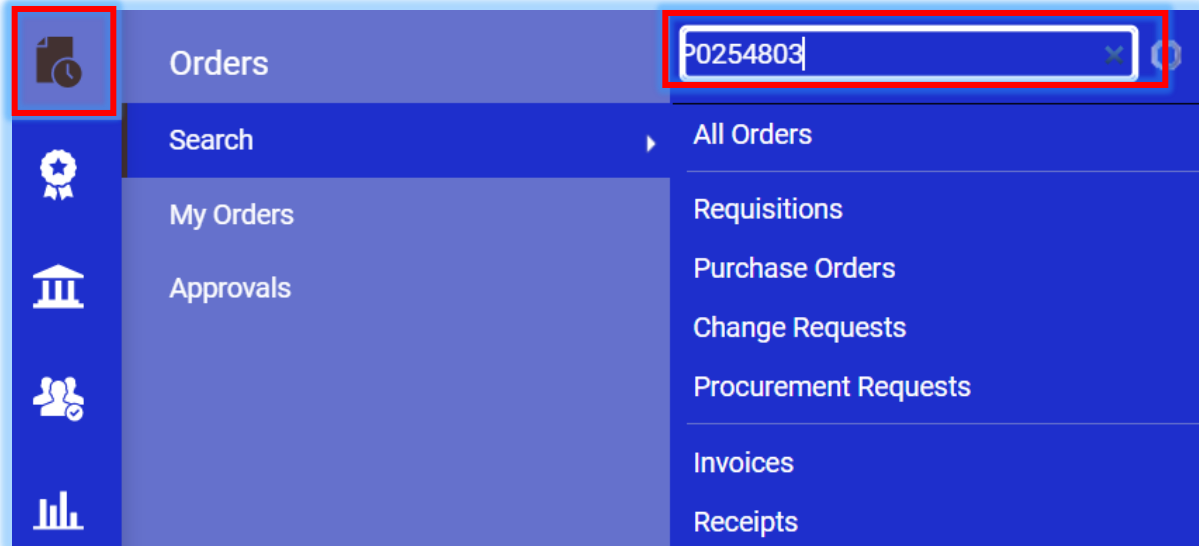# E-Procurement System Tutorial: Change Order Process

Quantity Increase/Decrease

Price Increase/Decrease

1. Sign into E-Procurement by accessing the system through the Pace Portal under the Staff tab.

2. Search for the Purchase Order you would like to make the change to by clicking on the Orders icon and entering the PO# in the Search OR select Purchase Orders from the menu to view a list of all your PO's.

The Purchase Order will display in the results.

3. Click on the linked PO Number to open the order.

	Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount	Account
☐	ⓘ 3621859	Requisition	Complete	Marji Nelson	10/12/2022 11:15:35 AM	10/12/2022 12:12:11 PM	Camp Deer Run ⓘ	4.00 USD	E19602
☐	ⓘ P0254803	Purchase Order	Complete	Marji Nelson	10/12/2022 12:12:11 PM	10/12/2022 12:13:05 PM	Camp Deer Run ⓘ	0.00 USD	E19602

Type of Order: All ▾   Created Date: All ▾   P0254803   🔍 ❓   Add Filter ▾   Clear All Filters   ❓

1-3 of 3 Results   ⚙ 20 Per Page ▾

4. On the Summary tab, scroll down to the bottom of the PO to view the Line Item details. Once there, click on the linked Item name to open the Non-Catalog form.

	Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1	✓	Test for LDI #2	Breakfast for Meeting	150.00	Qty: 3 EA	450.00	... ☐

⌃ ITEM DETAILS 📄

Contract:	no value	Requisition Number	2990458 view	print
Taxable	✗	External Note	no value
Capital Expense	✗	Attachments for supplier	Add
Commodity Code	no value		

5. In the Non-Catalog form, adjust either the **Quantity** (increase/decrease) or **Estimated Price** (increase/decrease).

Quantity ★	1
Packaging	EA - Each
Estimated Price ★	50

6. Click on the **Save** button to save your changes and then the **Close** button to close out of the form and return to the PO summary page.
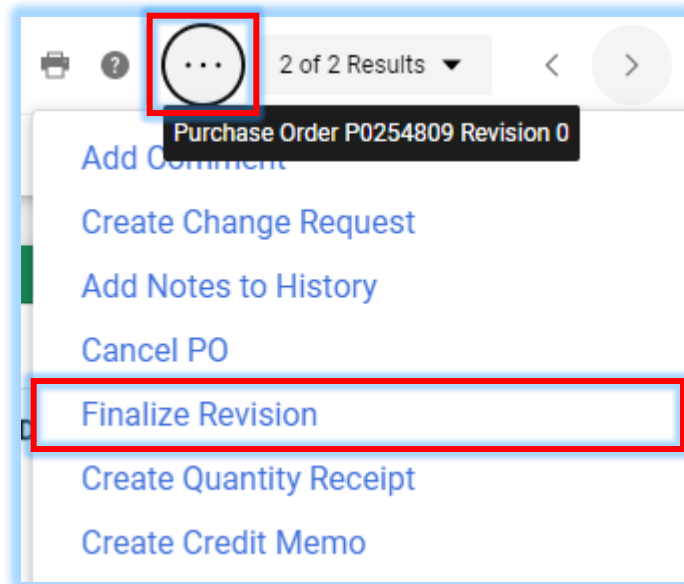

7. Notice the Quantity and/or Price Change in the PO in the **Total** section on the far right of the PO view.

1. Click the **menu (the ⋯ in the upper right of the form)** and select **Finalize Revision**.

2. Enter a **Comment** as to why the Purchase Oder was revised* and click **Save**.

*<u>PLEASE NOTE:</u> If you want the supplier to receive the modified PO, leave the Distribute PO box checked. Uncheck the box if you do not want the supplier to receive the modified PO.

The Purchase Order is placed into workflow and reviewed by Purchasing.