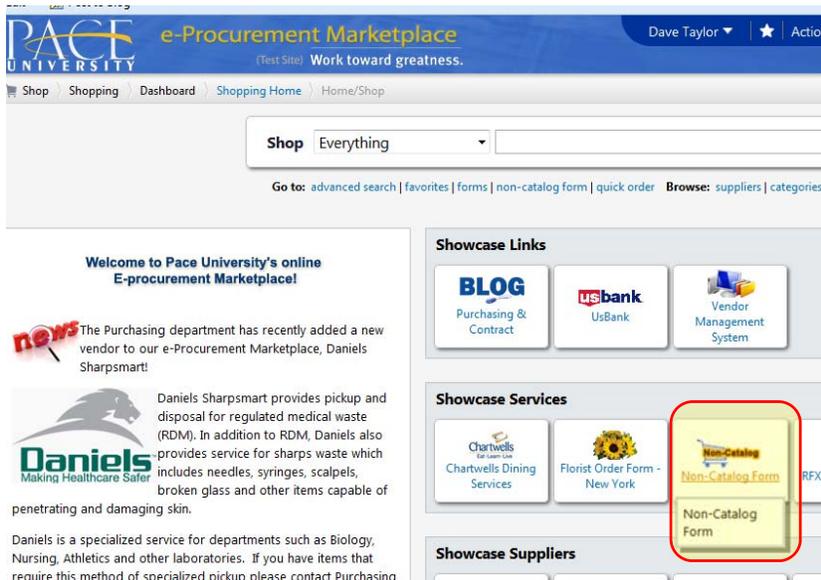


New Change Order Process

Adding a line item

- Open a **Non-Catalog** form

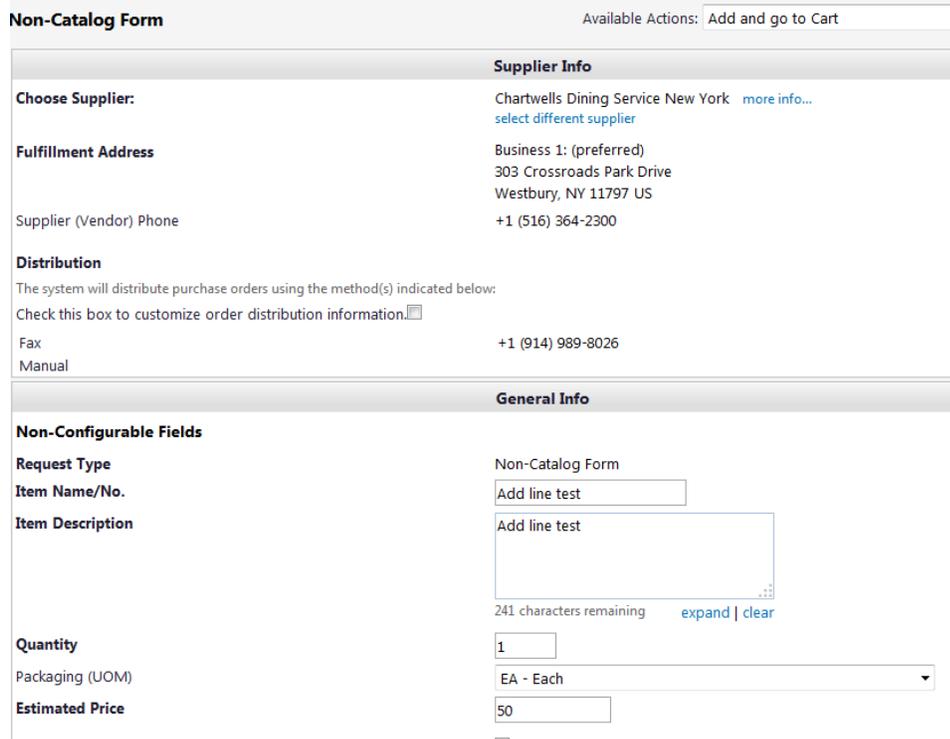


The screenshot shows the Pace University e-Procurement Marketplace homepage. The header includes the Pace University logo, the site name "e-Procurement Marketplace", and the user name "Dave Taylor". Below the header is a navigation menu with "Shop", "Shopping", "Dashboard", "Shopping Home", and "Home/Shop". A search bar is present with "Shop" and "Everything" selected. Below the search bar are links for "Go to: advanced search | favorites | forms | non-catalog form | quick order" and "Browse: suppliers | categories".

The main content area is divided into several sections:

- Welcome to Pace University's online E-procurement Marketplace!**: A news item titled "The Purchasing department has recently added a new vendor to our e-Procurement Marketplace, Daniels Sharpsmart!" with a "news" icon.
- Daniels Sharpsmart**: A logo and text describing the service: "Daniels Sharpsmart provides pickup and disposal for regulated medical waste (RDM). In addition to RDM, Daniels also provides service for sharps waste which includes needles, syringes, scalpels, broken glass and other items capable of penetrating and damaging skin. Daniels is a specialized service for departments such as Biology, Nursing, Athletics and other laboratories. If you have items that require this method of specialized pickup please contact Purchasing".
- Showcase Links**: Three icons for "BLOG Purchasing & Contract", "usbank UsBank", and "Vendor Management System".
- Showcase Services**: Three icons for "Chartwells Dining Services", "Florist Order Form - New York", and "Non-Catalog Form" (highlighted with a red box).
- Showcase Suppliers**: A section for suppliers, partially visible.

- Complete the **Non-Catalog** form



The screenshot shows the "Non-Catalog Form" page. The header includes the title "Non-Catalog Form" and "Available Actions: Add and go to Cart".

The form is divided into several sections:

- Supplier Info**:
 - Choose Supplier:** Chartwells Dining Service New York [more info...](#) [select different supplier](#)
 - Fulfillment Address:** Business 1: (preferred)
303 Crossroads Park Drive
Westbury, NY 11797 US
 - Supplier (Vendor) Phone:** +1 (516) 364-2300
- Distribution**:
 - The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.
 - Fax:** +1 (914) 989-8026
 - Manual:**
- General Info**:
 - Non-Configurable Fields**
 - Request Type:** Non-Catalog Form
 - Item Name/No.:** Add line test
 - Item Description:** Add line test
 - 241 characters remaining [expand](#) | [clear](#)
 - Quantity:** 1
 - Packaging (UOM):** EA - Each
 - Estimated Price:** 50

- Click the **Available Actions** drop down > select **Add to PO Revision** > click **Go**

The screenshot shows a web browser window titled "Non-Catalog Form - Mozilla Firefox" with the URL <https://usertest.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=78330&tmstmp=1396535018793>. The form is titled "Non-Catalog Form" and has a section for "Available Actions" with a dropdown menu open. The dropdown menu contains the following options: "Add and go to Cart", "Add and go to Cart", "Add to Cart and Return", "Add to Cart", "Add to Draft Cart or Pending PR/PO", "Add to PO Revision" (highlighted in blue), "Add To Favorites", and "Save". A "Go" button is circled in red in the top right corner of the form.

Supplier Info

Choose Supplier: Chartwells Dining Service New
select different supplier

Fulfillment Address

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

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

Distribution

The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Fax: +1 (914) 989-8026
Manual

General Info

Non-Configurable Fields

Request Type: Non-Catalog Form

Item Name/No.: Add line test

Item Description: Add line test
241 characters remaining expand | clear

Quantity: 1

Packaging (UOM): EA - Each

Estimated Price: 50

- Enter the PO # for which you're creating a change order > click Magnifying glass. Your PO# is shown, click the blue plus (+) sign there on the right, you will get a message saying "Success Added to PO". Close the form. This is STEP ONE completed, now open your PO in E-Procurement, scroll down, you should see your line added.

STEP TWO: from Available Actions, drop down the menu and choose "Finalize Revision", follow the prompts to place the revision in the approval work flow. Done.