Hello and welcome to our Oracle Procurement Video Guide series. This video on creating a PO Change Order will cover canceling a PO, revising a PO and information that can and cannot be changed.

Before we get started, let's cover when you should or should not process a change order. Change orders cannot be processed to change the room number, change header fields such as cart description, make changes to Purchase Orders transferred from Marketplace, or make changes to punchout orders. Guidance on how to add a new line to a PO or edit the billing information referenced on a PO can be found in our Adding a Line to an Existing Purchase Order video guide.

Start by navigating to Oracle by going to ofc.ucsd.edu. From there, click the **Company Single Sign-On** button and log in with your Active Directory information. Once on the Oracle homepage, click **Procure to Pay** then **Purchase Requisitions** to reach Oracle Procurement.

Find the requisition you would like to cancel or revise by looking to your **Recent Requisitions** or going to **Manage Requisitions**. If you are searching for a requisition which you did not enter, remove your name from the **Entered By** field. If you are searching for a Purchase Order, at least one of the fields indicated by two blue asterisks will need to be populated for you to find the order.

Click on the **Requisition Number** of the order you're looking for once it appears.

If this is a recharge order with a UC San Diego department, please contact the department directly instead of processing a change order.

You can only cancel or revise an order which you entered, so **Reassign** the order to yourself with the original PO requisitioner's permission if you have been asked to edit this order. Keep in mind the order will now show as having been entered by you if you reassign the order.

From the **Actions** menu at the top right, select **Edit Order** to begin the change order process. Before you do so, reach out to the supplier to make sure the changes you're making are acceptable.

If you have multiple POs associated with your order, indicated by varying numbers in the **Order** column, then you will instead need to select a line associated with the PO you wish to edit and select **Edit Order** from the **Actions** dropdown just above the lines.

On the **Lines** tab of the change order screen, you can edit the **Price** and **Quantity** of your order if you've ordered with a request form. Please note for amount-based lines you cannot edit the quantity, and for quantity-based lines you cannot edit the amount. The top half of the request form can be edited by clicking the **pencil icon** next to a line item. The lower half of a request form can be edited by clicking on the **attachment** next to the line item and downloading the text file referencing the additional form information. Edit the information on the text file, delete the original one, and attach the new text file.

Cancel lines by selecting the line you wish to cancel and selecting **Cancel Line** from the actions menu. Repeat this action on each line you wish to cancel. Only items which have not been invoiced can be canceled. If you are trying to close your order which has been partially invoiced, please refer to the Closing Purchase Orders video guide.

On the **Distributions** tab you can edit the charge account associated with each line. New split charges can be created by clicking the two arrows and then the split icon. Changes to the charge account can only be made via this method if no invoices have been processed against the line. You can also edit the distribution fields by scrolling to the right.

Once you've finished with your changes, enter a brief summary of changes in the **Description** field at the top and click **Submit**. Please ensure this description is succinct and helpful as it will be visible on the Purchase Order page and sent to the supplier. Depending on your changes, the change order may route by your Financial Unit Approvers or a Professional Buyer before reflecting in the system. The changes you make will reflect only on the purchase order, and you will be copied on the revised PO sent to the supplier once the changes are finalized. Refer to our How to Check the Status of a Purchase Order Change Order KBA for instructions on determining when the change order has been approved.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. All referenced links can be found in the video description and script. If you have any further questions, please reach out to us by submitting a case through Services & Support or by calling us at 858.534.9494.