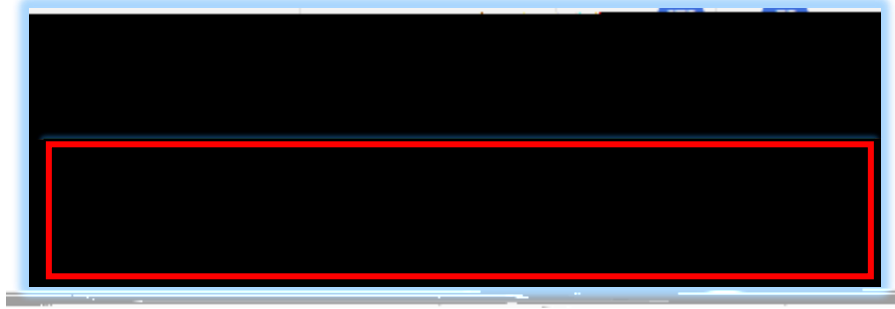


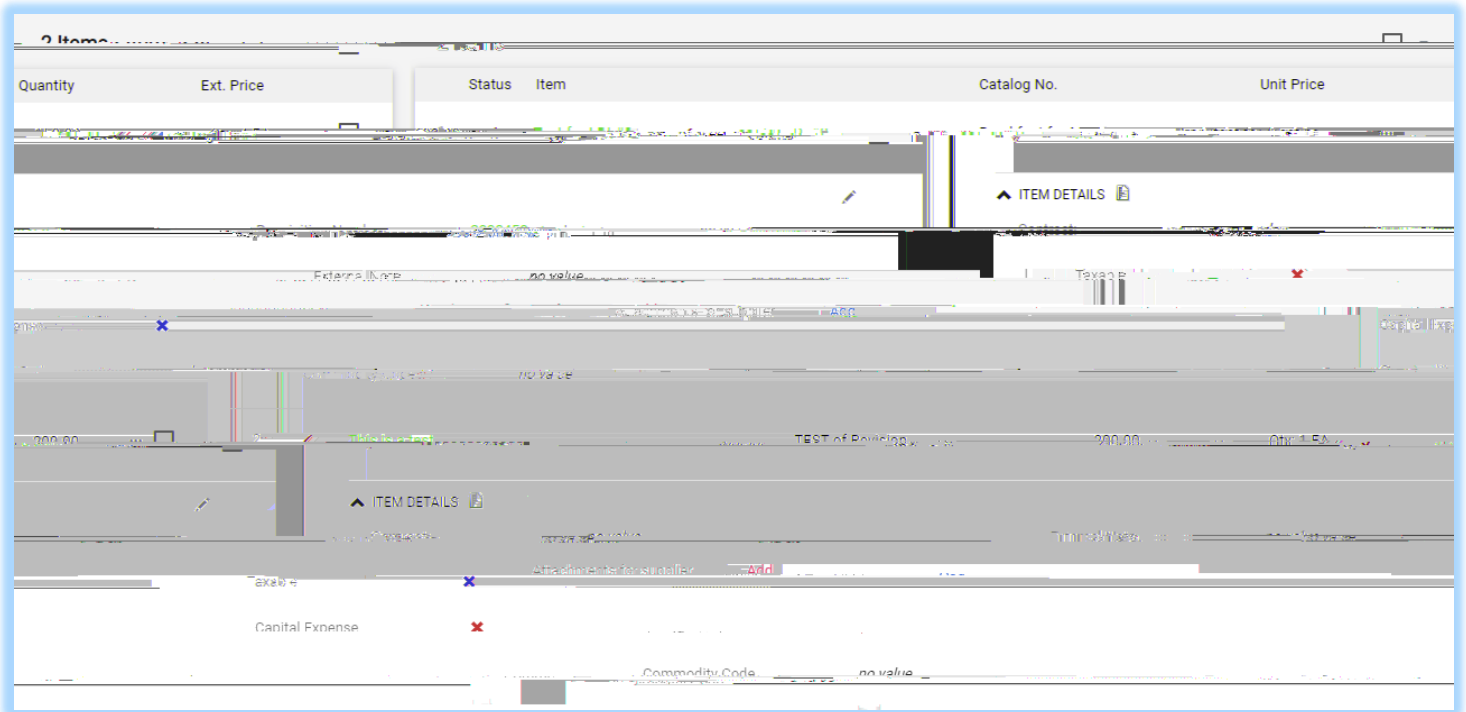
4. Click the [redacted] drop down menu in the Non-Catalog form and select [redacted] and click

5. Enter the PO # for which y

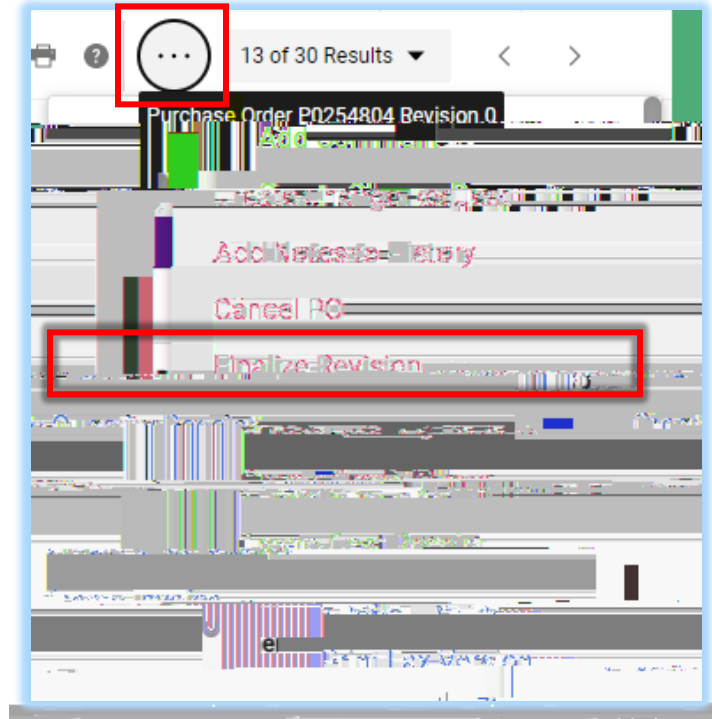
7. You will get a message saying "Success Added to PO" in the upper right. Click the "Close" button to close the form.



8. _____, now open your PO in E-Procurement by clicking on the Order icon and searching for the PO number in the search bar. On the PO, scroll down to the bottom and you should see your new line added.

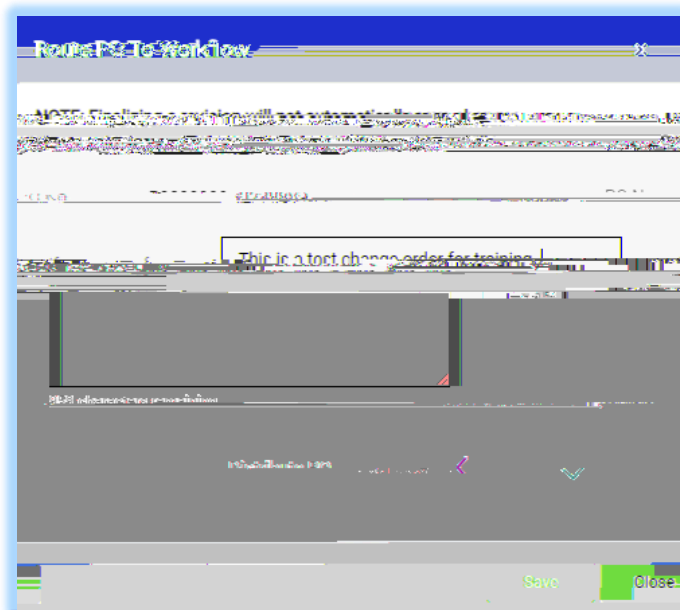


9. _____ Click the _____ and select _____. Follow the prompts to place the revision in the approval workflow to complete the process.



10. Enter a _____ as to why the Purchase Order was revised and click _____.

_____ If you want the supplier to receive the modified PO, leave the Distribute PO box checked. Uncheck the box if you do not want the supplier to receive the modified PO.



The process has been completed.