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PO.020.220 - Creating PO Change Orders

Trigger:

Concept

This topic demonstrates how to enter a PO Change Order. When a Purchase Order has already been dispatched, any changes to the Purchase Order are made by creating a Change Order. Change Orders can be created online using the Purchase Order pages. The fields that, when modified, trigger creation of a Change Order are defined on the Purchase Order Change Order Template.

Topic Objectives:

Upon completion of this topic, you will be able to:


- Identify the stage at which any changes to a Purchase Order are made by creating a Change Order.
- Enter a Purchase Order Change Order.

Assumptions

Dependencies/Constraints

Additional Information

Business Process Document

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Procedure

In the following scenario, you will create a PO Change Order by changing the Buyer, the Dispatch Method, and the quantity on one of the Purchase Order lines.

Note: This functionality can be limited to only those users with authorization to modify approved POs by ensuring the **"Can Work Approved POs"** checkbox within User Preferences is **NOT** enabled.

Step
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Business Process Document

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Step
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Step
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25.