

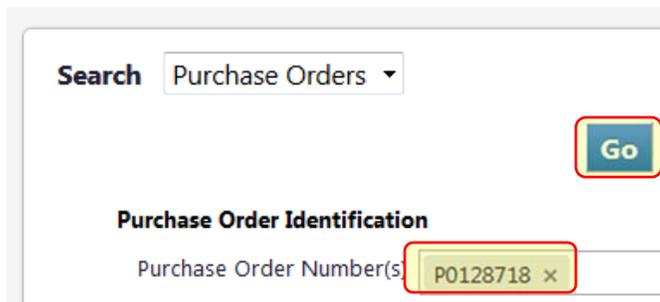
New Change Order Process

Remove a line item

- Search for the Purchase Order for which you removing a line item



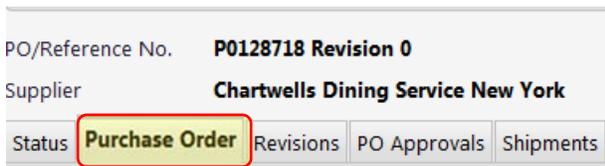
- Enter the **PO number** in the search box > click **Go**



- Click the **PO Number** in the search results

PO No	Supplier
✓ P0128718	Chartwells Dining Service New York

- Click the **Purchase Order Tab**



- Scroll down to the **Line Item Details** sections > click the **Product Description** of the line item you're removing

Line Item Details

Hide line details For selected line items Cancel Selected PO Lines Go

	Product Description	Unit Price	Quantity	Ext. Price	
1	✓ 1 more info...	1.00	1 EA	1.00 USD	edit
	1135130 view print				
	<i>no note</i>				
2	✓ 2 more info...	25.00	1 EA	25.00 USD	edit
	1135130 view print				
	<i>no note</i>				
Total				26.00 USD	

- Change the **Estimated Price** to **0** in the non-catalog form

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. 2

Item Description 2
253 characters remaining [expand](#) | [clear](#)

Quantity 1

Packaging (UOM) EA - Each

Estimated Price 0

- Select **Save** in the **Available Actions** drop down > Click **Go**

Non-Catalog Form Available Actions: Save Go Close

- Click **close** to return to the Purchase Order

Non-Catalog Form Available Actions: Save

- ✓ Note the line item in the Purchase Order is zeroed out.

Product Description	Size / Packaging	Unit Price	Quantity	Ext. Price		
1 ✓ 1 more info...	EA	1.00	1 EA	1.00 USD	<input type="checkbox"/>	<input type="button" value="edit"/>
Requisition Number		1135130		view print		
External Note		no note				
Attachments for supplier		add attachment...				
2 ✓ 2 more info...	EA	0.00	1 EA	0.00 USD	<input type="checkbox"/>	<input type="button" value="edit"/>
Requisition Number		1135130		view print		
External Note		no note				
Attachments for supplier		add attachment...				

- Check the **Select Box** of the line item you're removing > choose **Cancel Selected PO Lines** from the drop down > click **Go**.

Line Item Details ?

[Hide line details](#) or selected line items

Product Description	Unit Price	Quantity		
1 ✓ 1 more info...	1.00	1 EA	<input type="checkbox"/>	<input type="button" value="edit"/>
Requisition Number		1135130		view print
External Note		no note		
Attachments for supplier		add attachment...		
2 ✓ 2 more info...	0.00	1 EA	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>
Requisition Number		1135130		view print
External Note		no note		
Attachments for supplier		add attachment...		

- Specify a reason for canceling the PO line > Click **Yes**

Add Note ?

Specify a reason for canceling the PO line.

Line item removed

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

Maximum allowed characters are 1000
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

****NOTE**** You must create a revision in order for the system to notify the supplier, update your ERP and remove this amount from transaction history report.

Would you like to create a revision now?

- Enter a comment as to why the Purchase Order 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.

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. P0128718

Specify a reason for revision Line item removed,

[expand](#) | [clear](#)

Distribute PO

- ✓ You're PO is routed into the workflow for Purchasing's approval > Click **Close**

Close

Route PO to workflow

?

P0128718 is placed in workflow and the revision document will be created during distribution