New Change Order Process

Adding a line item

➢ Open a **Non-Catalog** form
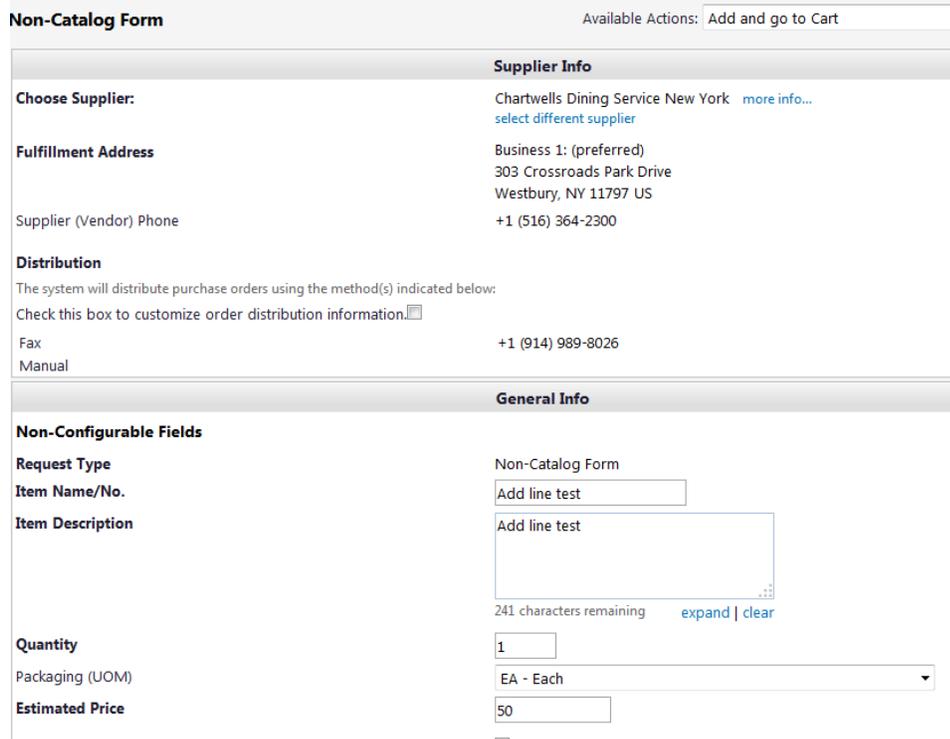

➢ Complete the **Non-Catalog** form

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

➢ Enter the PO # for which you're creating a change order > click Maginifying 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.