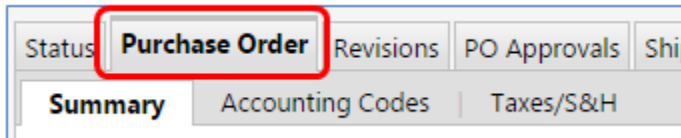## Finalize a Purchase Order Revision

From within a purchase order you wish to revise:

1.  Select the **Purchase Orders** tab from within the individual transaction.

    

2.  Locate the field you wish to change/update. Select the *Edit* icon next to the field you wish to initiate a change.

    > To change quantity or price of a requisition line item entered on a form, click the item description to access the originating form.

3.  If making changes from within a form, select the *Save* option from the the **Available Actions** dropdown menu and then select **Go**. Once the changes have been saved, select the **Close** option and then select **Go**.
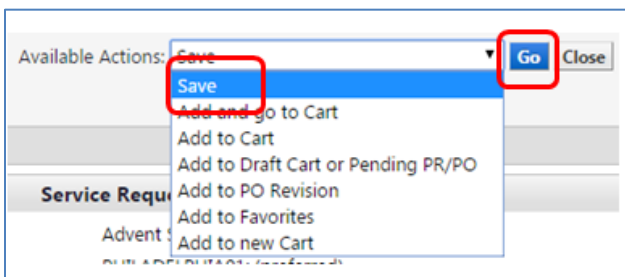
    

4.  Once the appropriate revisions have been made, select **Finalize Revision** and select **Go** in the **Available Actions** drop down box.
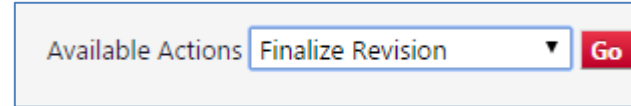
    

5.  Specify a reason for the revision, then select **Save** and close the window.
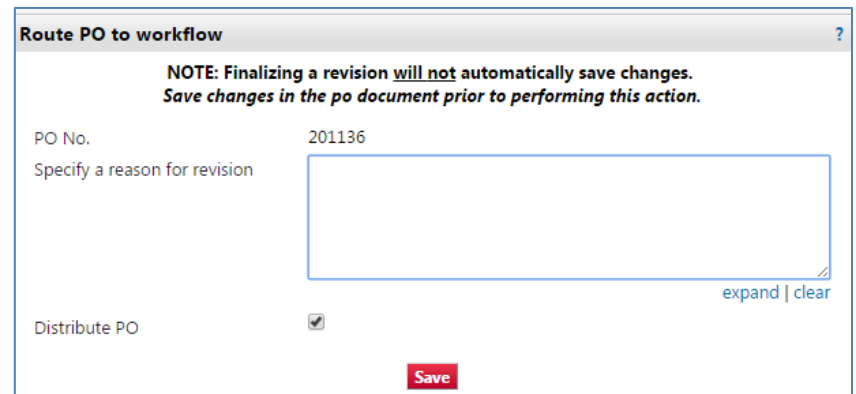
    

    > In most cases, distributing a change order purchase order to the supplier is not recommended, however, if you want the change order to automatically send, leave the **Distribute PO** box checked.

6.  After several moments, the RU MarketPlace will complete the revision and you will see new purchase order number at the top.

    | Purchase Order Number | **201136 Revision 1** |
    |---|---|

# Cornerstone
*Transforming the Way We Work at Rutgers*