Purchase Orders Miscellaneous – Section 6.0a

This process will be used to create Change Orders, Cancel, or Close a PO. By default, will also learn PO search.

Audience: All

Additional Resources:
- Video (where applicable – insert link)
- Help Text (where applicable – insert link)
- GMHEC Website (where applicable – insert link)
- cheryl.foster@gmhec.org

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<th>Process Step &amp; Description</th>
<th>Action</th>
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| 6.1a Request a Change Order with Edit | Go to the Purchase Orders page, click the Task icon, and choose “Manage Orders.”

Search for the PO you would like to modify.
Choose your PO:

GM-PO-1169

Go to “Actions” and select “Edit”

The PO is now open for changes. Edit your document accordingly. Common change order purposes:

- Adjust line items
- Delete line items
- Add line items
- Correct distributions
- Split distributions

As when you submit a requisition or PO, you have the following options:

- Check Funds
- Manage Approvals
- Actions
- Save
- Submit
- Cancel

Click “Submit” when you are ready to submit your change.
Go to the Purchase Orders page, click the Task icon, and choose “Manage Orders.”

Search for the PO you would like to cancel.

Choose your PO: **GM-PO-1169**

Go to “Actions” and choose “Cancel Document:”
The following pop-up will appear:

A pop-up will appear confirming your cancellation, and notifying you that an approval request has been sent:

1. Enter reason
2. Enter communication method to notify supplier
3. If notified by email, choose email for supplier (may already pre-populate)
4. Request acknowledgement if needed
5. Cancel any unfulfilled items
6. Click “OK”