Correcting Line Item Price – Section 6.0f

You may need to change the price of your line items due to a decrease or increase in cost after you have received the invoice. To ensure that your PO will match with your invoice, you will need to do the following steps.

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>
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</thead>
<tbody>
<tr>
<td><strong>Special Note</strong></td>
<td></td>
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<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>
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</tbody>
</table>

(Screenshot from the requisition page)

After you have followed the steps in either 6.0a or 6.0b, you can now edit your PO.

Scroll down and go to the Lines tab. Click the “+” sign to create a new line. In the new line, copy everything that is in the original line, except for the price. Enter the correct price and enter change reason.

Next, highlight the original line and click “Cancel Line”

Quick Tip! If you are editing a punchout PO, you cannot change price amount until after the PO has been approved and sent.
The following pop-up will appear requesting a reason on why you need to cancel the line. Complete and click “Ok”

Cancelling the line will zero out the original. You now have one active line with the correct amount. Note the red icon indicating the cancelled line. Line 2 is now the active line.

When you click on the Distributions tab, you will notice that the price here has also updated. You will not need to update anything under the charge accounts when you are only changing the price.

Click “Submit” when you are ready to submit your change.

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