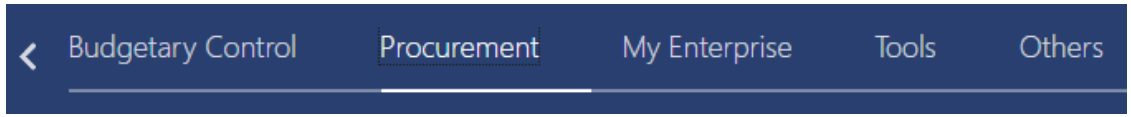
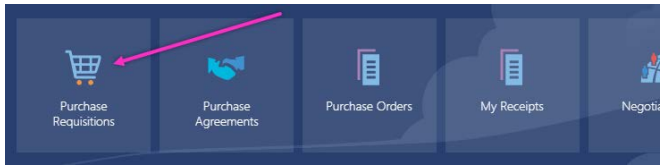
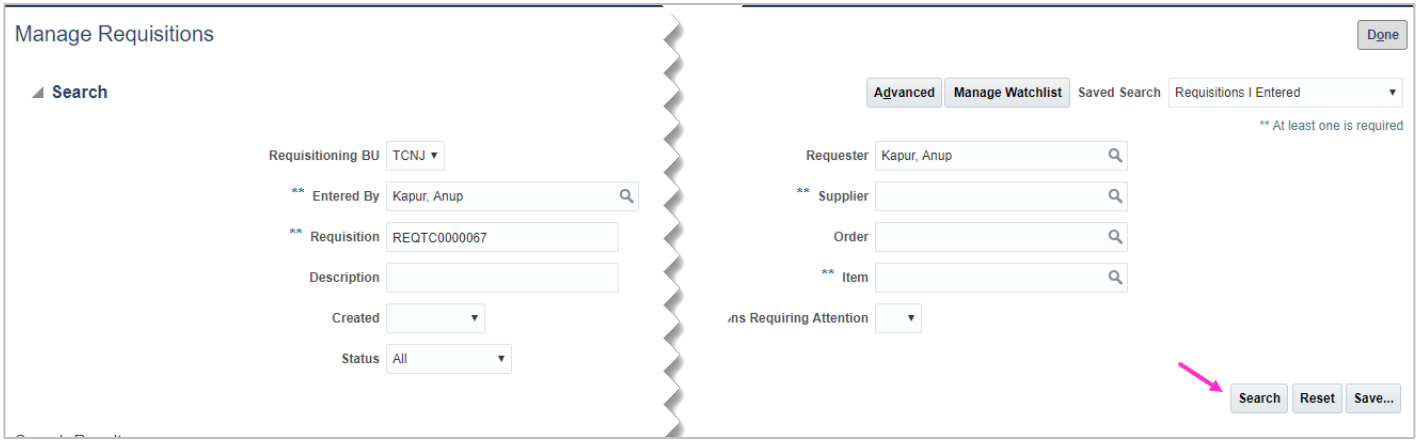
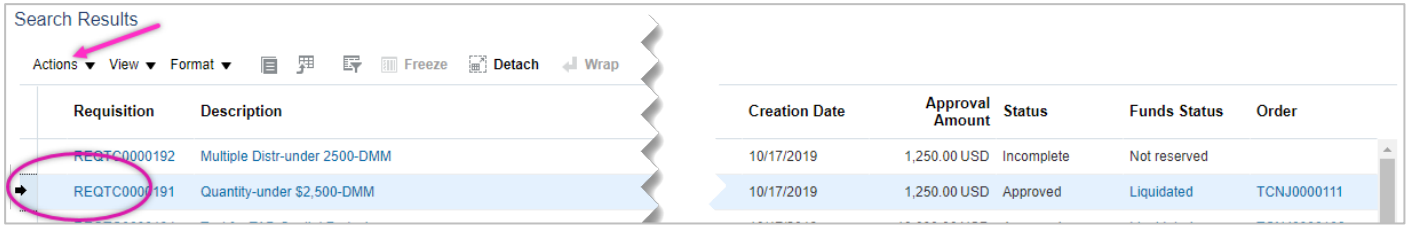
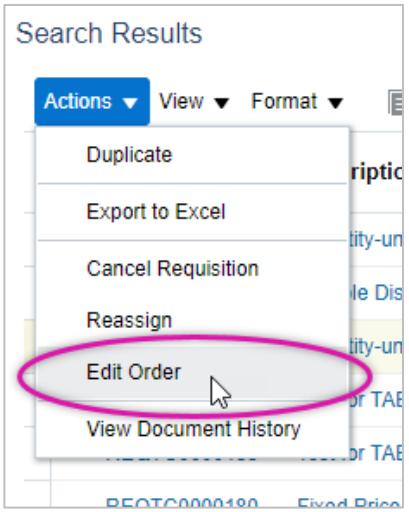
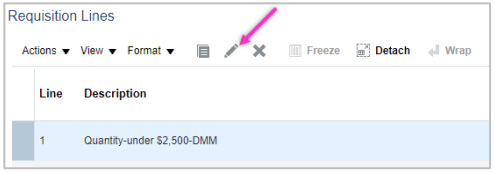
TCNJ THE COLLEGE OF NEW JERSEY

Process Name: Modify a PO (create a change order)

STEP	DETAIL
1	Sign in to Oracle Cloud through **TCNJ Today** app bar Click **Company Single Sign-On** **Username:** TCNJ login **Password:** your password Click Home button in upper Right corner
2	Click the **Procurement** from the scroll menu 
3	Click the **Purchase Requisition** infotile 
4	From the requisition home page, click the **View More** hyperlink
5	Search for your Requisition 

6	• In the Search results page highlight the requisition you wish to edit (Do not click requisition ID hyperlink) **Note:** must have a PO # • Select the **Actions** drop down and select **Edit Order**. • Click **Yes** to pop-up.  
	Change any of the amount or quantity as needed. To change line information, highlight the line & click the **Edit** button (which looks like a pencil). You will enter the **new Total** qty or amount, not the added amount. 
7	Click the **Submit** button (can Check Funds before submitting). Click **OK**