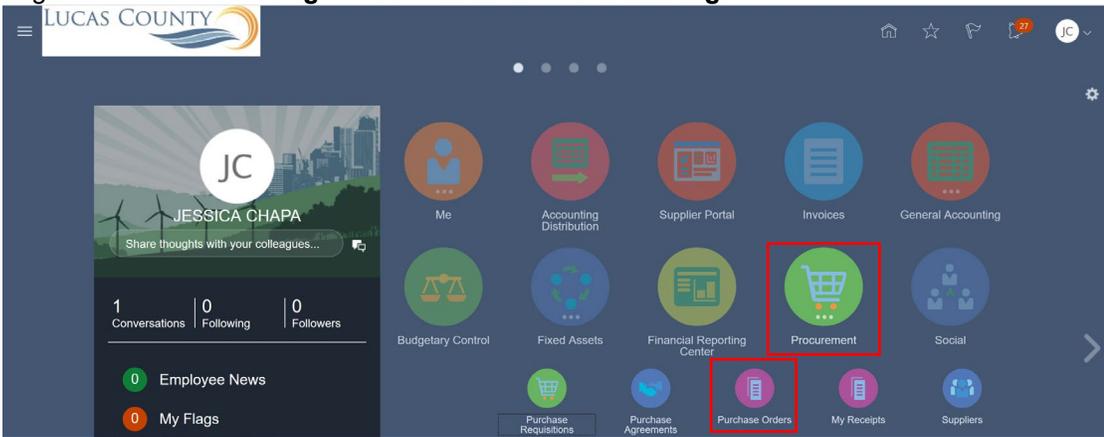
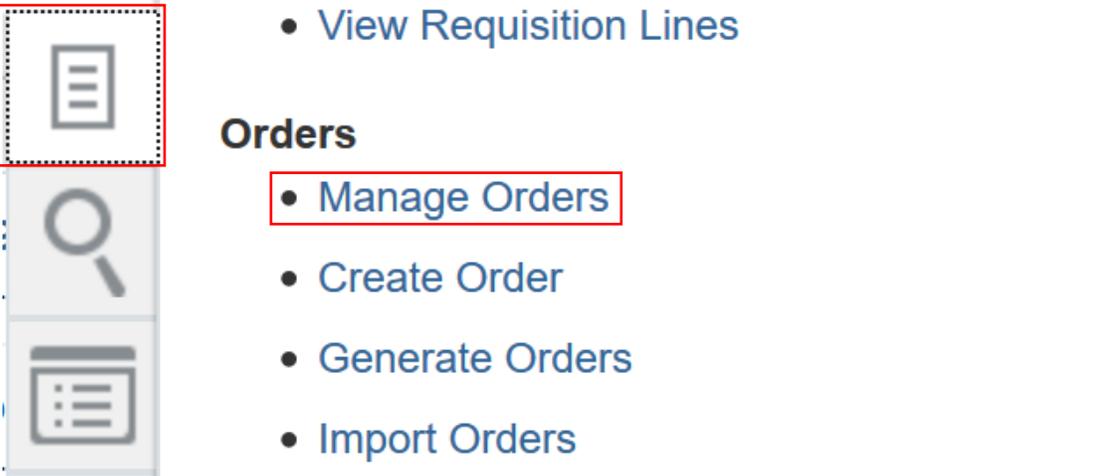
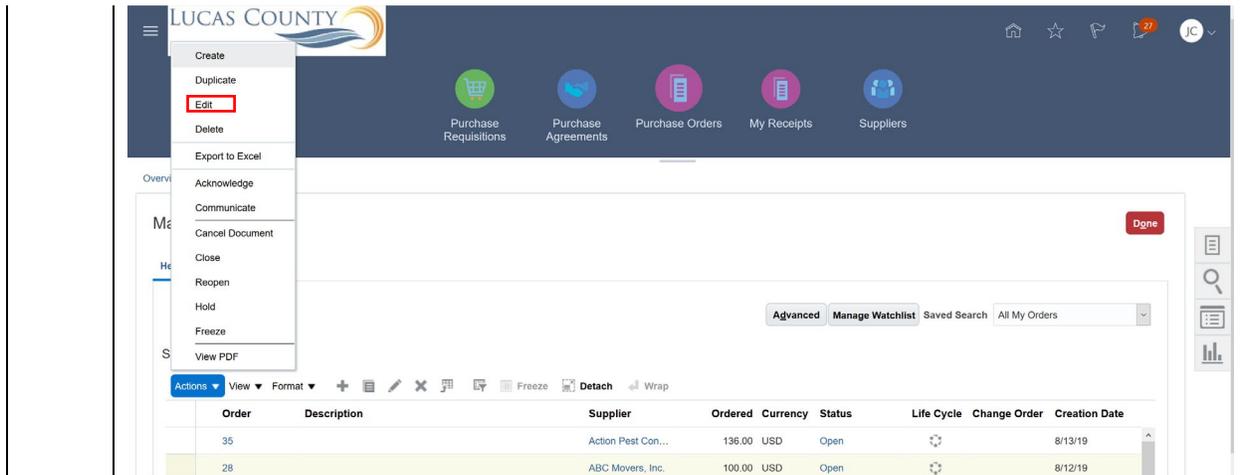


Reduce Quantity on a Standard Purchase Order

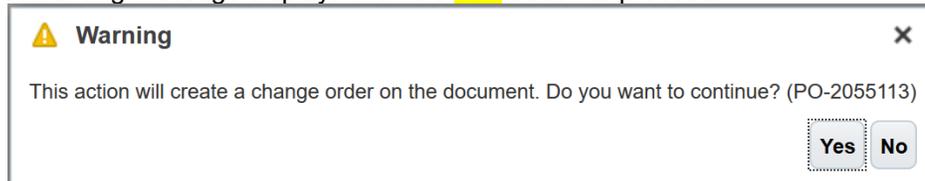
Audience: Requester

Purpose: A change order is created by selecting the document and using the Edit or Cancel action. If an *Active* change order does not exist, the application will create a change order for you. This job aid will assist you with changing a standard purchase order by reducing quantity.

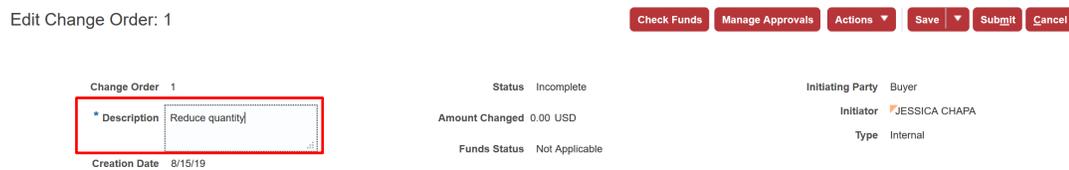
Step	Action
1	<p>Log into Oracle Home Page -> Procurement -> Purchasing.</p> 
2	Click the Tasks icon.
3	<p>Click the Manage Orders link.</p>  <ul style="list-style-type: none"> • View Requisition Lines <p>Orders</p> <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders
4	Click the Order link. Find the Purchase Order to revise. If other changes have already been proposed on the same document, the previous change must occur first before you can process this one.
5	Click the Actions menu list.
6	Click the Edit menu item.



7 A warning message display. Click the **Yes** button to proceed.

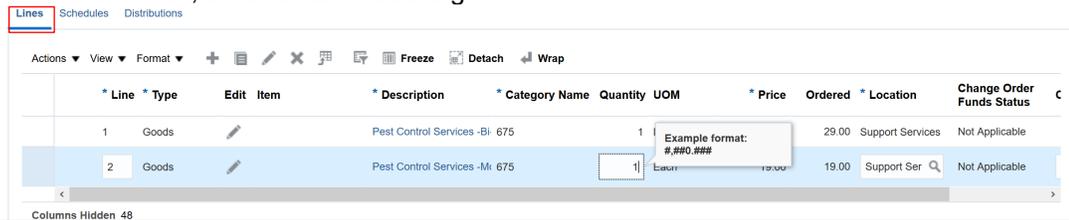


8 Enter a description for the change into the **Description Field**. For the **Change Order**, a description is required. For this exercise, enter a valid value e.g. "reduce qty".



9 Navigate to the **Lines** tab.

10 Enter the new quantity into the **Quantity Field**. Change the Quantity to a lesser amount. For this exercise, enter a valid value e.g. "1".



11 Click the **Check Funds** button.



12 Click the **OK** button.

13 Click the **Submit** button to complete the process.

14 Click the **OK** button.

Note: There can be only one active change order on a purchasing document at any point in time. If you have a change to propose and there is an active change order on the same document, you will need to wait for that change order to get processed. As the buyer on a purchasing document, the application allows you to prioritize your changes by allowing canceling the current change order. This is true even if it is not initiated by you and creating a new change order for you to propose your changes.