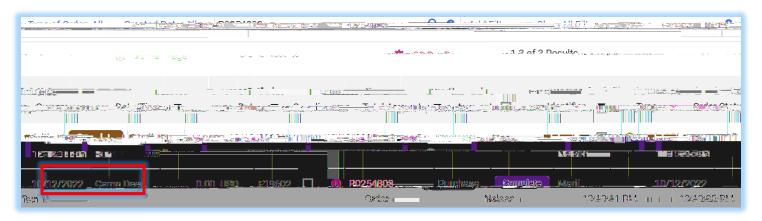1. Sign into E-Procurement by accessing the system through the Pace Portal under the Staff tab.

2. Search for the Purchase Order for which you are removing a line item from by clicking on the Orders icon and entering the PO# in the Search OR select Purchase Orders from the menu to view a list of all your PO's.

The Purchase Order will display in the results.

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

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

5. Change the   to "0" in the non catalog form (_____: there must always be a value in the Quantity field, it cannot be "0").

7. Notice the Line Item in the Purchase Order is zeroed out.

8. Click the   and select   . Follow the prompts to place the revision in the approval workflow to complete the process.

9. Enter a