**Change Order: Add a Line—Section 6.0c**

The instructions in this section will show you how to add a line. This is useful in cases where shipping and/or taxes need to be added. You can also add lines if you have need to add more items to your order. Prior to processing your invoice, you will need to do the following steps if a line must be added.

**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>&lt;br&gt;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>
<tr>
<td>* Suggested Buyer</td>
<td>(Screenshot from the requisition page)</td>
</tr>
</tbody>
</table>

**6.0c Add a Line**

After you have followed the steps in either 6.0a or 6.0b, you can now edit your PO. It's now called a Change Order and your screen will say “Edit Change Order.”

To add a line, first add your description on what you are changing:

![Screenshot of Edit Change Order](image)

Scroll down and under the “Lines” tab click “+” to add a line:

![Screenshot of adding a line](image)

**Quick Tip!** Enable your pop-ups in Oracle.
Choose the “Distributions” tab. Select/highlight the new line.

Click the charge account icon and add in your account information.

Once you are done adding your item(s), scroll back up and submit your changes.

A pop-up appears confirming your changes have saved. Click “Ok”