

New Change Order Process

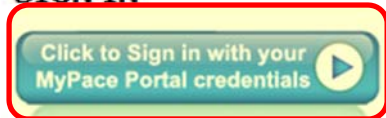
*Price decrease to close out a PO that has had payment made to the vendor,
and return balance to budget line.*

- Sign into the E-Procurement system



Pace University

SIGN IN



UPDATE ... We are using a single sign-on process to authenticate users. Please click the above button to log into the E-Procurement Marketplace.

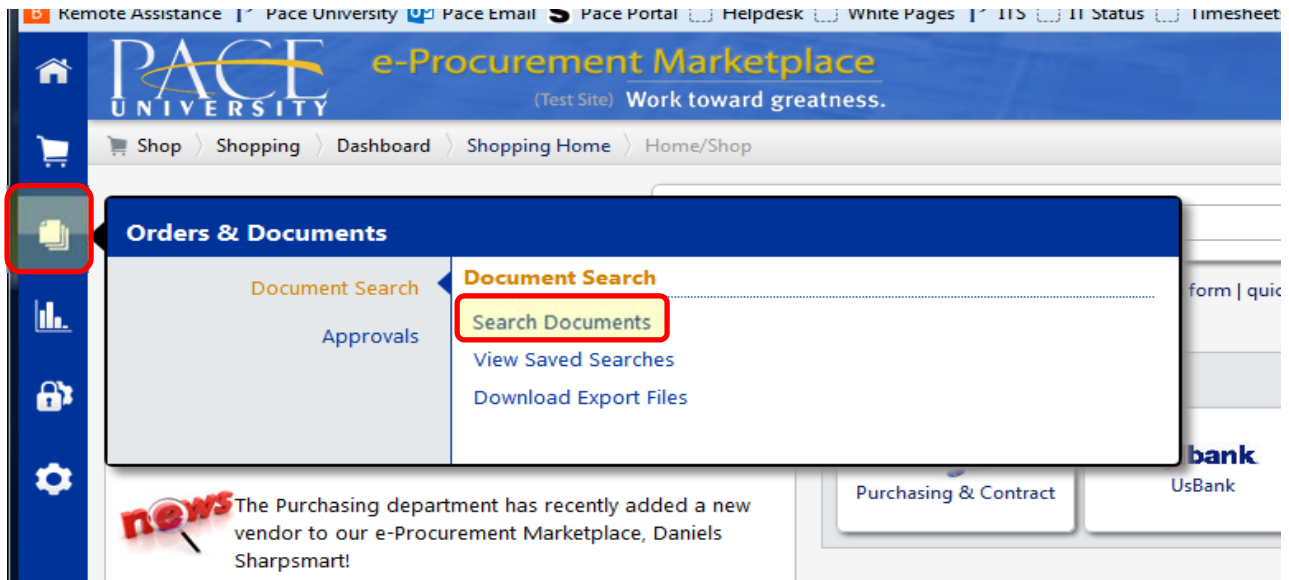
ADMIN ONLY - Please enter your user name and password below to access the application.

..... User Name

..... Password

[Forgot your Password?](#)

- Search for the Purchase order that you want to make the change to.



- Enter the **Purchase Order** number > click **GO**

If unsure of the Purchase Order number: Leave the Purchase Order field empty, click **GO, all Purchase Orders the user placed will be listed.

Search Go

Purchase Order Identification

Purchase Order Number(s)

- ✓ The Purchase Order will display in the results.
- Click the **PO Number** >

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	PO Total
✓ P0128693	Chartwells Dining Service New York	3/28/2014 3:05 PM	1119402	Dave Taylor	Sent	100.00 USD

- When PO opens, click on the **Purchase Order Tab**, scroll down and Click the **Product Description** to open the original Non-Catalog Form.

Status		Purchase Order	Revisions	PO Approvals	Shipments	Comments	Attachments	History	
General Information		Document Status							
PO/Reference No.	P0128693	A/P status	Open						
Revision No.	0 Contains edits since last revision	Workflow	✓ Completed (3/28/2014 3:07 PM)						
Purchase Order Date	3/28/2014	Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view						
Supplier Name	Chartwells Dining Service New York more info...		Fax: +1 (914) 989-8026 Manual						
Total	100.00	Distribution Date/Time	3/28/2014 3:06 PM						
Owner Name	Dave Taylor	Supplier	Sent To Supplier view						
Owner Phone	+1 (914) 923-2684								
Owner Email	dtaylor3@pace.edu								
Requisition Number	1119402 view print								
Line Item Status									
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier			
1 ✓ test more info..	test	EA	100.00	1 EA	100.00 USD	Sent To Supplier			
Total					100.00 USD				

- In the Non-Catalog form, adjust either the **Quantity** (decrease to actual amount received) or **Estimated Price** (decrease to what has actually been paid, check "Invoice" tab to see what has been paid out).
TIP: there must always be a value in the Quantity field, it cannot be "0"

✓ Be sure the **Available Actions** is set to **Save** and click **Go**.

Non-Catalog Form

Available Actions: Save ▼ Go

Form
History

Supplier Info

Choose Supplier: Chartwells Dining Service New York [more info...](#)

Fulfillment Address
Business 1: (preferred)
303 Crossroads Park Drive
Westbury, NY 11797 US

Supplier (Vendor) Phone: +1 (516) 364-2300

General Info

Non-Configurable Fields

Request Type Non-Catalog Form

Item Name/No.

Item Description

test

250 characters remaining [expand](#) | [clear](#)

Quantity

Packaging (UOM) EA - Each ▼

Estimated Price

- ✓ Notice the Quantity and Price change in the PO.

Non-Catalog Form Available Actions: Save Go Close

Form History

Supplier Info

Choose Supplier: Chartwells Dining Service New York [more info...](#)

Fulfillment Address: Business 1: (preferred)
303 Crossroads Park Drive
Westbury, NY 11797 US

Supplier (Vendor) Phone: +1 (516) 364-2300

General Info

Non-Configurable Fields

Request Type: Non-Catalog Form

Item Name/No.: test

Item Description: test
250 characters remaining [expand](#) | [clear](#)

Quantity: 2

Packaging (UOM): EA - Each

Estimated Price: 100.00

Capital Expense:

Configurable Fields

Purchase Order Number(s): P0128693

Actions: Add Comment Go

Quantity	Est. Price	Supplier
2 EA	200.00 USD	Sent To Supplier
		200.00 USD

- Close the Non-Catalog Form to return to the Purchase Order.
- Click the **Available Actions** drop-down > select **Finalize Revision** > Click **Go**.

1 of 1 results

Purchase Order Number(s) P0128693

PO/Reference No. **P0128693 Revision 0**

Supplier **Chartwells Dining Service New York**

Status: Purchase Order Revisions PO Approvals Shipments Comments Attachments History

Available Actions Add Comment Go

Add Comment
Add Notes to History
Cancel PO
Finalize Revision
Print Exp. Version

General Information

PO/Reference No. **P0128693**

Revision No. 0 ⚠ Contains edits since last revision

Purchase Order Date 3/28/2014

Supplier Name Chartwells Dining Service New York [more info...](#)

Total 200.00

Owner Name Dave Taylor

Owner Phone +1 (914) 923-2684

Owner Email dtaylor3@pace.edu

Requisition Number 1119402 [view](#) | [print](#)

Document Status

A/P status Open

Workflow **✓ Completed**
(3/28/2014 3:07 PM)

Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed:
Fax: +1 (914) 989-8026
Manual

Distribution Date/Time 3/28/2014 3:06 PM

Supplier Sent To Supplier

Line Item Status

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier
1 ✓ test more info...	test	EA	100.00	2 EA	200.00 USD	Sent To Supplier
					Total	200.00 USD

- Enter a comment as to why the Purchase Order was revised > click **Save**.
NOTE Uncheck the "Distribute PO" box if you do not want the supplier to receive the modified PO. If you want the supplier to receive the modified PO, leave the "Distribute PO" box checked.

Finalize Revision - Mozilla Firefox

https://usertest.sciquest.com/apps/Router/POFinalizeRevision?poId=1478713&RequestPage=Nav_Document_

Close

Route PO to workflow ?

**NOTE: Finalizing a revision will not automatically save changes.
Save changes in the po document prior to performing this action.**

PO No. P0128693

Specify a reason for revision Test Change Order

expand | clear

Distribute PO

Save

- ✓ The Purchase Order is placed into workflow and revised by Purchasing.

Close

Route PO to workflow ?

P0128693 is placed in workflow and the revision document will be created during distribution