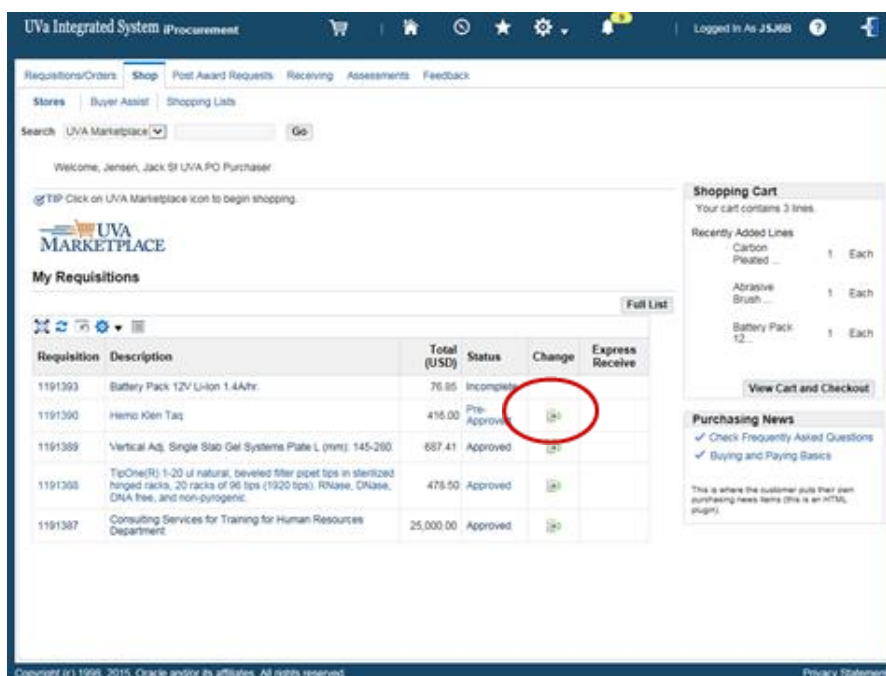
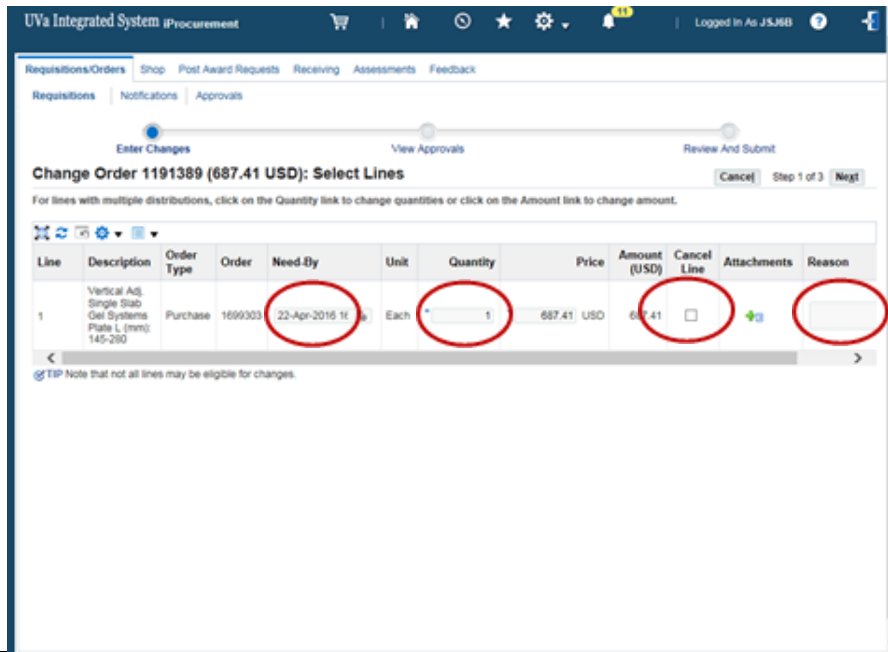


How do I make a change to a PO?

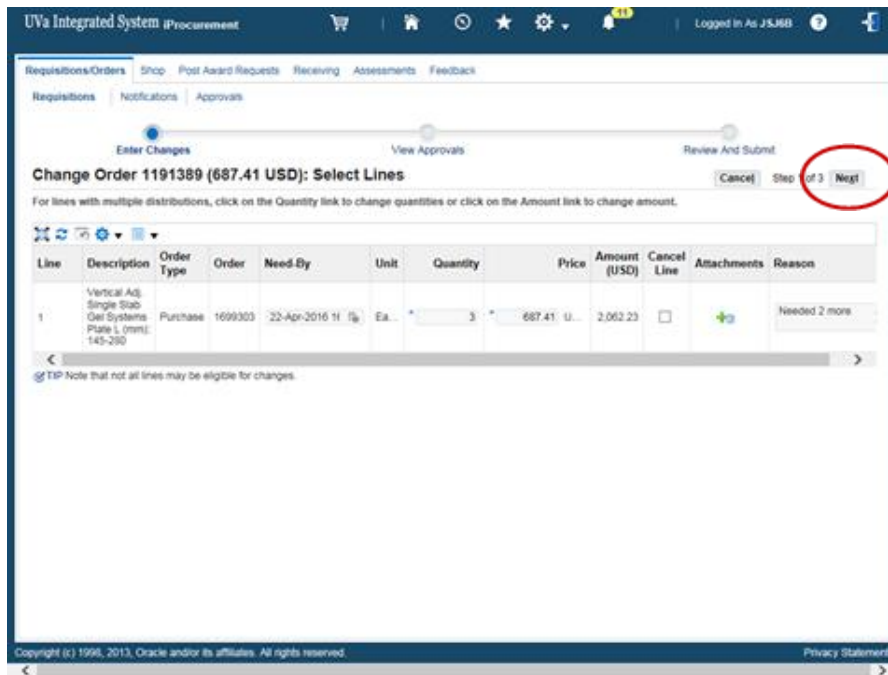
Step	Action
1.	<p>Find the requisition that you want to change.</p> <p>Ensure that the requisition has not been received or invoiced against. (To view this information, click on the Requisition number and the blue Details icon).</p> <p>Click on the requisition Change button.</p>



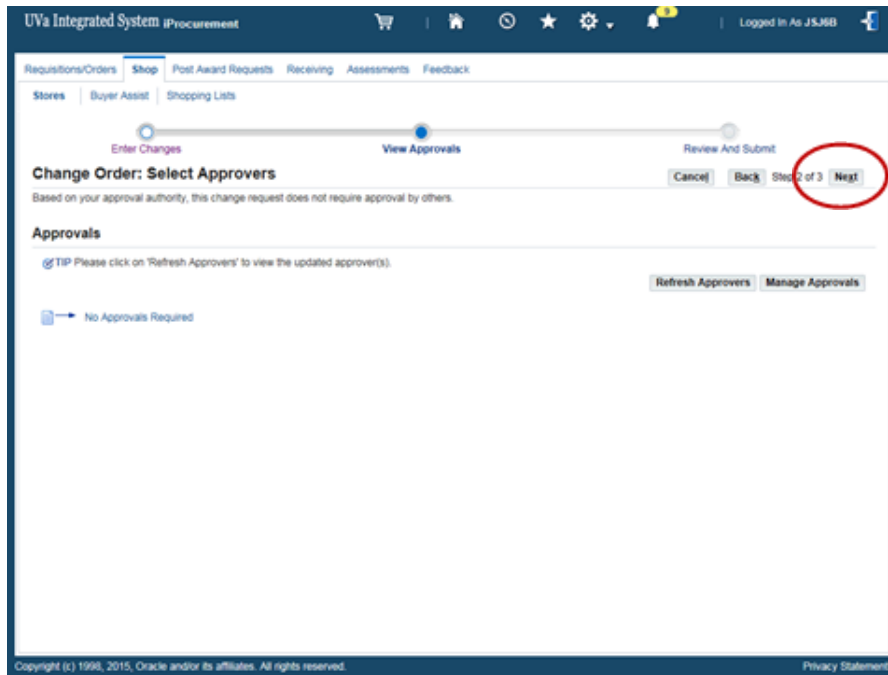
Step	Action
2.	<p>You will see the Change Order: Select Lines form.</p> <ul style="list-style-type: none"> To revise the Need-By date, click on the calendar icon and select the new Need-By date. To revise the Quantity, enter the new quantity in the Quantity Field. To Cancel the Line, select the Cancel Line checkbox next to the line, or lines, you wish to cancel. Enter a reason for the changes in the Reason field.



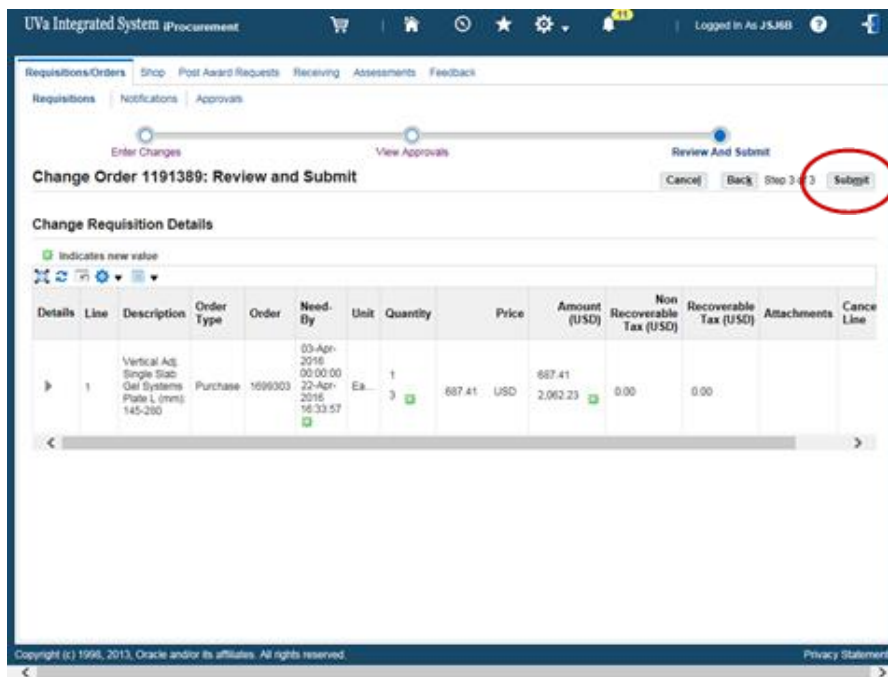
Step	Action
3.	Click on the Next button.



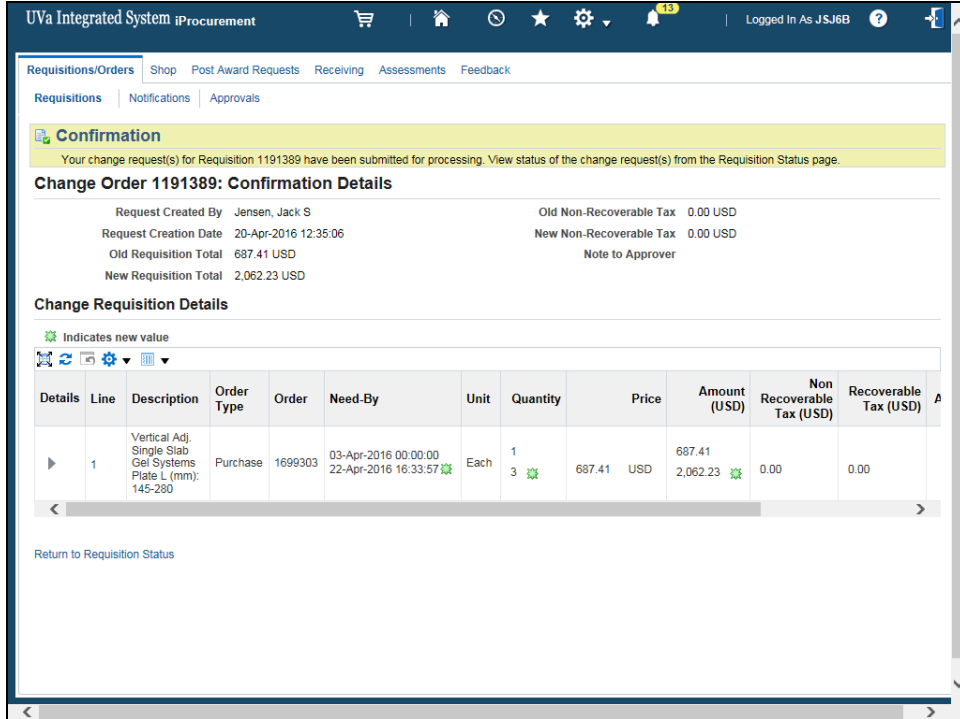
Step	Action
4.	Click on the Next button.



Step	Action
5.	Click on the Submit button.



Step	Action
6.	You will receive a confirmation that your changes have been submitted.



Step	Action
7.	Note: Whenever a requisition is modified that has an assigned Purchase Order number, then the User (you) must deliver the PO to the vendor.