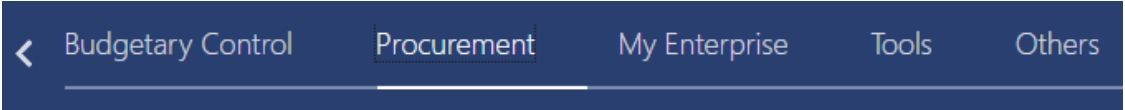
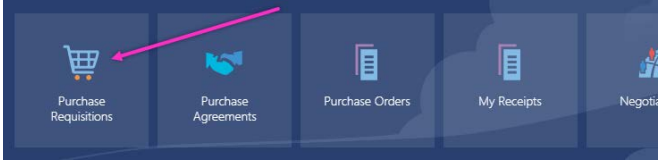

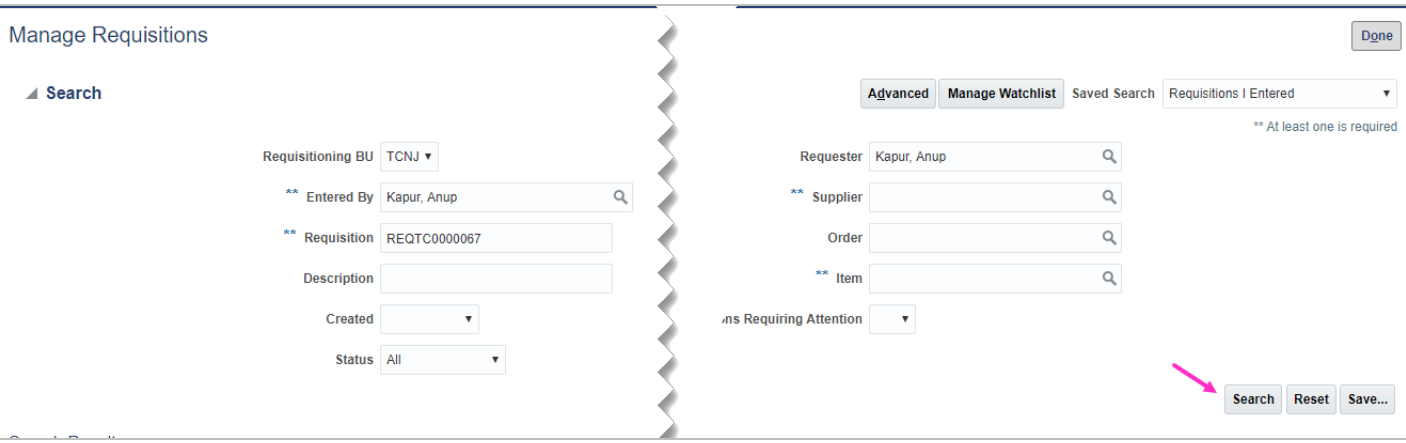


Process Name: Modify a PO (create a change order)

STEP	DETAIL
1	Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar Click <b>Company Single Sign-On</b> <b>Username:</b> TCNJ login <b>Password:</b> your password Click Home button in upper Right corner
2	
3	
4	
5	

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- 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.

Search Results

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQTC0000192	Multiple Distr-under 2500-DMM	10/17/2019	1,250.00 USD	Incomplete	Not reserved	
REQTC0000191	Quantity-under \$2,500-DMM	10/17/2019	1,250.00 USD	Approved	Liquidated	TCNJ0000111

Search Results

Actions View Format

- Duplicate
- Export to Excel
- Cancel Requisition
- Reassign
- Edit Order**
- View Document History

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.

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description
1	Quantity-under \$2,500-DMM

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Click the **Submit** button (can Check Funds before submitting).  
 Click **OK**