Change order: - Change orders enable you to propose changes to an active purchasing document, by indicating your changes to the current version of the document.

Create one requisition:-

Requisition number: PR20240002US

I have created one requisition : once the approver approves, it will be in approval status

Purchase order creation:-

Click on process requisition.

Search with requisition number

Select the line and click on document builder

Add to Document Builder ✕

Selected Requisition Lines

Actions ▾   View ▾   Format ▾   ✖   ▦ Freeze   ▣ Detach   ↵ Wrap

Requisition	Line	Line Description	Requester	Amount	Currenc
PR20240002US	1	Testing	student, scm10	1,100.00	USD

Columns Hidden 47

Add All Selected

Type	New Order ▾
Source Agreement	🔍
* Style	Purchase Order ▾
Supplier	Staples 🔍
Supplier Site	Staples US1 ▾
* Currency	USD ▾

OK   Cancel

Click on Ok

Process Requisitions ⑦ — Done

▸ Search

Advanced   Manage Watchlist   Saved Search   All My Requisition Lines Requiring Action ▾

Search Results: Requisition Lines

Actions ▾ View ▾ Format ▾   🗐 🗗 Detach ↵ Wrap   Add to Document Builder   Return   Reassign

	Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency	Additional Details

Columns Hidden 58

◢ Procurement BU
US1 Business Unit ▾

◢ Document Builder
Requisitioning BU
US1 Business Unit
Sold-to Legal Entity
US1 Legal Entity
Type
New Order
Source Agreement

Style
Purchase Order
Supplier
Staples
Supplier Site
Staples US1
Currency
USD
Your Document Builder contains 1 lines.
Recently Added Lines
Testing 1,100.00 USD
Total 1,100.00 USD
Edit   Create   Clear

Click on Create

Click on submit it, copy the PO number.

PO: US165023

Requesry after some time
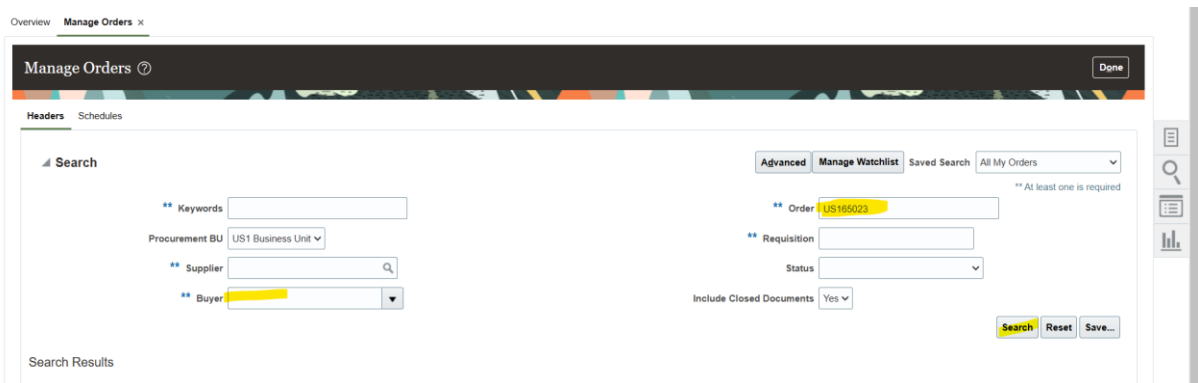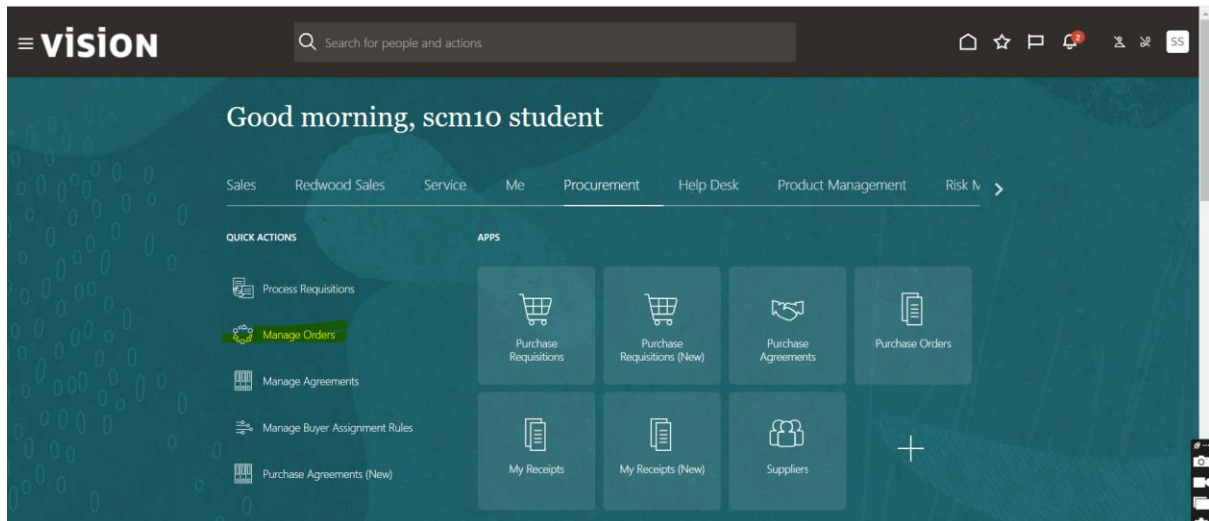
Click on Manage orders
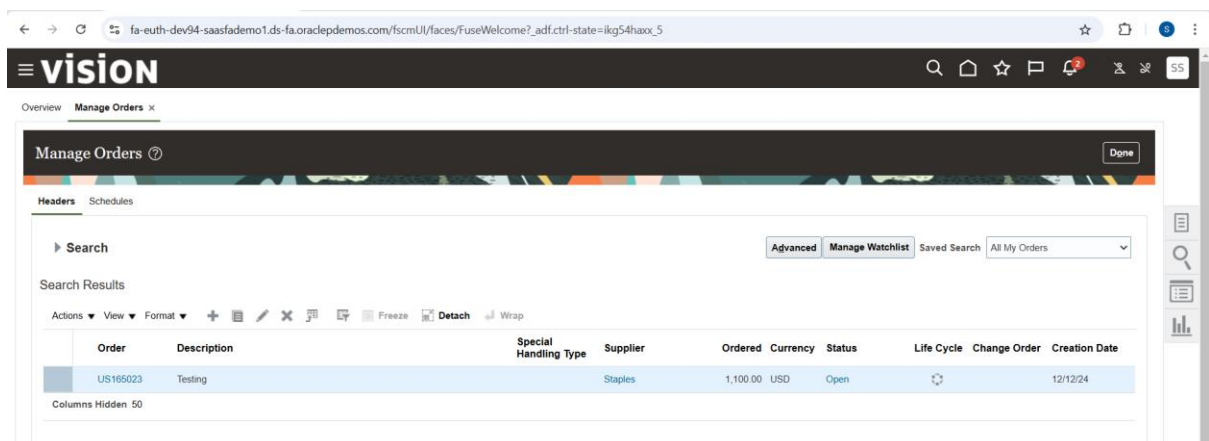
It is in open state, it means the PO got approved.

Click on the PO number in the above screen

Change the order:

Goto Actions> Edit

Here I am changing the quantity from 11 to 12

Creation Date 12/12/24
Checklist [   ] 🔍

Bill-to Location Seattle ▼
Default Ship-to Location Seattle ▼

Requisition PR20240002US
Agreement
Master Contract [   ] 🔍

Terms Notes and Attachments

Required Acknowledgment No ▼
Acknowledge Within Days [   ]
Payment Terms Net 30 ▼

Shipping Method UPS ▼
Freight Terms Buyer pays freight ▼
FOB Origin ▼

☐ Requires signature
— Buyer managed transportation
— Pay on receipt
☐ Confirming order

◢ Additional Information

Contract Type [   ] ▼
Contract Number [   ]
Eligible for Rebate? [ ] ▼

Lines Schedules Distributions

Actions ▼ View ▼ Format ▼ ✚ 📋 ✏️ ✖ 📑 📄 ▦ Freeze 🔲 Detach ⤢ Wrap

* Line	* Type	Edit	Item	* Description	* Category Name	Quantity	UOM	* Base Price	Price	Ordered	Location	Requester	Cha
1	Goods	✏️		Testing	Desktops	12	Ea	100.00	100.00	1,200.00	Seattle 🔍	student, scm10 🔍	

Columns Hidden 53

Overview   Manage Orders ✕   Purchase Order: US165023 ✕   **Edit Document (Purchase Order): US165023** ✕

Edit Change Order: 1 ⓘ

[Manage Approvals] [View Checklist] [Actions ▼] [Save ▼] [Submit] [Cancel]

Change Order 1
* Description [   ]
Overriding Approver [   ] 🔍
Creation Date 12/12/24

Status Incomplete
Amount Changed +100.00 USD

Initiating Party Buyer
Initiator ⚑scm10 student
Type Internal

Main Contract Terms

◢ General ⓘ

Procurement BU US1 Business Unit
Requisitioning BU US1 Business Unit
Sold-to Legal Entity US1 Legal Entity
Bill-to BU US1 Business Unit
Order US165023
Status Open
* Buyer ⚑student, scm10 ▼
Creation Date 12/12/24
Checklist [   ] 🔍

Supplier Staples
* Supplier Site Staples US1 ▼
Supplier Contact Jhee, Abe ▼
Additional Contact Email [   ]
Communication Method None ▼
Bill-to Location Seattle ▼
Default Ship-to Location Seattle 🔍

Currency USD
Ordered 1,200.00 USD
Total Tax 104.50 USD
Total 1,304.50 USD
Procurement Card
Description Testing
Requisition PR20240002US
Agreement

← → C 🔒 fa-euth-dev94-saasfademo1.ds-fa.oraclepdemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=ikg54haxx_5 ☆ ⊡ ⓢ ⋮

≡ **ViSiON**   🔍 ⌂ ☆ 🚩 🔔³ ⋈ ✂ SS

Overview   Manage Orders ✕   **Purchase Order: US165023** ✕

Purchase Order: US165023 ⓘ ★

[Confirmation popup] ... ▼ [Refresh] [Done]

Main

◢ General

Procurement BU US1 Business Unit
Requisitioning BU US1 Business Unit
Sold-to Legal Entity US1 Legal Entity
Bill-to BU US1 Business Unit
Order US165023
Status Open
Buyer ⚑scm10 student
Overriding Approver
Creation Date 12/12/24
Checklist

Supplier Staples
Supplier Site ⚑Staples US1
Supplier Contact ⚑Abe Jhee
Additional Contact Email
Communication Method None
Bill-to Location Seattle
Ship-to Location Seattle

Ordered 1,100.00 USD
Total Tax 104.50 USD
Total 1,204.50 USD
Description Testing
Requisition PR20240002US
Source Agreement
Negotiation
Supplier Order
Master Contract

Confirmation ✕
Change order 1 for document (Purchase Order) US165023 was submitted for approval.
[OK]

Order Life Cycle

Ordered ▬▬▬▬▬▬▬

0.0   0.4K   0.8K   1.2K
■ Amount (USD)

[View Details]

Terms Notes and Attachments

It got approved.

Duplicate the PO:-

The new PO number is created for the PO.

If you want to change anything , you can change.

Click on submit

PO is got approved.

View PDF:-

Click on view PDF, you can able to see the PO in Pdf format, we can sent to the supplier through e-mail about our request.

Purchase Order US165027

Purchase Order US165027

Supplier Details:

Company	Staples
Contact	Abe Jhee
Address	500 STAPLES DR
	FRAMINGHAM, MA 01702 MIDDLESEX

Submit your response to:

Company	US1 Legal Entity
Contact	scm10 student
Address	500 ORACLE PKWY
	REDWOOD CITY, CA 94065 SAN MATEO
Phone	1-650-555-5555
Fax	
E-mail	SCM10.STUDENT_euth-dev94@oraclepdemos.com

This document has important legal consequences. The information contained in this document is proprietary of US1 Legal Entity. It shall not be used, reproduced, or disclosed to others without he express and written consent of US1 Legal Entity.

This agreement between US1 Legal Entity and Staples is authorized for binding commitment. The parties hereto have read and executed this agreement as of the _____ day of _____, _____.

Order	US165027
Order Date	12-DEC-2024
Change Order	0
Change Order Date	12-DEC-2024
Revision	0
Ordered	1,200.00 USD

Sold To US1 Legal Entity
500 ORACLE PKWY
REDWOOD CITY, CA 94065 SAN MATEO

Supplier Staples
500 STAPLES DR
FRAMINGHAM, MA 01702 MIDDLESEX

Bill To US1 Business Unit
411 University Street
SEATTLE, WA 98101 King
UNITED STATES

Ship To

Notes USD = US Dollar

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	1260	Net 30	Buyer pays freight	Origin	

Confirm To			Deliver To Contact
scm10 student			scm10 student

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	Testing	100.00		Ea		
		Promised 12/15/24	12	Ea	1,200.00	☑
		Requested 12/15/24				

Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.

You are screen sharing   ⬛ Stop share

Line Total	1,200.00

You can able to see if any change orders are there for the PO.

Purchase Order US165023 Change Order 1

Supplier Details:

Company	Staples
Contact	Abe Jhee
Address	500 STAPLES DR
	FRAMINGHAM, MA 01702 MIDDLESEX

Submit your response to:

Company	US1 Legal Entity
Contact	scm10 student
Address	500 ORACLE PKWY
	REDWOOD CITY, CA 94065 SAN MATEO
Phone	1-650-555-5555
Fax	
E-mail	SCM10.STUDENT_euth-dev94@oraclepdemos.com

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This amendment supersedes the agreement US165023 and all its prior modifications. This agreement can be changed only by a signed agreement between the affected parties.

Testing

The parties hereto have read and executed this contract modification as of the _____day of _____, _____.

Purchase Order US165023 Change Order 1

Order	US165023
Order Date	12-DEC-2024
Change Order	1
Change Order Date	12-DEC-2024
Revision	1
Ordered	1,200.00 USD

Sold To   **US1 Legal Entity**
500 ORACLE PKWY
REDWOOD CITY, CA 94065 SAN MATEO

Supplier   **Staples**
500 STAPLES DR
FRAMINGHAM, MA 01702 MIDDLESEX

Bill To   **US1 Business Unit**
411 University Street
SEATTLE, WA 98101 King
UNITED STATES

Ship To

Notes USD = US Dollar

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	1260	**Net 30**	**Buyer pays freight**	**Origin**	

Confirm To			Deliver To Contact	
scm10 student			**scm10 student**	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	Testing	100.00		Ea		

We can able to see the change order number in the PDF.

Cancel the order:-

Navigation> Manage orders> re query the order> actions> cancel the document

It is in can cancel status.

Close: similarly, we can close the PO from the same navigation, and reopen as well.