Edit An Approved PO: Change Order – Section 6.0b
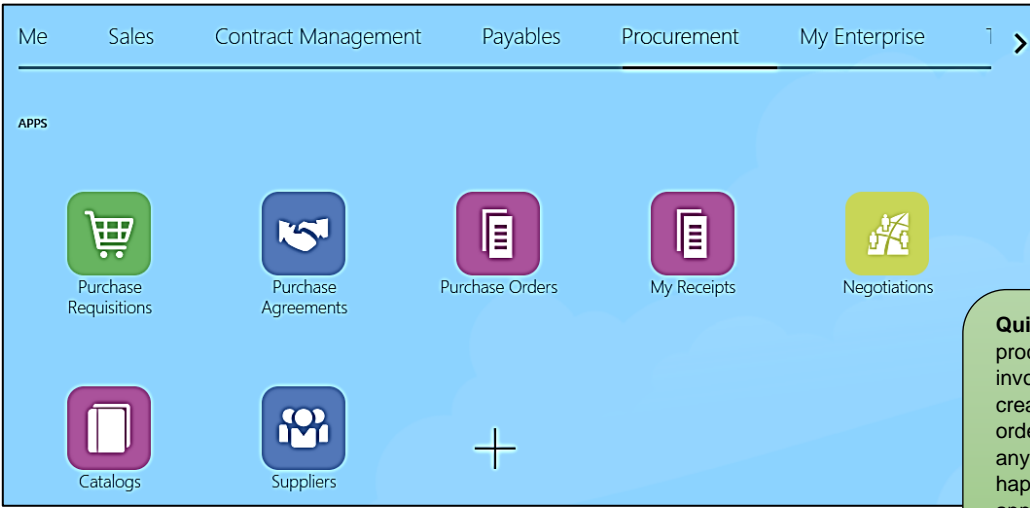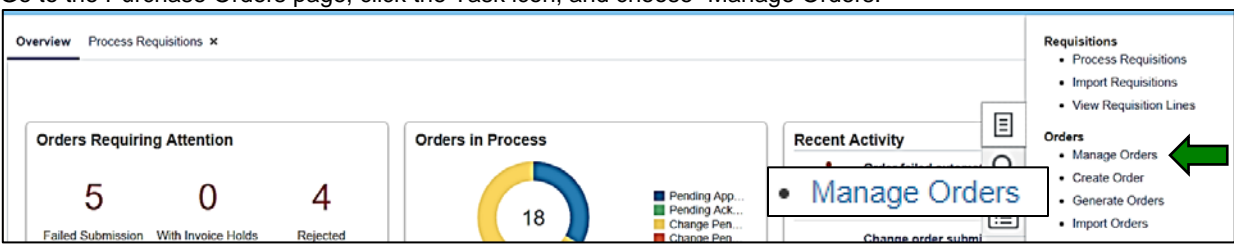
This process is the first step in creating a change order. This is for non-approved POs only; meaning, the PO is in the approver's queue awaiting approval. Audience: All	**Additional Resources:** • Procurement Knowledge Base • cheryl.foster@gmhec.org or procurement@gmhec.org

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 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.** * **Suggested Buyer** [_____ 🔍] *(Screenshot from the requisition page)*
6.0b Edit POs that have been approved	Navigation Path for POs that *have* been approved: ➢ Procurement → Purchase 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. 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"

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**   ✕
>
> 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.