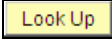
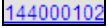


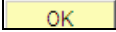



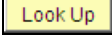



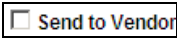
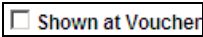
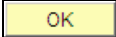

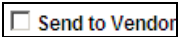
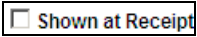
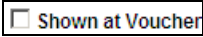




## Change order

1.	Click the <b>Purchasing</b> link. 
2.	Click the <b>Requisitions</b> link. 
3.	Click the <b>Add/Update Requisitions</b> link. 
4.	Click the <b>Add</b> button. 
5.	Click the <b>Look up Requester (Alt+5)</b> button. 
6.	Enter the desired information into the <b>Requester</b> field. Enter a valid value e.g. " <b>2345704</b> ".
7.	Click the <b>Look Up</b> button. 
8.	Click an entry in the <b>Name</b> column. 
9.	Click the <b>Look up Origin (Alt+5)</b> button. 
10.	Click an entry in the <b>Description</b> column. 
11.	Click the <b>Requisition Defaults</b> link. 
12.	Click the <b>Override</b> option. 
13.	Click the <b>Look up Vendor (Alt+5)</b> button. 
14.	Enter the desired information into the <b>Short Vendor Name</b> field. Enter a valid value e.g. " <b>DELL</b> ".
15.	Click the <b>Look Up</b> button. 
16.	Click an entry in the <b>Short Vendor Name</b> column. 
17.	Click the <b>Look up Ship To (Alt+5)</b> button. 
18.	Click an entry in the <b>Ship To Location</b> column. 
19.	Click the <b>Look up SpeedChart (Alt+5)</b> button. 

20.	Enter the desired information into the <b>SpeedChart Key</b> field. Enter a valid value e.g. " <b>144000102</b> ".
21.	Click the <b>Look Up</b> button. 
22.	Click an entry in the <b>SpeedChart Key</b> column. 
23.	Click the <b>Horizontal</b> scrollbar.
24.	Click the <b>Location</b> button. 
25.	Click an entry in the <b>Location Code</b> column. 
26.	Click the <b>Horizontal</b> scrollbar.
27.	Click the <b>OK</b> button. 
28.	Enter the desired information into the <b>Description</b> field. Enter a valid value e.g. " <b>CO to PO 0000041578</b> ".
29.	Enter the desired information into the <b>Quantity</b> field. Enter a valid value e.g. " <b>20.00</b> ".
30.	The quantity entered here should reflect the additional quantity that you are requesting.
31.	Click the <b>UOM</b> button. 
32.	Click an entry in the <b>Unit of Measure</b> column. 
33.	Click the <b>Category</b> button. 
34.	Enter the desired information into the <b>Category</b> field. Enter a valid value e.g. " <b>99907</b> ".
35.	Click the <b>Look Up</b> button. 
36.	Click an entry in the <b>Category</b> column. 
37.	Enter the desired information into the <b>Price</b> field. Enter a valid value e.g. " <b>100.00</b> ".
38.	Click the <b>Save</b> button. 
39.	Click the <b>Add Comments</b> link. 
40.	Enter the desired information into the <b>Spell Check Comments (Alt+5)</b> field. Enter a valid value e.g. " <b>If you have any comments for the vendor or the purchasing department, please en</b> ".
41.	Click the <b>Send to Vendor</b> option. 

42.	Click the <b>Shown at Receipt</b> option. 
43.	Click the <b>Shown at Voucher</b> option. 
44.	Click the <b>OK</b> button. 
45.	Click the <b>Horizontal</b> scrollbar.
46.	Click the <b>Line Comments</b> button. 
47.	Enter the desired information into the <b>Spell Check Comments (Alt+5)</b> field. Enter a valid value e.g. " <b>Please enter comments specific to the line here.</b> ".
48.	Click the <b>Send to Vendor</b> option. 
49.	Click the <b>Shown at Receipt</b> option. 
50.	Click the <b>Shown at Voucher</b> option. 
51.	Click the <b>OK</b> button. 
52.	Click the <b>Horizontal</b> scrollbar.
53.	Click the <b>Save</b> button. 
54.	Click the <b>Pending Approval</b> button. 
55.	Click the <b>Save</b> button. 
56.	Congratulations! You have successfully created a <b>Change Order</b> . <b>End of Procedure.</b>