

## Edit An Approved PO: Change Order – Section 6.0b

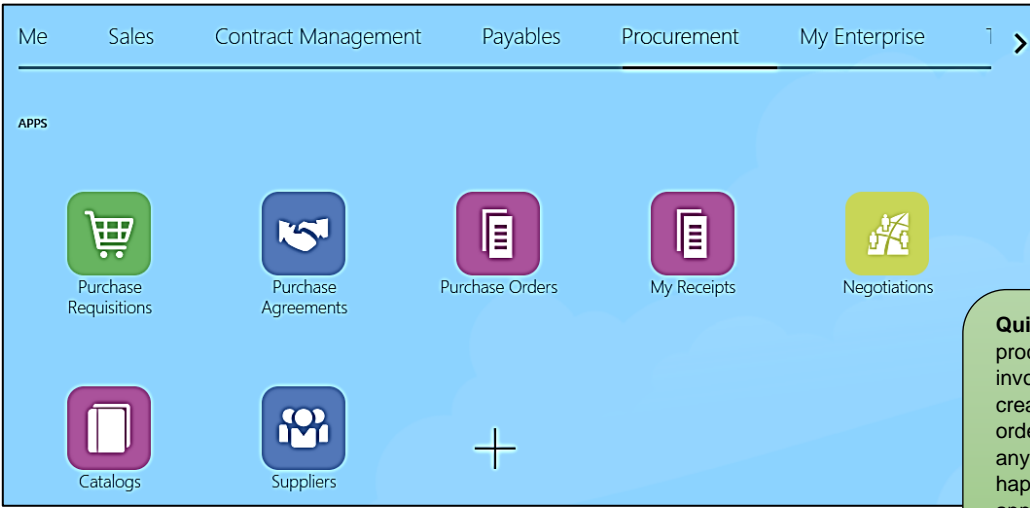
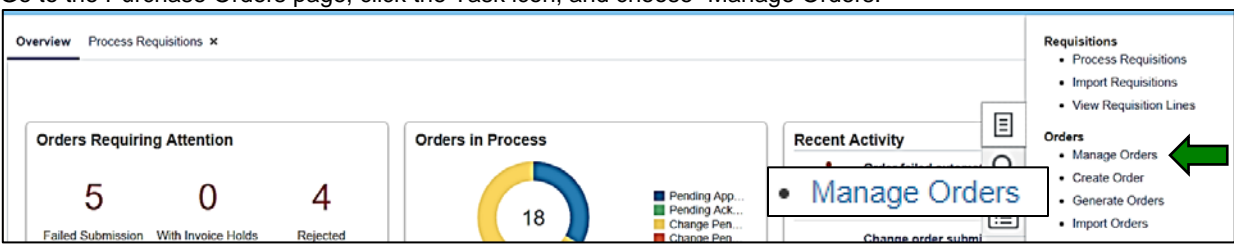
This process is the first step in creating a change order. This is for non-approved POs only; meaning, the PO is in the approver's queue awaiting approval.

### Additional Resources:

- [Procurement Knowledge Base](#)
- [cheryl.foster@gmhec.org](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 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.</b></p> <p>* Suggested Buyer <input type="text"/> <input type="button" value="Search"/> (Screenshot from the requisition page)</p>
<p><b>6.0b Edit POs that have been approved</b></p>	<p>Navigation Path for POs that <i>have</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.

**Search** Advanced Manage Watchlist Saved Search All My Orders

**\*\* Keywords**

Procurement BU

**\*\* Supplier**

**\*\* Buyer**

**\*\* Order**  \*\* At least one is required

**\*\* Requisition**

Status


Include Closed Documents

Choose your PO:

GM-PO-1028

Go to actions and choose "Edit"

**Actions**


- Edit 
- Delete
- Acknowledge
- Communicate
- Cancel Document
- Close
- Reopen
- Hold
- Freeze
- Withdraw
- View Document History
- View Change History
- View Revision History

Ordered 700  
Total Tax 0.00  
Total 700  
Description  
Requisition GM  
Source Agreement  
Supplier Order

**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.

Click "Yes" to continue to edit your PO

 **Warning** X

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.