

Quick Reference Guide – Requesting a PO Change

How to Request a PO Change

1. Once logged in, click on Orders tab. Then, click on the PO Number.



2. Scroll down and click on Request Change.

	Lines									
					Advanced	Search	, 0	Sort by Line	e Number: $0 \rightarrow 9$	~
1	Туре	Item TEST			Price 1,000.00	e Tot a	al)0		Invoi d C	ced).00
	Need By 07/15/22	Part Number None	Manufacturer Name None	Manufacturer Par None	rt Number					
Pe	page <mark>15</mark>	45 90					Total US	D 1,000.0)	
					Create Invoice	Request	t Change	Save	🚔 Print V	ïew

3. Do the necessary changes. Then, click on Submit Change Request.

Lines					
Туре	Item	* Qty	Unit	* Price	Total
1 💼 T	TEST			1,000.000000	1,000.00 😣
Need By Date 07/15/22					
				Total 1,000.00 USD	
Reason for Change		~			
Comment (required for	"Other")				
		Cancel	Request PO Cancellation	Save Change Request	Submit Change Request

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For questions contact suppliersupport@cmc.com

