

## Edit A Non-Approved PO: Change Order – Section 6.0a

This process is the first step in creating a change order. This is for non-approved POs only; meaning, the PO is in the approver's queue awaiting approval.

## Additional Resources:

- Procurement Knowledge Base
- cheryl.foster@gmhec.org or procurement@gmhec.org

Audience: All

In order to create a successful matched invoice, there may be times a Change Order must be created should there have been any changes from the time of ordering to the time of invoicing.

Process Step & Description	Action						
Special Note	Note: When you created your requisition, if you did not add yourself as the Suggested Buyer, you will not be able to edit your PO. Only the Buyer can edit the PO. * Suggested Buyer (Screenshot from the requisition page)						
6.0a Withdraw & Edit POs that have not been approved yet	Navigation Path for POs that have <i>not</i> been approved. Procurement → Purchase Orders Me Sales Contract Management Payables Procurement My Enterprise Purchase Purchase Purchase Requisitions Purchase Purchase Purchase Purchase Coto the Purchase Orders page, click the Task icon, and choose "Manage Orders." Coto the Purchase Orders page, click the Task icon, and choose "Manage Orders."						



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The PO is now open for changes. Edit your document accordingly.	