

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.

Process Step & Description	Action
----------------------------	--------

Special Note

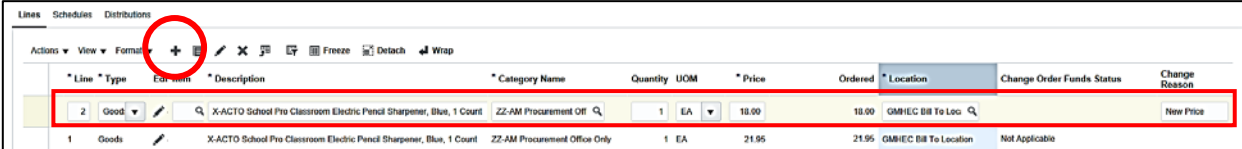
Note: When creating your requisition, if you did not add yourself as the Suggested Buyer, you will not be able to edit your PO. Only the Buyer can edit the PO.

* Suggested Buyer (Screenshot from the requisition page)

6.0f Correcting Line Item Price

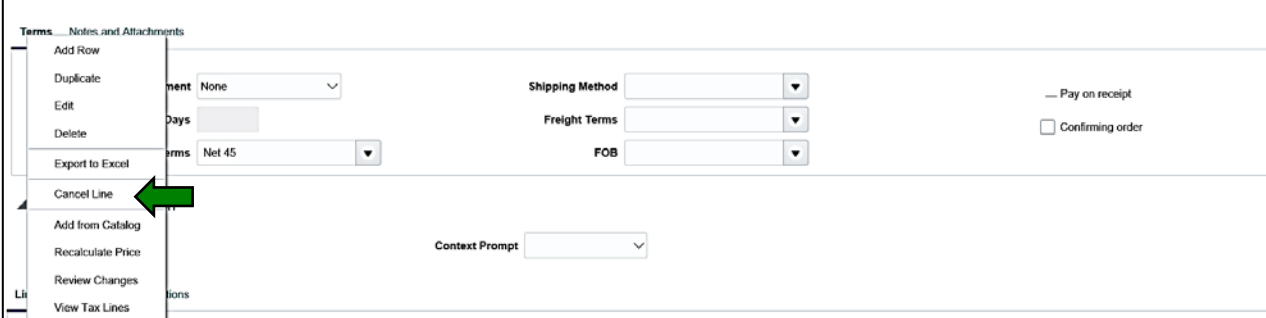
After you have followed the steps in either 6.0a or 6.0b, you can now edit your PO.

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.



* Line	* Type	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location	Change Order Funds Status	Change Reason
2	Goods	X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count	ZZ-AM Procurement Off	1	EA	18.00	18.00	GMHEC Bill To Loc		New Price
1	Goods	X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count	ZZ-AM Procurement Office Only	1	EA	21.95	21.95	GMHEC Bill To Location		Not Applicable

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

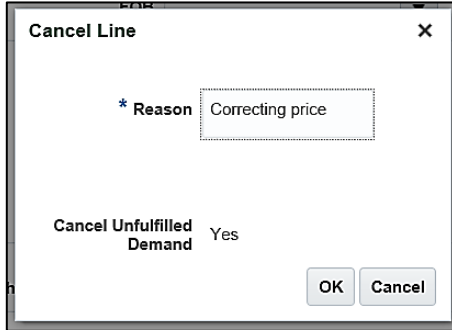


Context Prompt:

* Line	* Type	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
2	Goods	X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count	ZZ-AM Procurement Office Only	1	EA	18.00	18.00	GMHEC Bill To Locat
1	Goods	X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count	ZZ-AM Procurement Office Only	1	EA	21.95	21.95	GMHEC Bill To Loc

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"



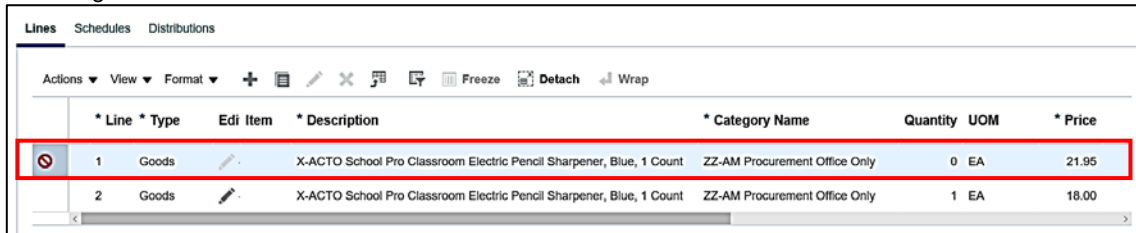
Cancel Line [X]

* Reason

Cancel Unfulfilled Demand Yes

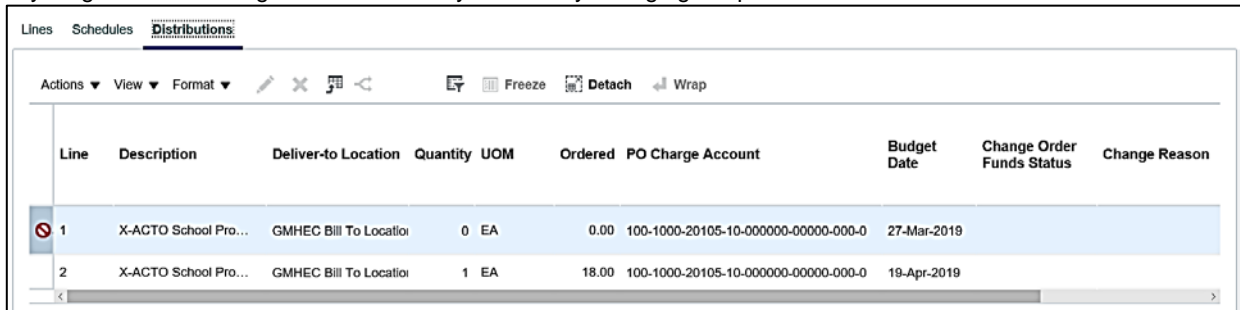
OK Cancel

Canceling 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.



* Line	* Type	Edi Item	* Description	* Category Name	Quantity	UOM	* Price
1	Goods		X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count	ZZ-AM Procurement Office Only	0	EA	21.95
2	Goods		X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count	ZZ-AM Procurement Office Only	1	EA	18.00

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.



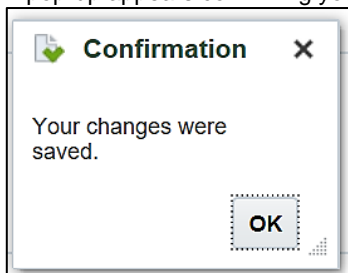
Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	Budget Date	Change Order Funds Status	Change Reason
1	X-ACTO School Pro...	GMHEC BIII To Locati	0	EA	0.00	100-1000-20105-10-000000-00000-000-0	27-Mar-2019		
2	X-ACTO School Pro...	GMHEC BIII To Locati	1	EA	18.00	100-1000-20105-10-000000-00000-000-0	19-Apr-2019		

Click "Submit" when you are ready to submit your change.



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