

New Change Order Process

Quantity increase/decrease

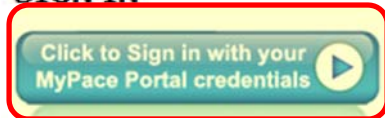
Price increase/decrease

- Sign into the E-Procurement system



Pace University

SIGN IN



UPDATE ... We are using a single sign-on process to authenticate users. Please click the above button to log into the E-Procurement Marketplace.

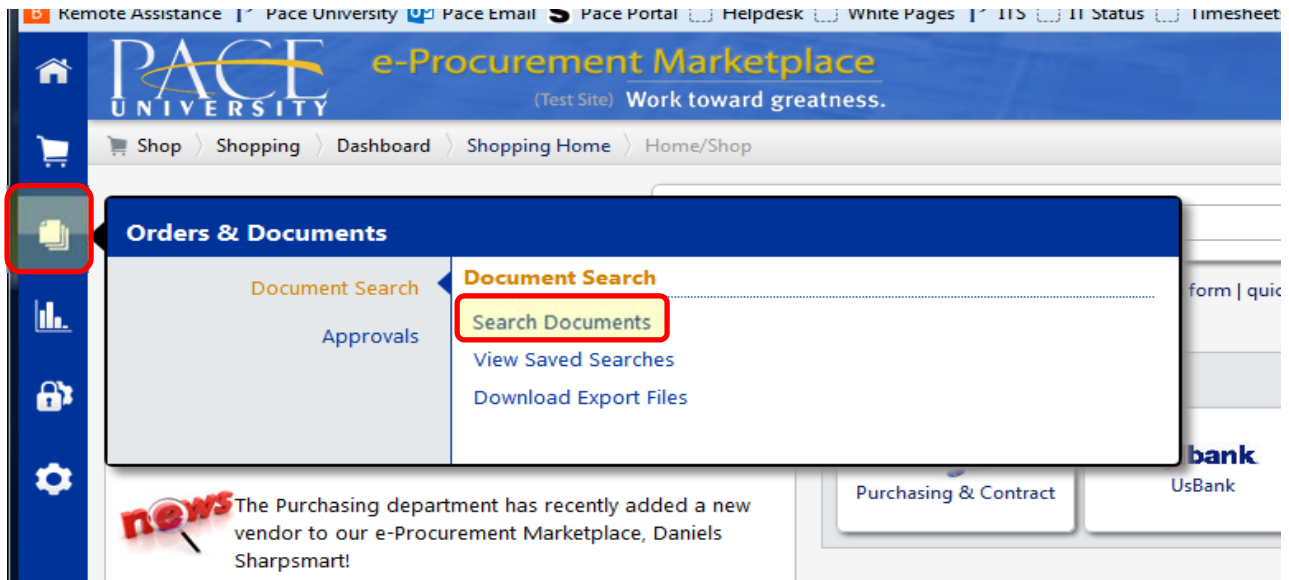
ADMIN ONLY - Please enter your user name and password below to access the application.

..... User Name

..... Password

[Forgot your Password?](#)

- 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.

Search ▼

Go

Purchase Order Identification

Purchase Order Number(s) ×

- ✓ 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

- Click the **Product Description** to open the Non-Catalog Form.

- ✓ Notice the Quantity and Price change in the PO.

Non-Catalog Form Available Actions: Save Go Close

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.:

Item Description:
 250 characters remaining [expand](#) | [clear](#)

Quantity:

Packaging (UOM): EA - Each

Estimated Price:

Capital Expense:

Configurable Fields

Purchase Order Number(s) P0128693
 Actions: Add Comment Go
 view
 view

Quantity	Est. Price	Supplier
2 EA	200.00 USD	Sent To Supplier
200.00 USD		

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

Return to Search Results 1 of 1 results Purchase Order Number(s) P0128693

PO/Reference No. **P0128693 Revision 0**

Supplier **Chartwells Dining Service New York**

Status Purchase Order Revisions PO Approvals Shipments Comments Attachments History

Available Actions: Add Comment Go
 Add Comment
 Add Notes to History
 Cancel PO
Finalize Revision Go
 Print Exp. Version

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 200.00

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	2 EA	200.00 USD	Sent To Supplier
Total					200.00 USD	

- 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?poId=1478713&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. P0128693

Specify a reason for revision Test Change Order

expand | clear

Distribute PO

Save

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

Close

Route PO to workflow ?

P0128693 is placed in workflow and the revision document will be created during distribution