

Quick Reference Guide – Checking CMC-driven PO Change

How to Check CMC-driven PO Change

- 1. Once logged in, click on Orders tab. Then, click on Order Change.
- 2. Search and click on the PO number.

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Home	Profile	Orders	Service/Time	e Sheets AS	N Invo	pices Catalogs	Business Perforn	nance	Sourci	ng Add-	ons Setup	
Orders	Order Lines	Returns	Order Change	es Order Line C	Changes	Shipments						
							Select Cu	stomer	Comn	nercial Metals	Company	Ŧ
	Purch	nase C	Order C	hanges								
	Export to	0 ~				View All	v	Ad	vanced	Search	P	
	PO Chang	je # 🔻 Orde	er# Version	n # Ship To User	Status	Items	Total	Supplier	r Initiated	Created By	Reason Code	Assigned To J
		301 7600	001014	2 Amanda Prochaska	Approved	15 each of Laptop	15,000.00	No		Amanda Prochaska	None	
		298 7600	000940	Jane Williams	Draft	TEST	1,000.00	Yes		Onin Aquino	None	

3. You may view on the original and new versions of the PO.

Purchase O	rder #7600001014	Revi	vision 2 (Current) Aug 28						
🔅 General Inf	0		2 (Current) Aug 28 1 Aug 28						
Status	Issued - Pending Manual		Ship-To Address 1 STEEL MILL DRIVE						
Order Date	08/28/22		SEGUIN, TX 78155-7510 United States						
Revision Date	08/28/22		Location Code: 1200						
Requester	Amanda Prochaska		Attn: Amanda Prochaska Legal Entity Structural Metals, Inc.						
Email	amanda.prochaska@wonderservices.net	Terms None							
Payment Term	None		Shinmont Tracking						
Attachments	None								
Acknowledged			No shipment tracking.						
Assigned to	Select								
💻 Lines									
			AdvancedSearchSort byLine Number: $0 \rightarrow 9$						
1 Type Item	Qty	Unit	Price Total Invoiced						

Revised 09/01/2022

For questions contact suppliersupport@cmc.com

