The **Purchase Order main page** is divided into three sections:

1. **Section above the Header**
2. **Header**
3. **Lines**

### Section above the Header

- **PO Status:** Purchase Order should be in “Dispatched” or “Pending Approval” status before a change order is prepared.

- **Change Order icon:** Should always be selected at the start of the change order process. Creates a revision sequence number, opens fields to change on the PO, and tracks changes made.

- **Finalize document icon:** Should always be selected immediately after the change order icon. Finalizes all referenced requisitions for the PO and prevents a new pre-encumbrance or PO from being created.

- **Cancel PO icon:** Cancels the purchase order; no further action (including payments to the vendor) can be taken.
Header section

- **Dispatch Method:**
  - First; determine whether the PO change needs to be sent to the vendor.
  - **email** – select to send PO information to the vendor (if your vendor does not accept email, see “Print or Email PO Change Order” UPK for additional instructions).
  - **print** – select when you do NOT want to send PO information to the vendor.
  - Do **not use fax, edx or phone** options for change orders.

- **Add Comments:**
  - Comments should be added at the Header level.
  - Format: date/name/action and reason.
  - Although comments may be added at the Schedule line, best practice is to add comments at the PO Header to centralize all comments related to a purchase order and any subsequent changes.

Lines section

- **Details tab** -- used to make changes to the PO Quantity or Price.
- **Schedule icon** -- used to navigate to additional change order options.

Schedules section – accessed via the Schedule icon on the Details tab

Schedule section displays multiple icons that are used to navigate to other areas to prepare changes:

- **Distribution/Chartfield** – change chartstring information.
- **Sched Sales/Use Tax** – change sales or use tax.
- **Miscellaneous Charges** – Not used.
- **Value Adjustment** – Not used.