New Change Order Process

Quantity increase/decrease
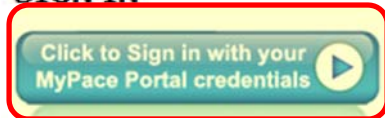
Price increase/decrease

➢ Sign into the E-Procurement system

e-Procurement Marketplace

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test site

Pace University

SIGN IN

Click to Sign in with your MyPace Portal credentials ▶

UPDATE ... We are using a single sign-on process to authenticate users. Please click the above button to log into the E-Procurement Marketplace.
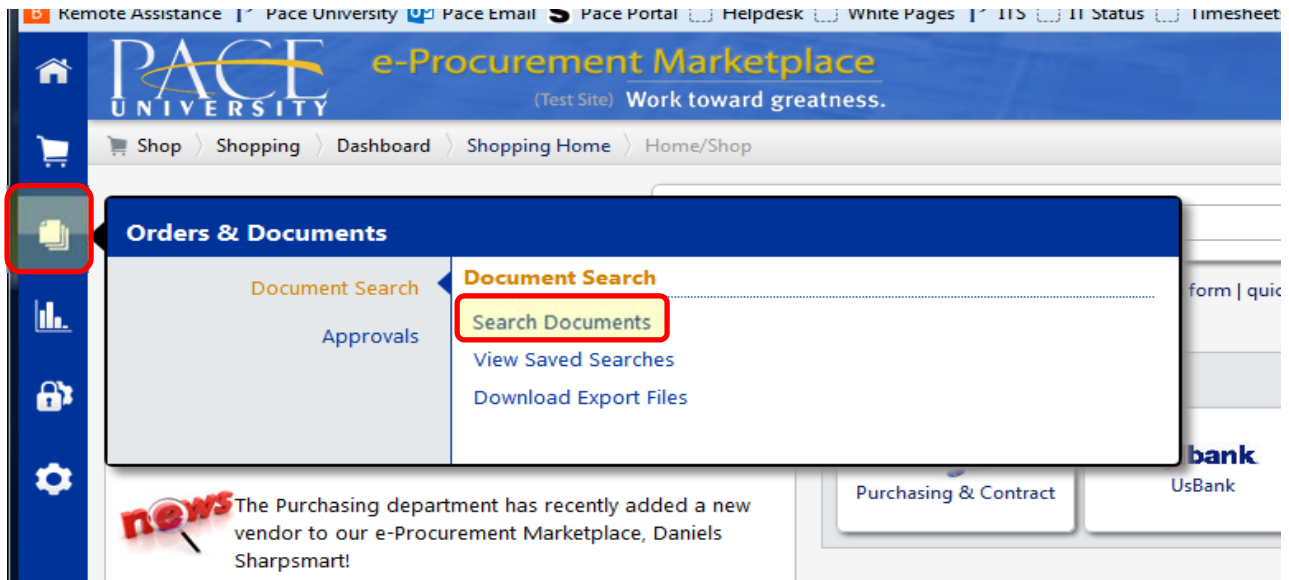
ADMIN ONLY - Please enter your user name and password below to access the application.

· User Name [   ]

· Password [   ]

Forgot your Password?

SIGN IN

➢ 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.

✓ 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	

➢ Click the **Product Description** to open the Non-Catalog Form.

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

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

✓ Notice the Quantity and Price change in the PO.

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

➢ Enter a comment as to why the Purchase Oder was revised > click **Save**.
NOTE 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 revised by Purchasing.