

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

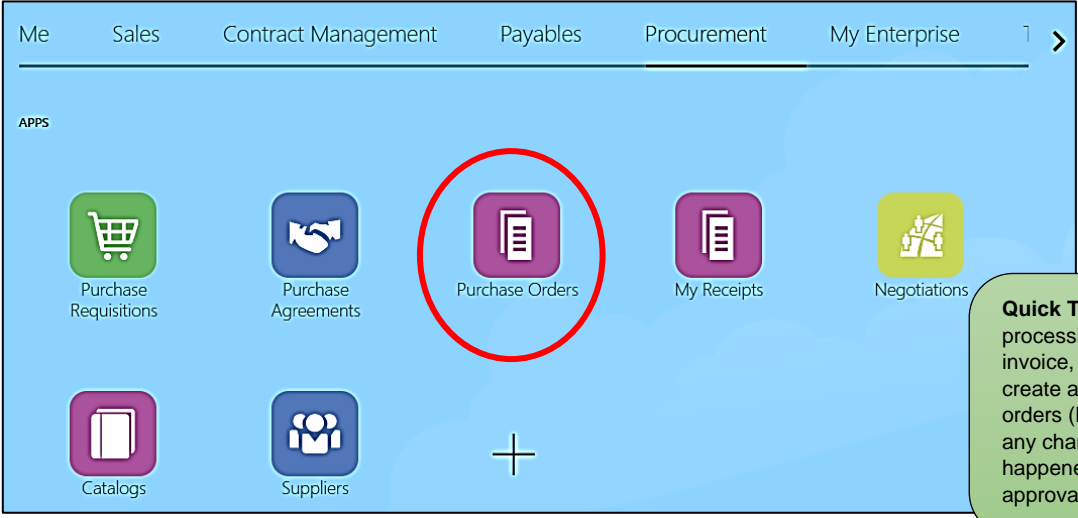
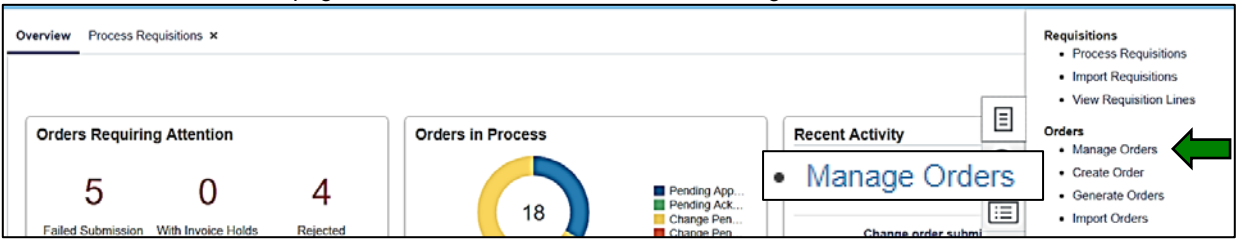
This process is the first step in creating a change order. This is for non-approved POs only; meaning, the PO is in the approver's queue awaiting approval.

### Additional Resources:

- [Procurement Knowledge Base](#)
- [cheryl.foster@gmhec.org](mailto:cheryl.foster@gmhec.org) or [procurement@gmhec.org](mailto: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
<p><b>Special Note</b></p>	<p><b>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.</b></p> <p>* Suggested Buyer <input type="text"/> (Screenshot from the requisition page)</p>
<p><b>6.0a Withdraw &amp; Edit POs that have not been approved yet</b></p>	<p>Navigation Path for POs that have <i>not</i> been approved.            &gt; Procurement → Purchase Orders</p>  <p><b>Quick Tip!</b> Prior to processing your matched invoice, you will need to create any change orders (PO edits) should any changes have happened after PO approval.</p> <p>Go to the Purchase Orders page, click the Task icon, and choose "Manage Orders."</p> 

Search for the PO you would like to modify.

**\*\* Keywords**   
**\*\* Order** GM-PO-1169 **\*\* At least one is required**  
**Procurement BU** GMHEC BU  
**\*\* Supplier**    
**\*\* Buyer** Foster, Cheryl  
**\*\* Requisition**   
**Status**   
**Include Closed Documents** No

**Quick Tip!** Enable your pop-ups in Oracle

Choose your PO:

GM-PO-1169

Go to "Actions" and select "Withdraw"

Purchase Order: GM-PO-1169 ★

**Main**

**General**

<b>Procurement BU</b> GMHEC BU	<b>Supplier</b> Gardener's Supply Company	<b>Ordered</b> 700
<b>Requisitioning BU</b> GMHEC BU	<b>Supplier Site</b> GM Burlington-1	<b>Total Tax</b> 0.00
<b>Sold-to Legal Entity</b> Green Mountain Higher Education Consortium, Inc.	<b>Supplier Contact</b> Jim Feinson	<b>Total</b> 700
<b>Bill-to BU</b> GMHEC BU	<b>Communication Method</b> None	<b>Description</b>
<b>Order</b> GM-PO-1169	<b>Bill-to Location</b> GMHEC Bill To Location	<b>Requisition Source Agreement</b> GM
<b>Status</b> Open	<b>Ship-to Location</b> Middlebury, VT - Main Campus	<b>Supplier Order</b>
<b>Funds Status</b> Reserved		
<b>Buyer</b> Cheryl Foster (Cheryl Foster)		
<b>Creation Date</b> 11-Feb-2019		

The following pop-up will appear. Enter a reason to "withdraw" your PO. Click "Ok".

Withdraw Document X

Reason: Need to add a shipping

Go to "Actions" again and this time select "Edit"


Purchase Order: GM-PO-1169 ★

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**General**

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<b>Creation Date</b> 11-Feb-2019		

Choose "Yes" to edit your PO

 **Warning** ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

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