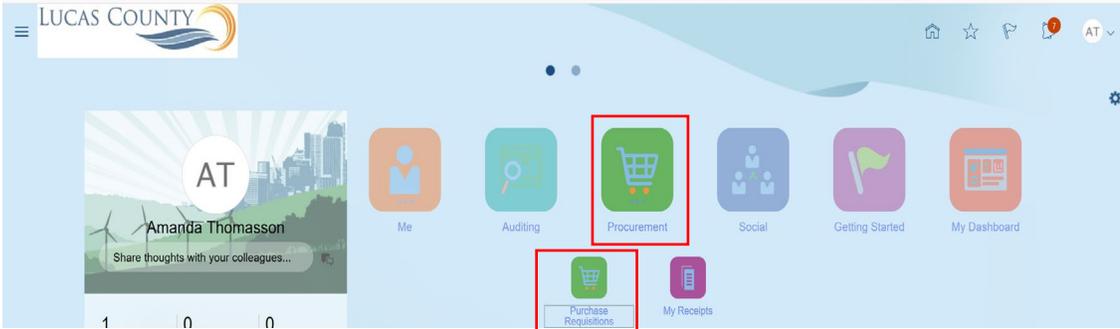
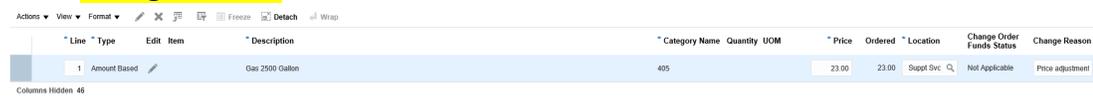


## Edit Order

**Audience:** Requesters

**Purpose:** This job aid will assist you with editing a Purchase Order which has been issued and approved.

Step	Action
1	<p>Log into Oracle.  <b>Home Page</b> -&gt; <b>Procurement</b> -&gt; <b>Purchase Requisitions</b></p> 
2	Click the <b>Manage Requisitions</b> link to view details of requisitions you created.
3	<b>Search</b> for Requisition which has been approved and a Purchase Order has been created and approved.
4	Highlight the <b>Requisition</b> to be changed.
5	Click the <b>Actions</b> drop-down list.
6	Click the <b>Edit Order</b> menu item.
7	A warning message will be displayed. Click the <b>Yes</b> button to continue.

8	<p>Enter <b>Description</b> of the Change</p> 
9	<p><b>Perform</b> necessary changes to the Order.</p>
10	<p>Enter <b>Change Reason</b></p> 
11	<p>Click the <b>Save</b> button.</p>
12	<p>Click the <b>Submit</b> button. The Order will be sent for approval.</p>
13	<p>Click the <b>OK</b> button.</p>