- 1. Sgn into E-Procurement by accessing the system through the Pace Portal under the Staff tab.
- 2. Search for the Purchase Order you would like to make the change to by dicking on the icon and entering the PO# in the Search \_\_\_\_\_ select Purchase Orders fr

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The Purchase Order will display in the results.

3. Click on the linked PO Number to open the order.

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4. On the Summary tab, scroll down to the bottom of the PO to view the Line Item details. Once there, dick on the linked Item name to open the Non-Catalog form.



5.		change the		to 0			
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6. Click on the button to save your changes and then the button to close out of the form and return to the PO summary page.

