- 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

Citiza mare Resci Unegize	
Receipts	կի

The Purchase Order will display in the results.

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

the second se		erlere viloya	8		
τα. το	51 T 4255	u - Novema su ¹ adia	and a state of the		••••••••••••••••••••••••••••••••••••••
				1. 	
n <u>Arexterance 900 Fi</u> o	220 7		Calar Spanne - Secondary	- 100 - 220 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 1 	
Helicitie - 100-102 - 2022			Barrier Barrier Barrier		
	<u> </u>	<u>19602</u>	4803 Purchase	<u>Complete</u> Mari	i <u>10/12/2022</u>
โซนา 🔁 📖 🖌		C)	edae Fixia I	Nelser i	1242年1月4年1日1日12428年9月

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			
			: Value	be left in	field.		
	Ouantity *		1	Martin and Same			-
) ræ - 1		M 300°	I=∂r		······ 😪	শরুর ক্ষেত্রি
	ied Priice 🚔 ————	[0				Estimat

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.

