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.

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.