

## 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](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

#### Special Note

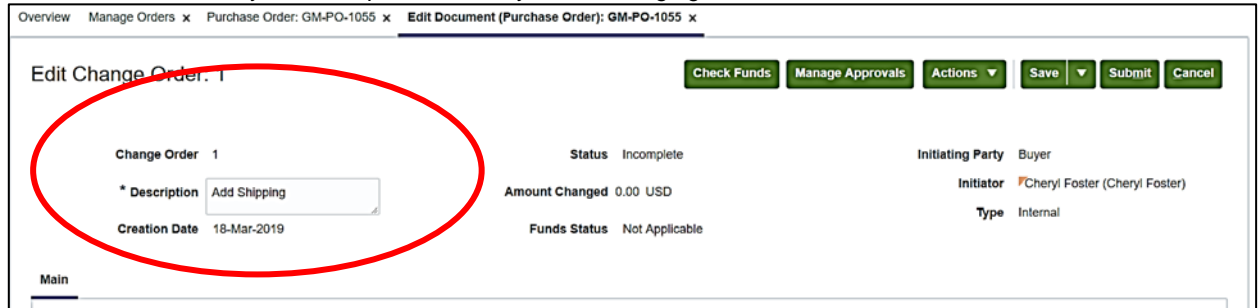
**Note: When creating your requisition, if you did not add yourself as the Suggested Buyer, you will not be able to edit your PO. Only the Buyer can edit the PO.**

\* Suggested Buyer  (Screenshot from the requisition page)

#### 6.0c 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:



Overview Manage Orders x Purchase Order: GM-PO-1055 x Edit Document (Purchase Order): GM-PO-1055 x

**Edit Change Order: 1**

Check Funds Manage Approvals Actions Save Submit Cancel

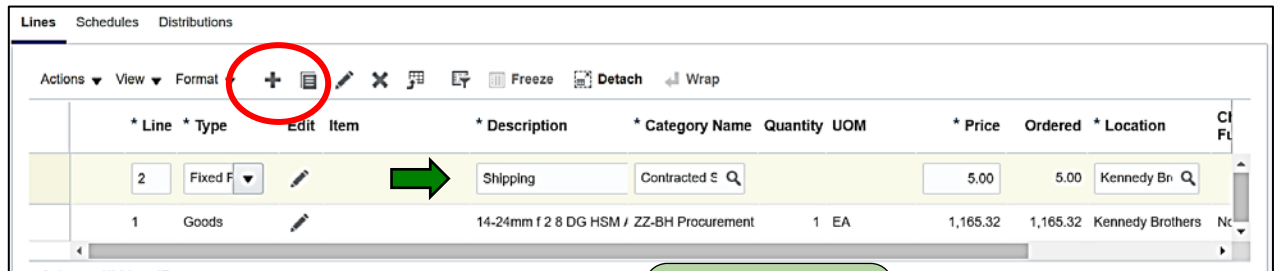
Change Order 1 Status Incomplete Initiating Party Buyer

\* Description Add Shipping Amount Changed 0.00 USD Initiator Cheryl Foster (Cheryl Foster)

Creation Date 18-Mar-2019 Funds Status Not Applicable Type Internal

Main

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



Lines Schedules Distributions

Actions View Format + Edit Item Freeze Detach Wrap

* Line	* Type	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
2	Fixed F	Shipping	Contracted S			5.00	5.00	Kennedy Br
1	Goods	14-24mm f 2 8 DG HSM / ZZ-BH Procurement		1	EA	1,165.32	1,165.32	Kennedy Brothers

**Quick Tip!** Enable your pop-ups in Oracle

Choose the "Distributions" tab. Select/highlight the new line.

Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	Budget Date	Change Order Funds Status	Chan
1	Distribution test	Kennedy Brothers	20.00			100-2001-54200-10-000000-00000000	22-May-2019	Not Applicable	
2	Shipping	Kennedy Broth	5.00			100-2001-56300-10-000000-0000	11-Jun-2019		

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

Payment Terms Net 45
FOB

Additional Information

Lines Schedules Distributions

Line	Description	Deliver-to Location
1	Distribution test	Kennedy Brothers
2	Shipping	Kennedy Broth

Columns Hidden 22

**PO Charge Account**

Hide Segments

Entity: 100 Green Mountain Higher Education Consortium, Inc.

Department: 2001 Procurement

Object: 56300 Shipping & Postage

Restriction: 10 Unrestricted

Designation: 000000 Current Unrestricted

Activity: 00000 Default

Intercompany: 000 Default

Future1: 0 Default

Search Reset OK Cancel

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

Check Funds
Manage Approvals
Actions ▼
Save
Submit
Cancel

A pop-up appears confirming your changes have saved. Click "OK"

**Confirmation** X

Your changes were saved.

OK