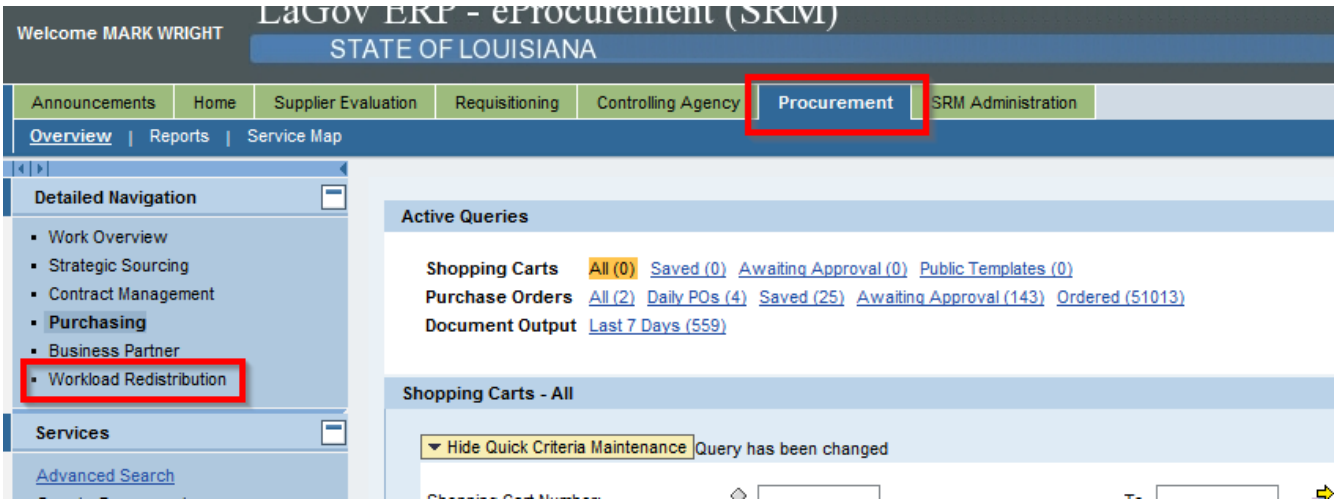
CHANGE PURCHASE ORDER PROCESSED BY OSP-PURCHASING

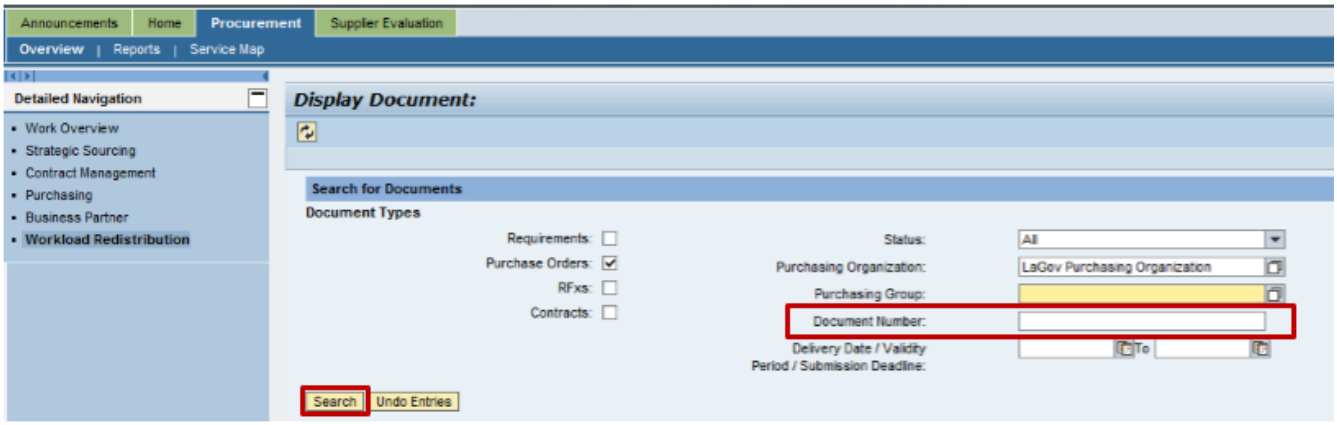
If it is necessary to make an accounting or other change to a Purchase Order that has been processed by the Office of State Procurement – Purchasing, and the PO will have an OSP Purchasing Group, use the following procedure.

Before a change can be made to the Purchase Order the Purchasing Group must be changed from OSP. Workload Redistribution is used to change to your purchasing group.

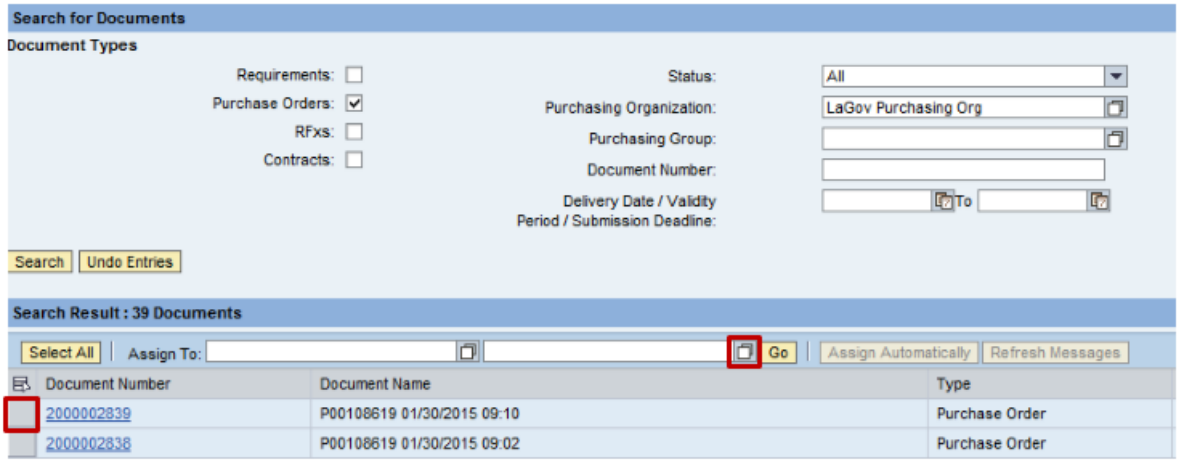
1. From the Procurement tab select Workload Redistribution under Detailed Navigation



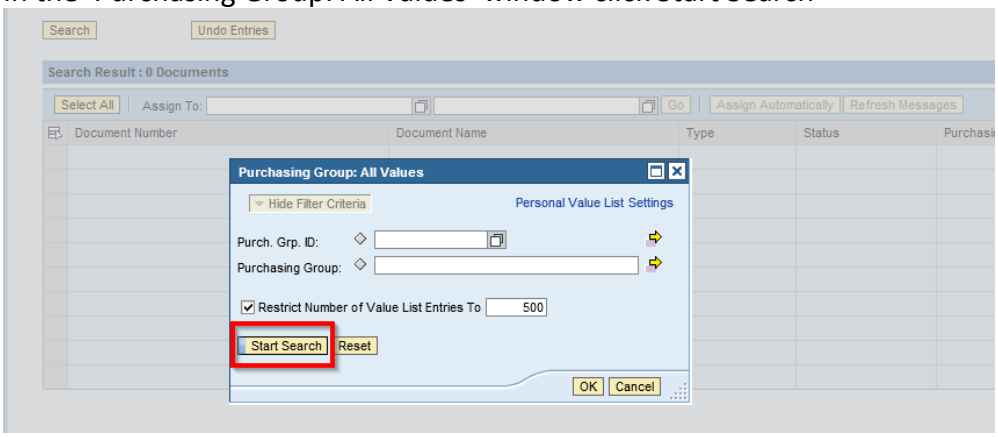
2. Select the Purchase Order checkbox. Your Purchasing Group will default to the Purchasing Group field. Delete your purchasing group from this field. Enter the document number to be changed in the Document Number field and click Search.



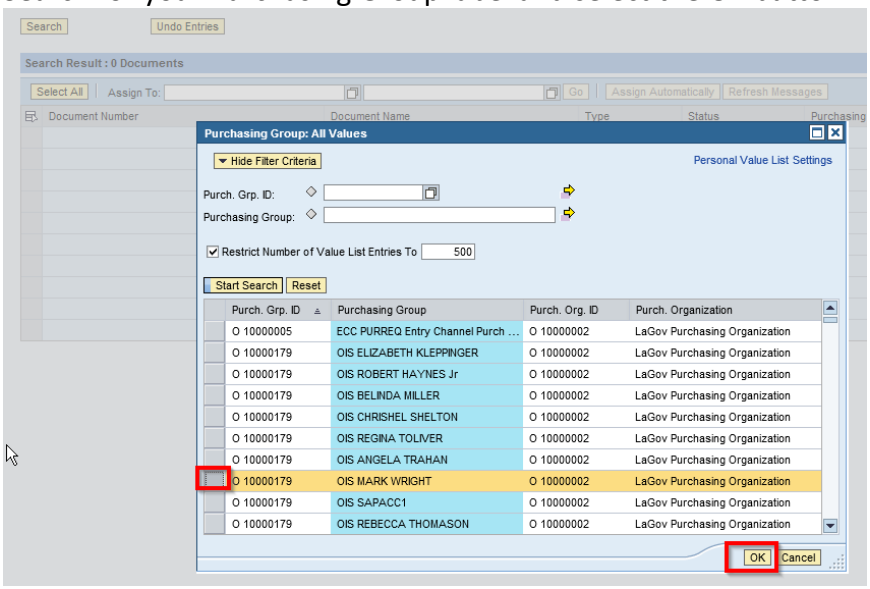
3. From the search results select the document by clicking the gray box to the left of the document number then click the matchcode search icon shown to select the your P-Group.



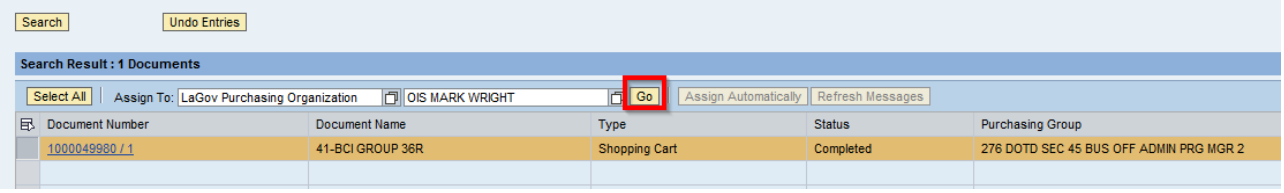
4. In the 'Purchasing Group: All Values' window click Start Search



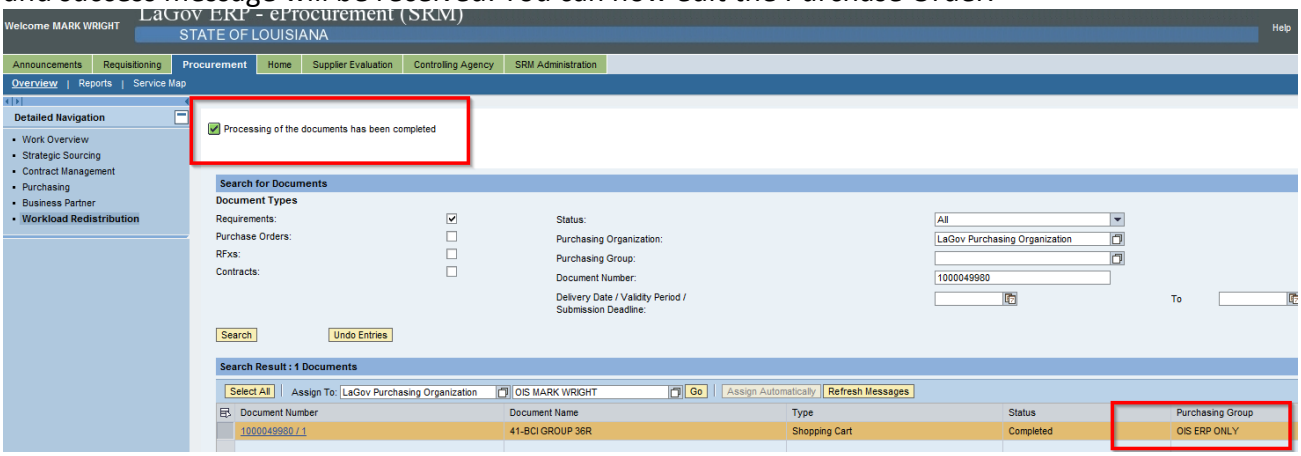
5. Search for your Purchasing Group label and select the OK button.



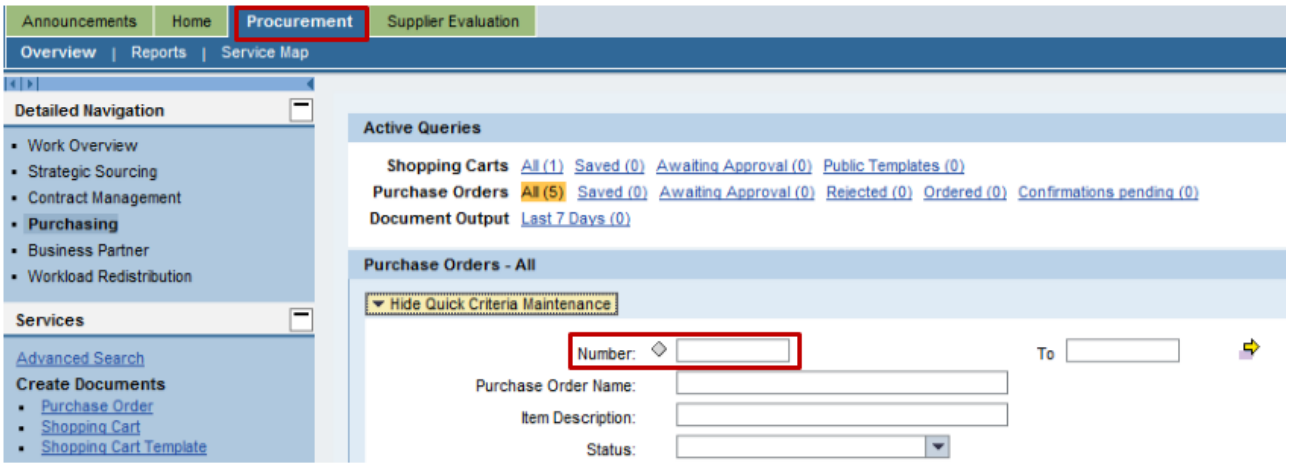
6. Next, click the 'Go' button as shown below

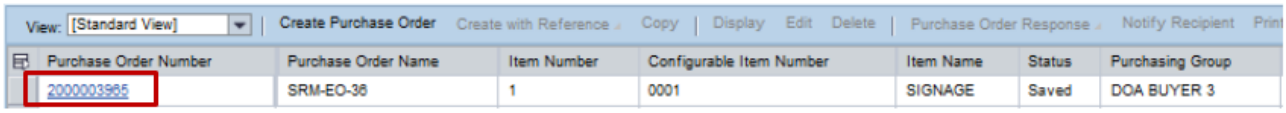


7. If processing is successful the Purchasing Group column will be updated with your Purchasing Group and success message will be received. You can now edit the Purchase Order.



8. Next, search for the Purchase Order under the Procurement tab by selecting the Purchasing item. Search for the PO by entering the PO Number in the Quick Criteria Maintenance and clicking the Apply button. Click on the PO number to open the PO and make necessary changes.





9. In the open PO, click on the Edit button and make desired changes.

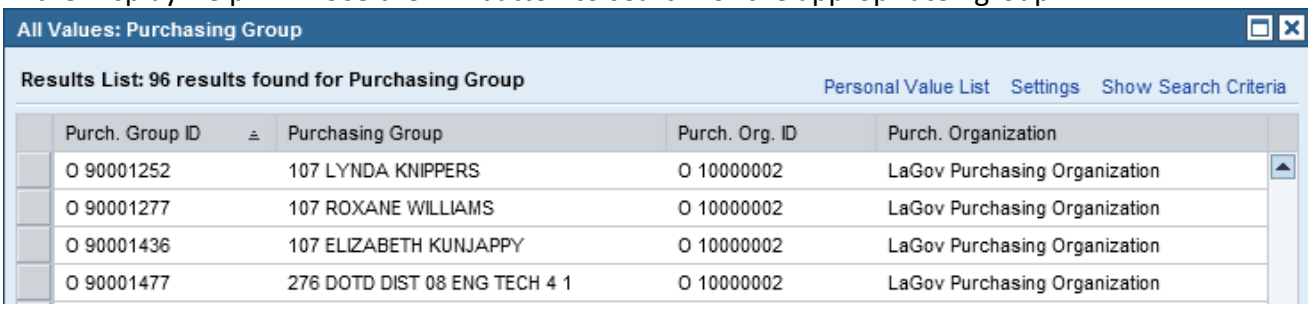
10. A hard stop error message will be displayed.

    PO previously processed by OSP. Click here for further instructions: – Display Help

    The Purchasing Group must be changed to OSP prior to ordering the PO. **IMPORTANT! The Purchasing Group should NOT be changed to OSP until all PO edits have been made and you are ready to order the PO.** To display the OSP Purchasing Group click – Display Help .

    ***Tip:** You can *save* changes to the Purchase Order without changing the Purchasing Group to OSP, however, saving the PO after changing the Purchasing Group to OSP will prevent any further changes from being made.

11. After all desired changes have been made, change the Purchasing Group according to the instructions in the Display Help link. Use the button to search for the appropriate Pgroup.



12. After all changes have been made and the Purchasing Group has been changed back to OSP, click Order.