

New Change Order Process

Adding a line item

- Open a **Non-Catalog** form

The screenshot shows the Pace University e-Procurement Marketplace homepage. The header includes the Pace University logo, the text "e-Procurement Marketplace (Test Site) Work toward greatness.", and a user profile for "Dave Taylor". Navigation links include Shop, Shopping, Dashboard, Shopping Home, and Home/Shop. A search bar is set to "Shop Everything". Below the search bar are links for "Go to: advanced search | favorites | forms | non-catalog form | quick order" and "Browse: suppliers | categories".

The main content area features a "Welcome to Pace University's online E-procurement Marketplace!" message. A "news" section mentions a new vendor, Daniels Sharpsmart. The "Showcase Links" section includes links for "BLOG Purchasing & Contract", "usbank UsBank", and "Vendor Management System". The "Showcase Services" section includes links for "Chartwells Dining Services", "Florist Order Form - New York", and "Non-Catalog Form" (highlighted with a red box). The "Showcase Suppliers" section is partially visible.

- Complete the **Non-Catalog** form

Non-Catalog Form Available Actions: Add and go to Cart

Supplier Info	
Choose Supplier:	Chartwells Dining Service New York more info... select different supplier
Fulfillment Address	Business 1: (preferred) 303 Crossroads Park Drive Westbury, NY 11797 US
Supplier (Vendor) Phone	+1 (516) 364-2300
Distribution	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/>
Fax	+1 (914) 989-8026
Manual	
General Info	
Non-Configurable Fields	
Request Type	Non-Catalog Form
Item Name/No.	<input type="text" value="Add line test"/>
Item Description	<input type="text" value="Add line test"/> 241 characters remaining expand clear
Quantity	<input type="text" value="1"/>
Packaging (UOM)	EA - Each
Estimated Price	<input type="text" value="50"/>

- Click the **Available Actions** drop down > select **Add to PO Revision** > click **Go**

Non-Catalog Form - Mozilla Firefox
https://usertest.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=78330&tmstmp=1396535018793

Non-Catalog Form Available Actions: Add and go to Cart **Go**

Supplier Info

Choose Supplier: Chartwells Dining Service New
select different supplier

Fulfillment Address Business 1: (preferred)
303 Crossroads Park Drive
Westbury, NY 11797 US

Supplier (Vendor) Phone +1 (516) 364-2300

Distribution

The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Fax +1 (914) 989-8026
Manual

General Info

Non-Configurable Fields

Request Type Non-Catalog Form

Item Name/No. Add line test

Item Description Add line test
241 characters remaining expand | clear

Quantity 1

Packaging (UOM) EA - Each

Estimated Price 50

- Enter the PO # for which you're creating a change order > click Go



Purchase Order Identification

Purchase Order Number(s)

- Click the **Radio Button** under "action" (all the way to the right)
- Click the **Add to Po** button.
- Click the **PO #** in the search results to go into the actual purchase order.

Showing 1 - 1 of 1 results All Dates

Results per page: 20 Sort by: Best match Page 1 of 1

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	PO Total	Action
✓ P0128694	Chartwells Dining Service New York	3/28/2014 3:07 PM	1119403	Dave Taylor	Sent	1.00 USD	

[Add to PO](#)

✓ Verify that the item is in the Line Item list of the PO

PACE UNIVERSITY e-Procurement Marketplace (Test Site) Work toward greatness.

Dave Taylor | Action Items 1249 | Notifications 22 | 50.00 USD

Return to Search Results | 1 of 1 results | Purchase Order Number(s) P0128694

⚠ You are viewing a purchase order that has been revised

PO/Reference No. **P0128694 Revision 0** | Available Actions: Assign to myself | **Go**

Supplier: **Chartwells Dining Service New York**

Status: Purchase Order | Revisions | PO Approvals | Shipments | Comments (1) | Attachments | History

General Information		Document Status	
PO/Reference No.	P0128694	A/P status	Open
Revision No.	0 ⚠ Contains edits since last revision	Workflow	Pending (4/3/2014 10:29 AM) Change Order Approval
Purchase Order Date	3/28/2014	Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: Fax: +1 (914) 989-8026 Manual
Supplier Name	Chartwells Dining Service New York more info...	Distribution Date/Time	3/28/2014 3:09 PM
Total	52.00	Supplier	Sent To Supplier
Owner Name	Dave Taylor		
Owner Phone	+1 (914) 923-2684		
Owner Email	dtaylor3@pace.edu		
Requisition Number	1119403 view print		

Line Item Status

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier
1 test more info...	test	EA	1.00	1 EA	1.00 USD	Sent To Supplier
2 Order more info...	Order	EA	50.00	1 EA	50.00 USD	New Order
3 Add line test more info...	Add line test	EA	1.00	1 EA	1.00 USD	New Order

➤ Under **Available Actions** > select **Finalize Revision** > click **Go**

Status - PO P0128694 - Mozilla Firefox

https://usertest.sciquest.com/apps/Router/POStatus?poid=1478714&NavLevel1=Nav_Document_Search&NavLevel2=Nav_Document_Simple_Search&ResultsSelectedId=1478714_28&NavDataKey=13

PACE UNIVERSITY e-Procurement Marketplace (Test Site) Work toward greatness.

Dave Taylor | Action Items 1247 | Notifications 22 | 0.00 USD

Return to Search Results | 1 of 1 results | Purchase Order Number(s) P0128694

PO/Reference No. **P0128694 Revision 0** | Available Actions: Add Comment, Add Comment, Add Notes to History, Cancel PO, **Finalize Revision**, Print Fax Version | **Go**

Supplier: **Chartwells Dining Service New York**

Status: Purchase Order | Revisions | PO Approvals | Shipments | Comments | Attachments | History

General Information	Document Status
PO/Reference No. P0128694	A/P status Open

- Enter a comment as to why the Purchase Order was revised > click **Save**.
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.

Finalize Revision - Mozilla Firefox

https://usertest.sciquest.com/apps/Router/POFinalizeRevision?pold=1478714&RequestPage=Nav_Document_

Close

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. P0128694

Specify a reason for revision add line test

expand | clear

Distribute PO

Save

The Change Order is sent into the workflow for Purchasing's approval.

Finalize Revision - Mozilla Firefox

https://usertest.sciquest.com/apps/Router/POFinalizeRevision

Close

Route PO to workflow ?

P0128694 is placed in workflow and the revision document will be created during distribution