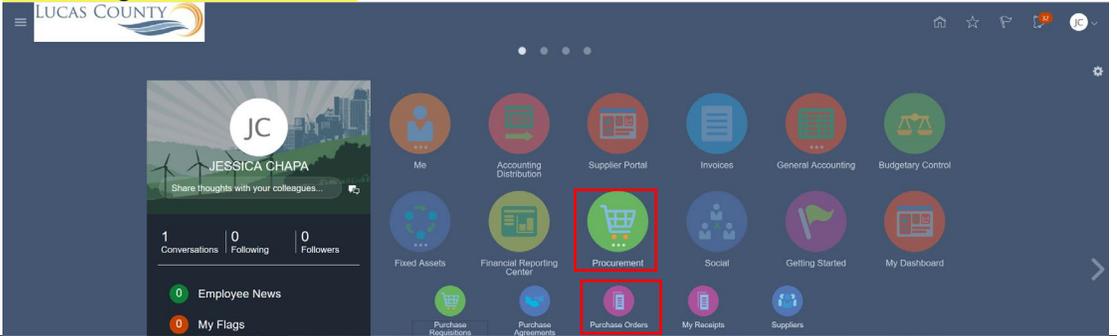
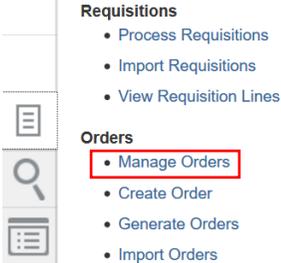


View Purchase Order Change History and Revision History

Audience: Buyer, Procurement Manager, LC Agency Procurement Requester, Procurement Analysis, LC Advanced Procurement Requester

Purpose: You may wish to identify and act on any orders that have some kind of problem, including orders that have been rejected, failed automatic submission, or have invoices on hold.

You can click the status number to see a list of the orders having that status. From the list, you can click an order number link to view and update the order details. You can and resubmit orders that have been rejected. You should drill into any order that has failed automatic submission to determine and correct the error that caused the failure. Then you can resubmit the order. Finally, you can view details for any order with an invoice hold. This job aid will assist you with viewing the purchase order change history and revision history.

Step	Action
	Viewing the Purchase Order Change History and Revision History.
1	Log into Oracle Home Page -> Procurement. 
2	Click the Purchase Orders icon.
3	Click the Tasks icon.
4	Click the Manage Orders link. 
5	Click in the Buyer Name Field. Remove the Buyer name. 
6	Click the Status list of values.
7	Select the Open list item.

20	Highlight the row for the desired change order, for this example, Change Order 1 .																					
21	<p>Click in the Description field.</p>																					
22	View the Attachments area.																					
23	<p>Click the link to open the Attachment.</p> <p>Attachments Additional Documentation test. + X</p>																					
24	<p>Click the OK button to open the attachment. Accept the default value of Open with Word.</p>																					
25	Close the file to return to the Purchase Order page.																					
26	Click the Actions drop-down list.																					
27	Select View Revision History menu item.																					
28	<p>View the list of Revisions and related Change Orders.</p> <table border="1"> <thead> <tr> <th>Revision</th> <th>Change Order</th> <th>Description</th> <th>Creation Date</th> <th>Initiating Party</th> <th>Initiator</th> <th>Amount Changed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Reduced price</td> <td>8/19/19</td> <td>Buyer</td> <td>JESSICA CHAPA</td> <td>+10.00</td> </tr> <tr> <td>0</td> <td></td> <td></td> <td>8/19/19</td> <td>Buyer</td> <td>JESSICA CHAPA</td> <td>+300.00</td> </tr> </tbody> </table>	Revision	Change Order	Description	Creation Date	Initiating Party	Initiator	Amount Changed	1	1	Reduced price	8/19/19	Buyer	JESSICA CHAPA	+10.00	0			8/19/19	Buyer	JESSICA CHAPA	+300.00
Revision	Change Order	Description	Creation Date	Initiating Party	Initiator	Amount Changed																
1	1	Reduced price	8/19/19	Buyer	JESSICA CHAPA	+10.00																
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29	Click the Done button.																					
30	Click the Done button.																					
31	Click on the Home icon.																					