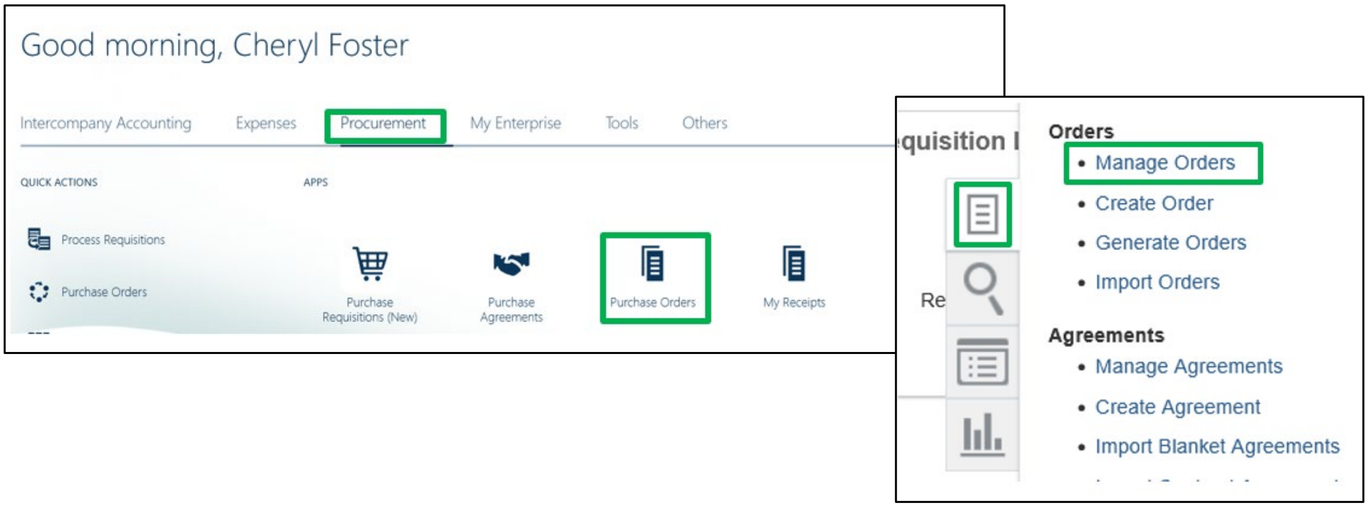
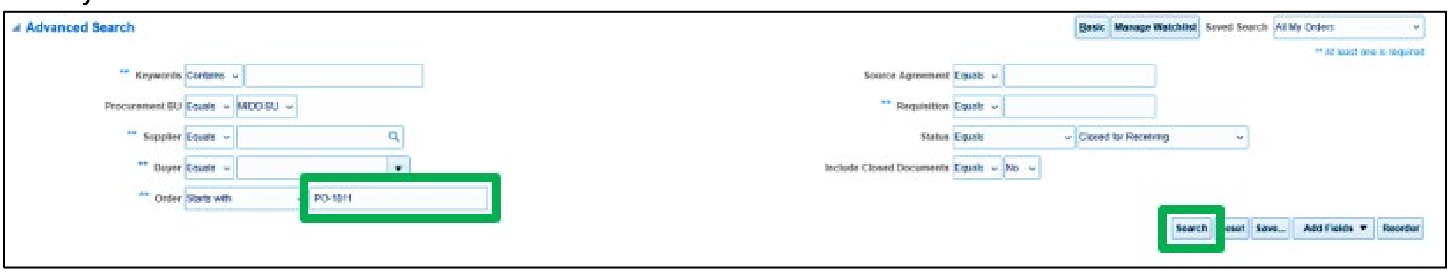
How to Create a Change Order (EDORDA)

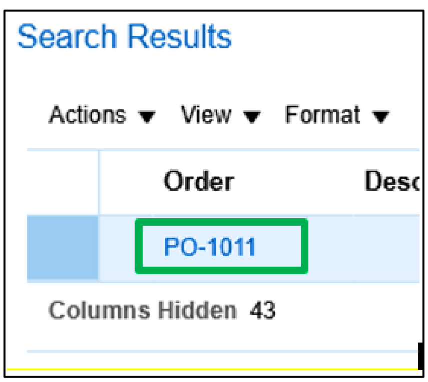
Go to **Procurement** > **Purchase Orders** > **Tasks** > **Manage Orders**

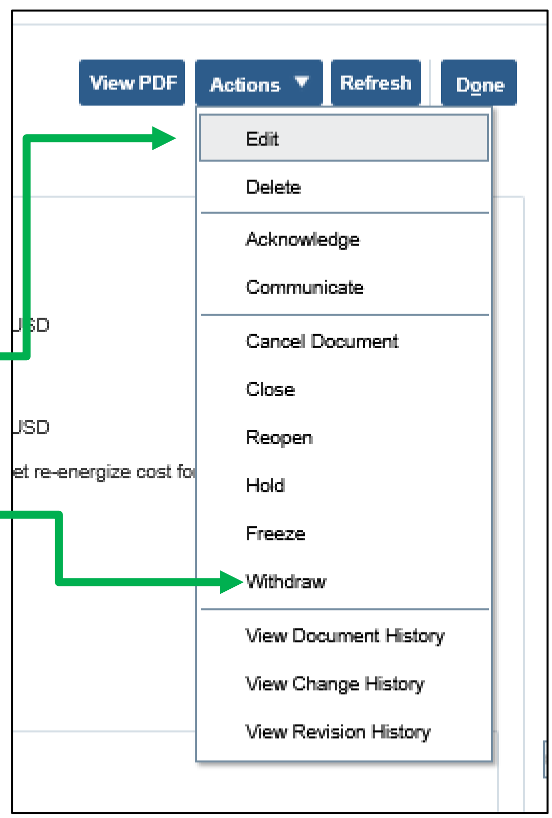


Enter your PO number under the “Order” field. Click “Search.”



In the search results click on the PO number.

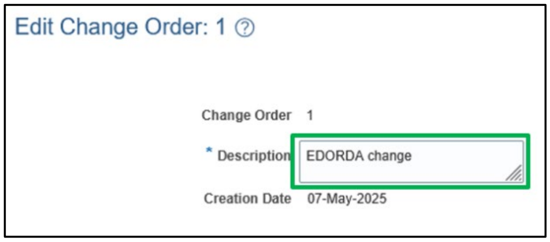




On the next page, and if your PO is ***approved***, click on "Actions” and “Edit.”

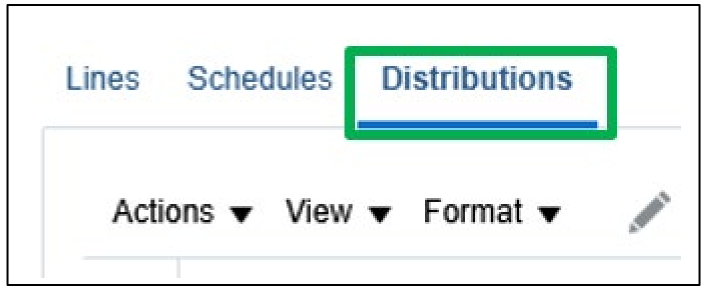
If your PO has been ***submitted for approval***, click on “Withdraw.”

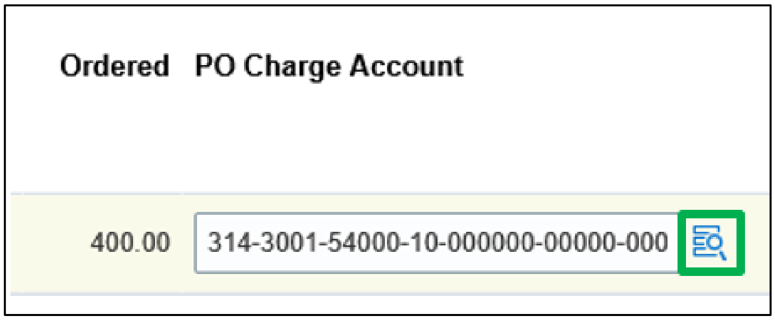
Once withdrawn, you can then go back and click on “Actions” and “Edit.”



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

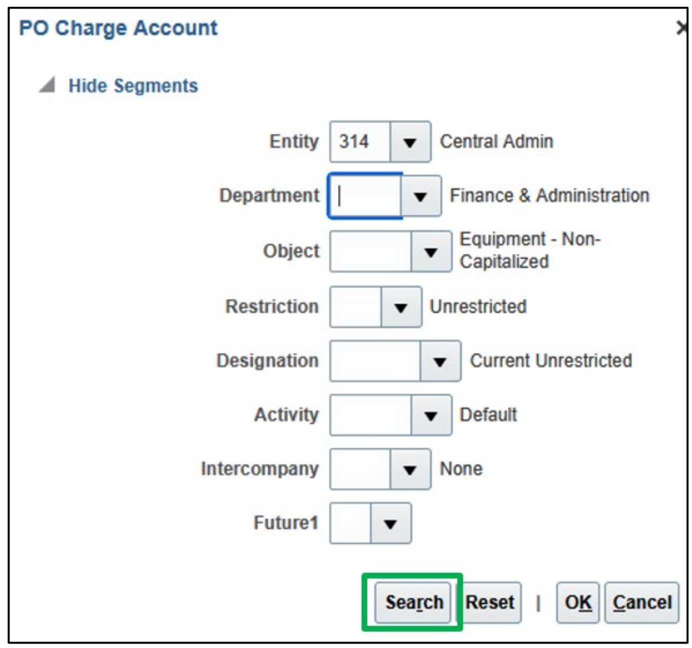
Towards the bottom of the page, under the "Distributions" tab, change your EDORDA b



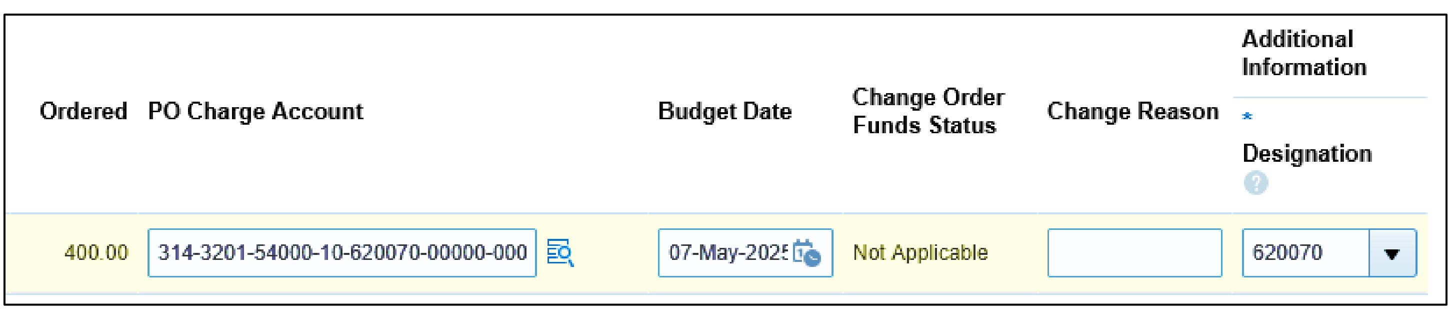


Click on the symbol to the right of the EDORDA.

In the pop-up change your EDORDA information.

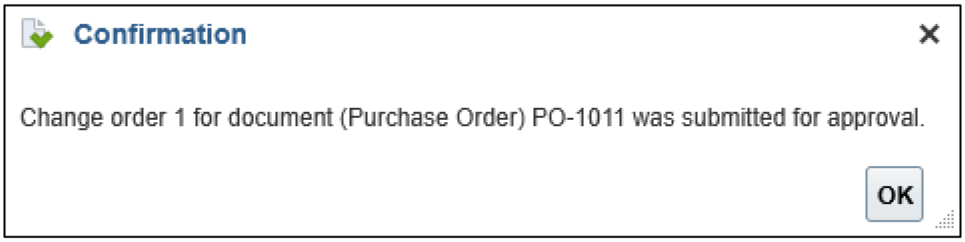


If there's a Designation, remember to enter the number in the separate designation field. If there is no EDORDA, enter "000000."



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.