

Editing Purchase Order

How to edit a purchase order.

Role: Supply Chain Buyer Staff

Frequency: As Needed

- Click the "Edit" icon at the top of the PO to make the appropriate changes

The screenshot shows the top of a purchase order interface. At the top, it says "PO Healthcare 4700885304 Created by Brandon Chaney". Below this, there are tabs for "Document Overview On", "Print Preview", "Messages", and "Personal Setting". The "Messages" tab is highlighted. Below the tabs, there are fields for "ZB PO Healthcare", "4700885304", "Supplier", and "121136 Medline Industries Inc". Below these fields, there are tabs for "Delivery/Invoice", "Conditions", "Texts", "Address", "Communication", "Partners", and "Additions". The "Texts" tab is highlighted. Below the tabs, there is a section for "Header Texts" with a "Vendor memo (spec)" entry. The text of the memo is "SHIP COLLECT VIA FEDEX ACCT #168429304. IF UNABLE TO SHIP FEDEX, SHIP COLLECT VIA".

**You cannot change anything on a line if a GR/Invoice is posted under Purchase Order History tab

**Any change is internal (supplier will not see) unless an output is made

- Click "Messages" at top of PO to begin saving process

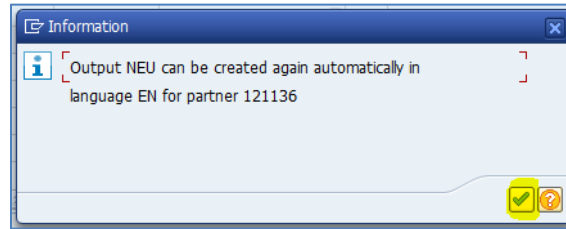
The screenshot shows the same interface as before, but the "Messages" tab is now highlighted. The "Texts" tab is still visible, but the "Messages" tab is the active one. The text of the memo is still "SHIP COLLECT VIA FEDEX ACCT #168429304. IF UNABLE TO SHIP FEDEX, SHIP COLLECT VIA".

**The top white line is your change, anything below are previous outputs

- Click the "Trash" icon and the Check on the pop-up to delete any new output

Change Pur. Order :: Output							
<div> </div>							
Communication method Processing log Further data Repeat output C							
Pur. Order..... 4700885304							
Output							
St...	Outp...	Description	Medium	Fu...	Partner	La...	C...
		Purchase ord...	6 EDI	VN	121136	EN	<input checked="" type="checkbox"/>
		Purchase ord...	6 EDI	VN	121136	EN	<input type="checkbox"/>

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- Click the "Save" icon at the top

