Edit An Approved PO: Change Order – Section 6.0b

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 creating 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>

(Screenshot from the requisition page)

Navigation Path for POs that have been approved:

➢ Procurement ➔ Purchase Orders

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-1028

Go to actions and choose "Edit"

Click "Yes" to continue to edit your PO

Quick Tip! Enable your pop-ups in Oracle

Quick Tip! Change Orders need to be re-approved when your change increases your PO by 10% or $10,000.

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