



1. Sign into E-Procurement by accessing the system through the Pace Portal under the Staff tab.
2. Search for the Purchase Order you would like to make the change to by clicking on the Orders icon and entering the PO# in the Search OR select Purchase Orders from the dropdown menu.

The Purchase Order will display in the results.

3. Click on the linked PO Number to open the order.

4. On the Summary tab, s

1. Click the _____ and select _____ .

2. Enter a _____ as to why the Purchase Oder was revised* and click _____ .

_____ If you want the supplier to receive the modified PO, leave the Distribute PO box checked. Uncheck the
box if ythe 8(sup)6(p)3(li)3(er)-2(to)3(re)-2(c)1(iv)-4(e)9(t)-3(h)3(e)9(m)3(o)5(d)3(ifi45(ed P)-5((.)TITOC)2 6 12 72 reWhB/E 11.0