



## Amending the Price on an Inventory Order

1. Via **PO Summary**, find and open the relevant order.
2. Check that the status of the order. If the purchase order already has the status of **Approved, Reserved** it needs to be unreserved before the price can be changed.

### If it is **Approved, Reserved**

- Click **Approve**. This will display the **Approve Details** tab, and the **Unreserved** box is ticked.
- Click **OK** and **OK** to any messages that display on the screen. The status will now be **Requires Reapproval**.

Purchase Order Summary to Purchase Orders - 1978108					
Operating Unit	Cambridge University	Created	28-NOV-2014 10:54:26		
PO, Rev	1978108 1	Type	Standard Purchase Order		
Supplier	STARLAB (U K) LTD	Site	MILTON KEYNES1	Contact	Markham, Joyce
Ship-To	KA	Bill To	KA Accounts Office 1	Currency	GBP
Buyer	DARLOW, Mrs. Rebecca	Status	Requires Reapproval	Total	14.00
Description	TEST FOR CHARLES				

Lines | Price Reference | Reference Documents | More | Agreement

3. Click into the **Price** field and amend accordingly.
4. Click **Approve** to put the order back through the approval process.
5. Tick the box for **Reserve** (depending on your approval limit you may need to forward it for approval again).
6. Click **OK** and **OK** again to the note box.
7. A message will display advising that a revised version of the document is being created. Click **OK**.
8. The status of the order will depend on whether you were able to approve or it was forwarded for approval.