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***
   - Select the **Tools** option at the top of the screen. Select **Unreserve**.
   - 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.