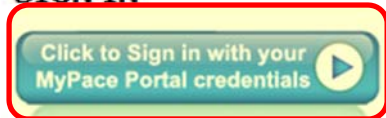# New Change Order Process

Price decrease to close out a PO that has had payment made to the vendor,

and return balance to budget line.

➢ Sign into the E-Procurement system

➢ Search for the Purchase order that you want to make the change to.
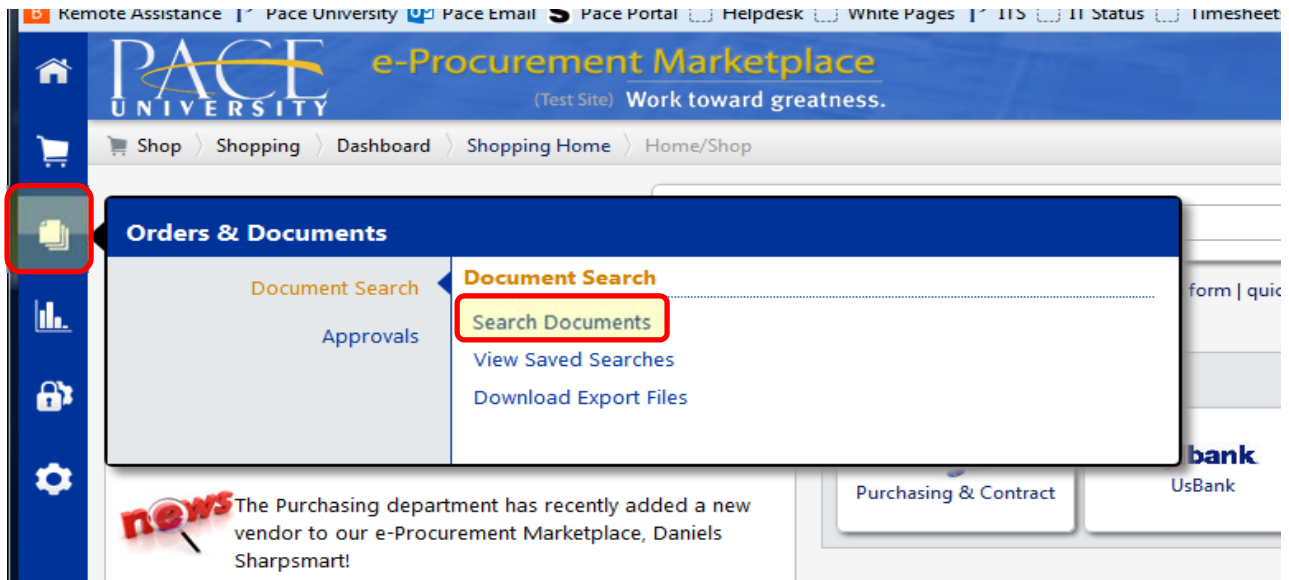
➢ Enter the **Purchase Order** number > click **GO**

If unsure of the Purchase Order number: Leave the Purchase Order field empty, click **GO, all Purchase Orders the user placed will be listed.

✓ The Purchase Order will display in the results.
➢ Click the **PO Number** >

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	PO Total	
✓ P0128693	Chartwells Dining Service New York	3/28/2014 3:05 PM	1119402	Dave Taylor	Sent	100.00 USD	

➢ When PO opens, click on the **Purchase Order Tab, scroll down and** Click the **Product Description** to open the original Non-Catalog Form.

Status	Purchase Order	Revisions	PO Approvals	Shipments	Comments	Attachments	History

General Information ?

PO/Reference No.	**P0128693**
Revision No.	0 ⚠ Contains edits since last revision
Purchase Order Date	3/28/2014
Supplier Name	Chartwells Dining Service New York more info...
Total	100.00
Owner Name	Dave Taylor
Owner Phone	+1 (914) 923-2684
Owner Email	dtaylor3@pace.edu
Requisition Number	1119402 view	print

Document Status ?

A/P status	Open	
Workflow	✓ Completed (3/28/2014 3:07 PM)	
Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed:	view
	Fax: +1 (914) 989-8026	
	Manual	
Distribution Date/Time	3/28/2014 3:06 PM	
Supplier	Sent To Supplier	view

Line Item Status ?

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier
1	✓ test 🗎 more info...	test	EA	100.00	1 EA	100.00 USD	Sent To Supplier
					Total	**100.00 USD**	

➢ In the Non-Catalog form, adjust either the **Quantity** (decrease to actual amount received) or **Estimated Price** (decrease to what has actually been paid, check "Invoice" tab to see what has been paid out).
TIP: there must always be a value in the Quantity field, it cannot be "0"

✓ Be sure the **Available Actions** is set to **Save** and click **Go.**

Non-Catalog Form

Available Actions: Save ▼ Go

Form	History

Supplier Info	
Choose Supplier:	Chartwells Dining Service New York more info...
Fulfillment Address	Business 1: (preferred) 303 Crossroads Park Drive Westbury, NY 11797 US
Supplier (Vendor) Phone	+1 (516) 364-2300

General Info	
Non-Configurable Fields	
Request Type	Non-Catalog Form
Item Name/No.	test
Item Description	test
	250 characters remaining expand	clear
Quantity	2
Packaging (UOM)	EA - Each ▼
Estimated Price	100.00

✓ Notice the Quantity and Price change in the PO.

➢ Close the Non-Catalog Form to return to the Purchase Order.
➢ Click the **Available Actions** drop-down > select **Finalize Revision** > Click **Go**.

➤ Enter a comment as to why the Purchase Oder was revised > click **Save**.
NOTE Uncheck the "Distribute PO" box if you do not want the supplier to receive the modified PO.
If you want the supplier to receive the modified PO, leave the "Distribute PO" box checked.

✓ The Purchase Order is placed into workflow and revised by Purchasing.