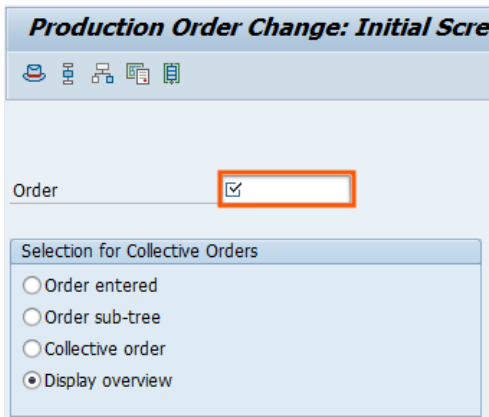


The purpose of this guide is to provide clear and concise instructions on how to change **Work Orders (WO)** in SAP using the **CO02** transaction. Often, requests will be made to update existing Work Orders, such as **changes to quantities, dates, or updates to the Bill of Materials (BOMs)**. This guide is designed to walk users through the process of making these updates.

1.0 Changing Quantity

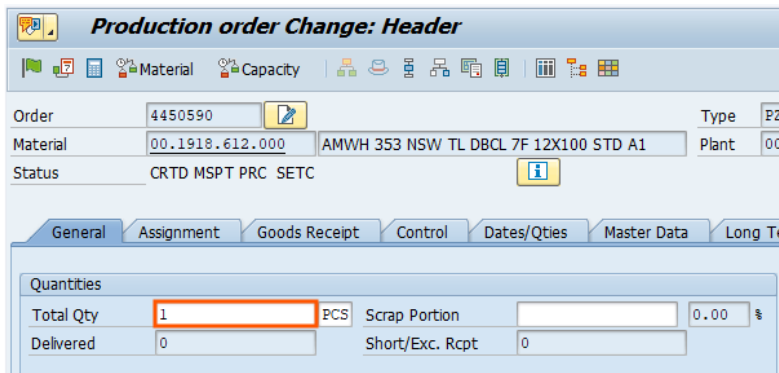
1.1 Open CO02

1.2 Type the Work Order number in the 'Order' field

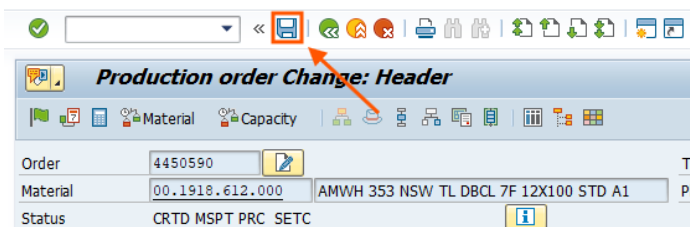


1.3 Press Enter

1.4 Type the new quantity in the 'Total Quantity' field

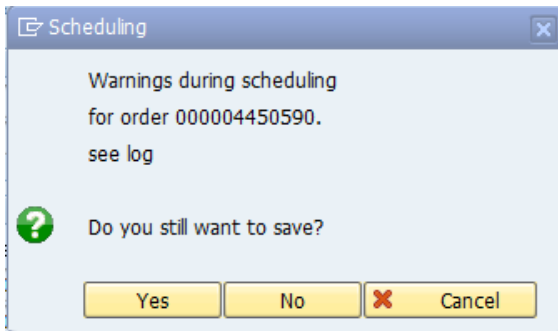


1.5 Click Save



Revision	Change Date
#	M/DD/YY

- 1.6 Click 'Yes' when the 'Warnings during scheduling...' window appears



2.0 Changing Work Order Date

- 2.1 Follow steps 1.1 through 1.3

- 2.2 Type the new date into the 'End' field under 'Basic Dates'

- 2.3 Delete the date in the 'Start' field, leave it blank

Revision	Change Date
#	M/DD/YY

Production order Change: Header

Order: 4450590 | Material: 00.1918.612.000 | AMWH 353 NSW TL DBCL 7F 12X100 STD A1 | Status: CRTD MSPT PRC SETC

Quantities

Total Qty: 1 PCS | Scrap Portion: 0.00 %

Delivered: 0 | Short/Exc. Rcpt: 0

Dates/Times

	Basic Dates	Scheduled	Confirmed
End	09/30/2024 00:00	09/29/2024 24:00	
Start	09/27/2024 00:00	09/27/2024 00:00	00:00
Release		09/26/2024	

'Start' date will auto-populate

2.4 Click Save

Production order Change: Header

Order: 4450590 | Material: 00.1918.612.000 | AMWH 353 NSW TL DBCL 7F 12X100 STD A1 | Status: CRTD MSPT PRC SETC

2.5 Click 'Yes' when the 'Warnings during scheduling...' window appears

Scheduling

Warnings during scheduling
for order 000004450590.
see log

Do you still want to save?

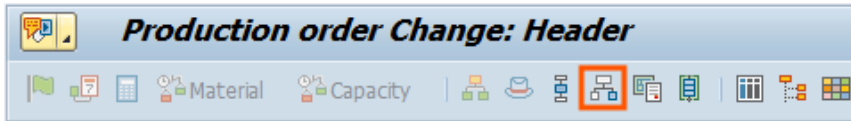
Yes No Cancel

3.0 Deleting Item from Work Order BOM

3.1 Follow steps 1.1 through 1.3

Revision	Change Date
#	M/DD/YY

3.2 Click Component Overview in the toolbar



3.3 Select the line you want to delete

Component Overview									
Item	Component	Description	Reqmt Qty	U...	I...	Op...	Se...	Plant	St...
0010	91.1918.733.000	WHSA 858 NSW TLDBCL 700R ...		3	PCS	L	0010 0	0017	11
0010	20.1919.485.003	RI 85 23TSS 700C MS20DB SW...		3	PCS	L	0010 0	0017	22
0020	91.2018.326.000	HUB REAR ZR1 SL 12X142 XDR...		3	PCS	L	0020 0	0017	25
0050	77.1918.049.020	SPK CX-RAY JB BLK TCX 230MM		30	PCS	L	0020 0	0017	25
0060	77.1918.049.030	SPK CX-RAY JB BLK TCX 232MM		30	PCS	L	0020 0	0017	25
0070	62.1918.070.000	DS NIPPLE, DBLSQ, Ø7MM 16M...		60	PCS	L	0020 0	0017	25
0090	91.1918.384.030	ASSY VALVE TUBELESS UNIV ...		3	PCS	L	0020 0	0017	25
0100	66.1918.490.000	DECAL ZIPP WHEEL REGISTER		3	PCS	L	0020 0	0017	25
0020	91.1918.548.010	KIT WH TL DB RR MY21		3	PCS	L	0030 0	0017	25
0010	43.1918.027.000	VALVE CORE WRENCH BLK		3	PCS	L	0030 0	0017	25
0020	91.2018.253.010	ASSY LOCK RING DB-CL 160MM		3	PCS	L	0030 0	0017	25
0030	20.1918.089.000	SPACER, 11 TO 10 SPD HUB, Z...		3	PCS	L	0030 0	0017	25
0040	95.7918.003.000	SRAM DIGITAL USER MANUAL I...		3	PCS	L	0030 0	0017	25
0050	95.1918.015.000	SAFETY INSTRUCTIONS ROAD ...		3	PCS	L	0030 0	0017	25
0070	60.1914.010.000	SRAM MANUAL POLYBAG 152X...		3	PCS	L	0030 0	0017	25
0080	00.0000.800.135	LABEL (PRINTOUT)		3	PCS	L	0030 0	0017	25
0030	60.1918.049.000	HANG TAG ZIPP WHEEL HOOK...		3	PCS	L	0110 0	0017	25
0040	60.1918.044.000	ZIPP WHEEL INSERT V2		3	PCS	L	0110 0	0017	25
0050	60.1900.006.000	27X7X27 SINGLE WALL SINGLE...		3	PCS	L	0110 0	0017	25
0080	80.1918.032.060	RIM TAPE, TUBELESS, ZIPP V2...	6,777	MM	L	0110 0	0017	25	

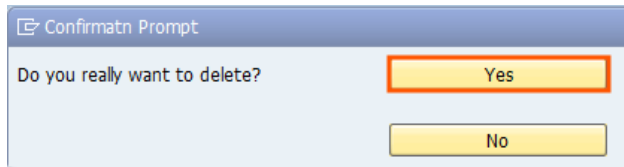
3.4 Click Delete in the operations bar at the bottom

Component Overview									
Item	Component	Description	Reqmt Qty	U...	I...	Op...	Se...	Plant	St...
0010	91.1918.733.000	WHSA 858 NSW TLDBCL 700R ...		3	PCS	L	0010 0	0017	11
0010	20.1919.485.003	RI 85 23TSS 700C MS20DB SW...		3	PCS	L	0010 0	0017	22
0020	91.2018.326.000	HUB REAR ZR1 SL 12X142 XDR...		3	PCS	L	0020 0	0017	25
0050	77.1918.049.020	SPK CX-RAY JB BLK TCX 230MM		30	PCS	L	0020 0	0017	25
0060	77.1918.049.030	SPK CX-RAY JB BLK TCX 232MM		30	PCS	L	0020 0	0017	25
0070	62.1918.070.000	DS NIPPLE, DBLSQ, Ø7MM 16M...		60	PCS	L	0020 0	0017	25
0090	91.1918.384.030	ASSY VALVE TUBELESS UNIV ...		3	PCS	L	0020 0	0017	25
0100	66.1918.490.000	DECAL ZIPP WHEEL REGISTER		3	PCS	L	0020 0	0017	25
0020	91.1918.548.010	KIT WH TL DB RR MY21		3	PCS	L	0030 0	0017	25
0010	43.1918.027.000	VALVE CORE WRENCH BLK		3	PCS	L	0030 0	0017	25
0020	91.2018.253.010	ASSY LOCK RING DB-CL 160MM		3	PCS	L	0030 0	0017	25
0030	20.1918.089.000	SPACER, 11 TO 10 SPD HUB, Z...		3	PCS	L	0030 0	0017	25
0040	95.7918.003.000	SRAM DIGITAL USER MANUAL I...		3	PCS	L	0030 0	0017	25
0050	95.1918.015.000	SAFETY INSTRUCTIONS ROAD ...		3	PCS	L	0030 0	0017	25
0070	60.1914.010.000	SRAM MANUAL POLYBAG 152X...		3	PCS	L	0030 0	0017	25
0080	00.0000.800.135	LABEL (PRINTOUT)		3	PCS	L	0030 0	0017	25
0030	60.1918.049.000	HANG TAG ZIPP WHEEL HOOK...		3	PCS	L	0110 0	0017	25
0040	60.1918.044.000	ZIPP WHEEL INSERT V2		3	PCS	L	0110 0	0017	25
0050	60.1900.006.000	27X7X27 SINGLE WALL SINGLE...		3	PCS	L	0110 0	0017	25
0080	80.1918.032.060	RIM TAPE, TUBELESS, ZIPP V2...	6,777	MM	L	0110 0	0017	25	
0110									
0120									
0130									
0140									
0150									
0160									
0170									
0180									
0190									

At the bottom of the window, there is a toolbar. The 'Delete' icon, which shows a trash can, is highlighted with a red rectangle. Below the toolbar, it says 'Entry 1 / 20'.

Revision	Change Date
#	M/DD/YY

3.5 Click 'Yes' in the confirmation prompt



3.6 Click Save

REVISIONS

Revision	Change Date
#	M/DD/YY