

How to Create a Change Order (EDORDA)

Go to **Procurement > Purchase Orders > Tasks > Manage Orders**

The screenshot shows the Procurement system interface. At the top, there is a navigation bar with tabs: Intercompany Accounting, Expenses, **Procurement**, My Enterprise, Tools, and Others. Below this, there are sections for QUICK ACTIONS and APPS. In the QUICK ACTIONS section, there are icons for Process Requisitions, Purchase Orders, and My Receipts. In the APPS section, there are icons for Purchase Requisitions (New), Purchase Agreements, **Purchase Orders**, and My Receipts. On the right side, there is a sidebar with a list of tasks: **Manage Orders**, Create Order, Generate Orders, Import Orders, Manage Agreements, Create Agreement, and Import Blanket Agreements. The **Manage Orders** task is highlighted with a green box.

Enter your PO number under the “Order” field. Click “Search.”

The screenshot shows the Advanced Search form for Purchase Orders. The form has several fields: Keywords, Procurement BU, Supplier, Buyer, Order Starts with, Source Agreement, Requisition, Status, and Include Closed Documents. The Order Starts with field is populated with PO-1011 and is highlighted with a green box. The Search button is also highlighted with a green box.

In the search results click on the PO number.

The screenshot shows the Search Results page. The page has a table with columns for Order and Description. The first row of the table is highlighted with a green box and contains the PO number PO-1011. Below the table, there is a button labeled View PDF. To the right of the table, there is an Actions menu. The menu is open, showing a list of actions: Edit, Delete, Acknowledge, Communicate, Cancel Document, Close, Reopen, Hold, Freeze, Withdraw, View Document History, View Change History, and View Revision History. The Edit action is highlighted with a green box, and the Withdraw action is also highlighted with a green box. Arrows point from the text instructions to these actions.

On the next page, and if your PO is **approved**, click on “Actions” and “Edit.”

If your PO has been **submitted for approval**, click on “Withdraw.”

Once withdrawn, you can then go back and click on “Actions” and “Edit.”

Edit Change Order: 1 ?

Change Order 1

* Description

Creation Date 07-May-2025


On the next page, enter the description of your change. In this example the total has changed.

Towards the bottom of the page, under the “Distributions” tab, change your EDORDA b

Lines Schedules **Distributions**

Actions ▼ View ▼ Format ▼

Ordered PO Charge Account

400.00 

Click on the symbol to the right of the EDORDA.

PO Charge Account

▲ Hide Segments

Entity Central Admin

Department

Object

Restriction

Designation

Activity


Intercompany

Future1

Search Reset | OK Cancel

In the pop-up change your EDORDA information.

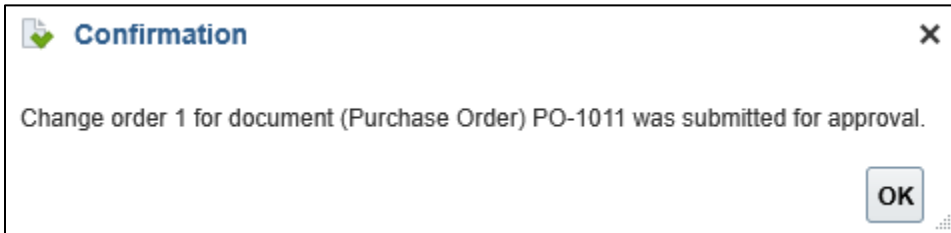
If there’s a Designation, remember to enter the number in the separate designation field. If there is no EDORDA, enter “000000.”

Ordered PO Charge Account	Budget Date	Change Order Funds Status	Change Reason	Additional Information
400.00 <input type="text" value="314-3201-54000-10-620070-00000-000"/> 	<input type="text" value="07-May-2025"/>	Not Applicable	<input type="text" value=""/>	* Designation <input type="text" value="620070"/> ▼

Scroll back up. Click “Submit.”



A confirmation box will appear. Click “OK.”



The PO will need to be approved by the new Cost Center Manager or Designation Manager.

You will know when your change has been approved when you receive notifications in your email, and in Oracle.