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.

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Note</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**Navigation Path for POs that have not been approved.**

➢ Procurement → Purchase Orders

Go to the Purchase Orders page, click the Task icon, and choose “Manage Orders.”

Quick Tip! Prior to processing your matched invoice, you will need to create any change orders (PO edits) should any changes have happened after PO approval.
Search for the PO you would like to modify.

Choose your PO:

GM-PO-1169

Go to "Actions" and select "Withdraw"

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

Go to “Actions” again and this time select “Edit”

Quick Tip! Enable your pop-ups in Oracle
Choose “Yes” to edit your PO

⚠ Warning

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

Yes  No

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