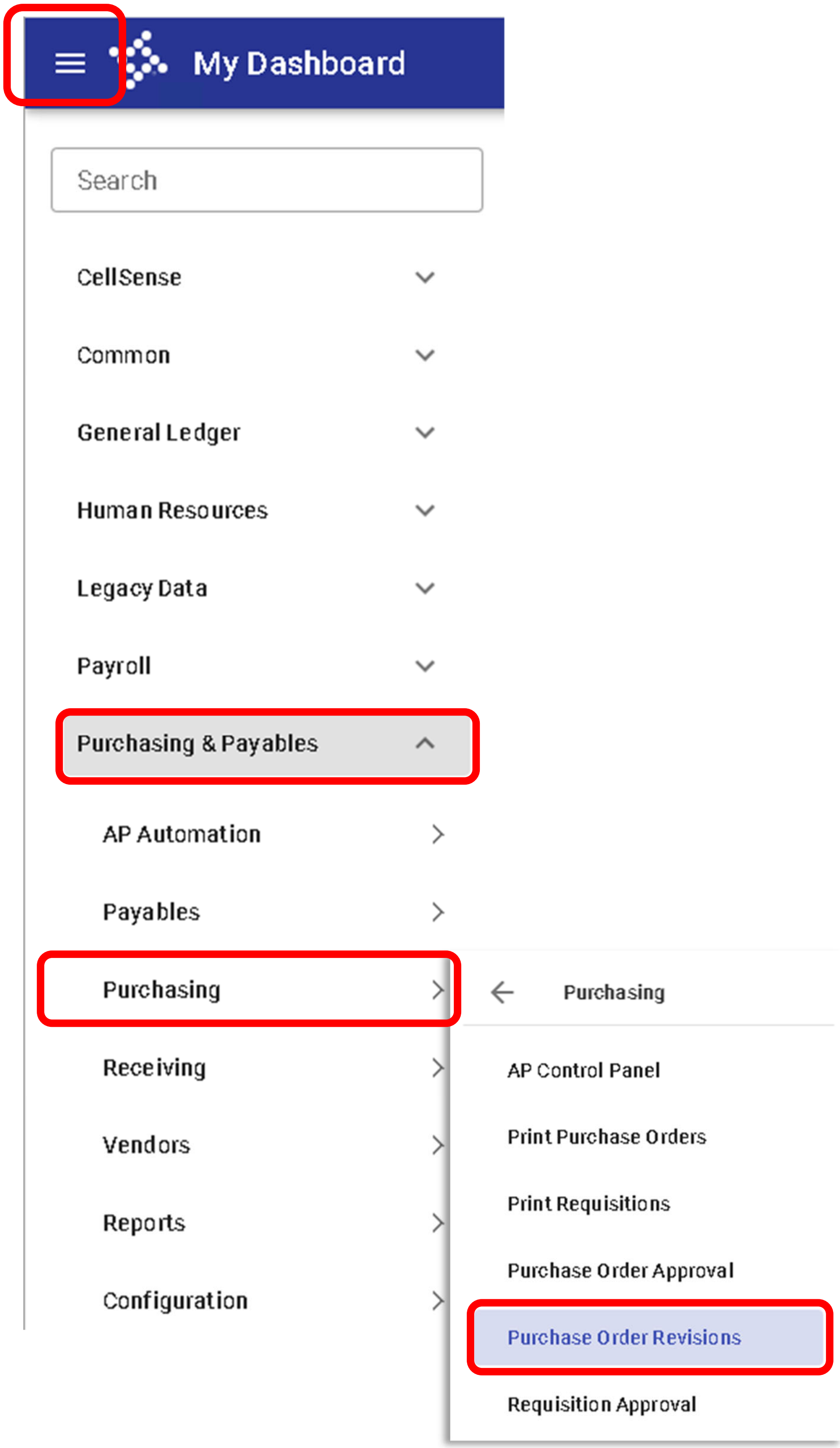
iVisions
Revising Purchase Orders

1. From your Dashboard click on the three horizontal lines to the left of “My Dashboard” to navigate to Purchasing & Payables → Purchasing → Purchase Order Revisions



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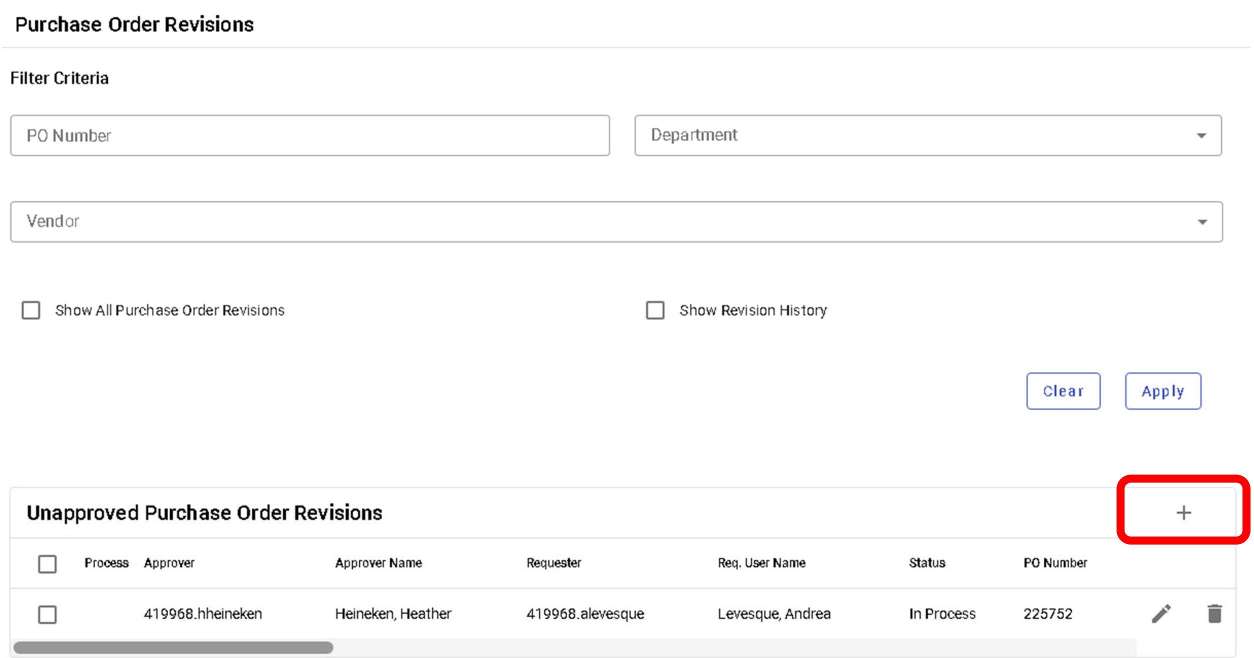
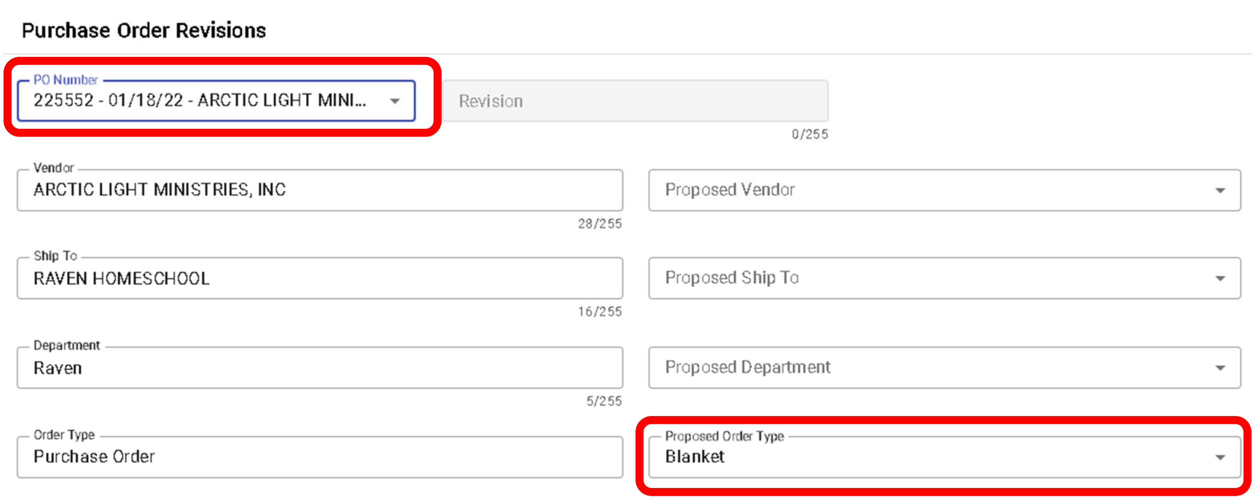
2. On the revision screen, halfway down and to the right of “Unapproved Purchase Order Revisions” click on the Plus symbol



3. The system automatically defaults the proposed revision to be a Blanket purchase order. Make sure to clear out this field unless you are really wanting to change the order type to Blanket.

4. In the PO Number field, after clicking on the drop down arrow, you will need to scroll through the list to find the Purchase Order you want to revise.



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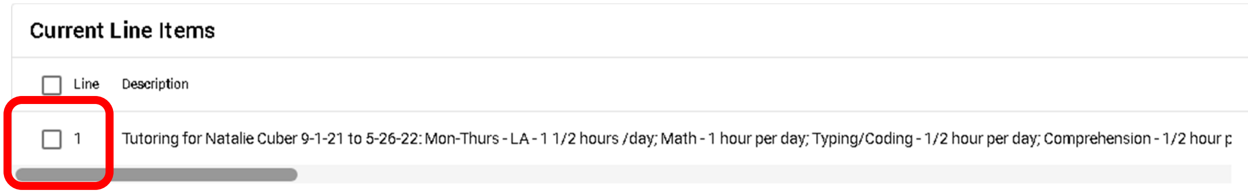
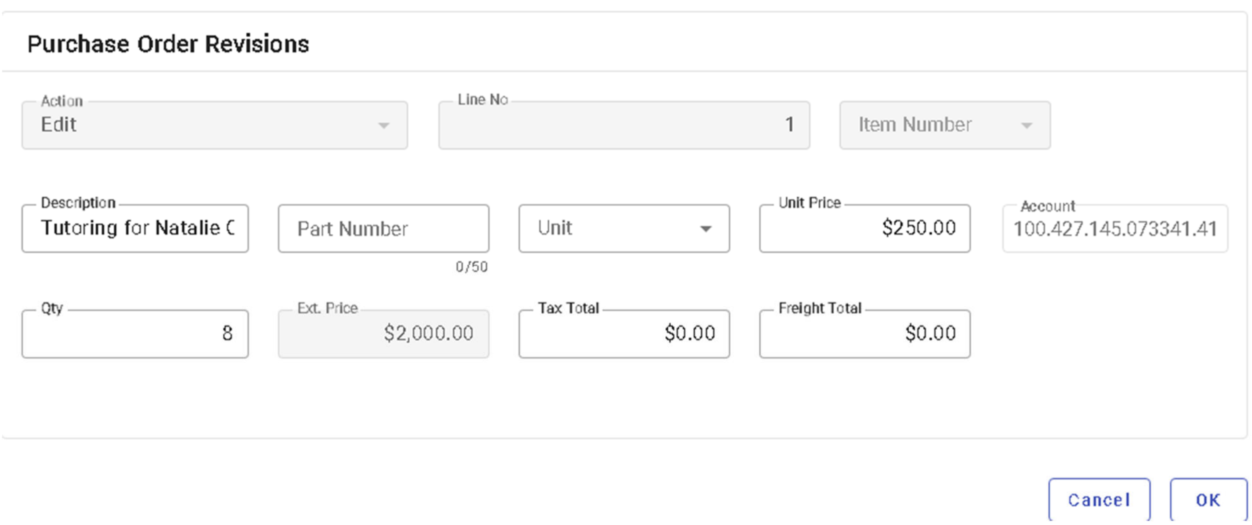
5. Once you select the Purchase Order, the fields will be populated with the details of the original order. You can make changes to the header details or the line details. To revise a line in the purchase order click in the box next to the line number you want to edit.



6. At the top, right corner of your window click on the three vertical dots to select the action you want to take with that line item → Add New Line, Edit Existing Line, Delete Existing Line or Split Fund.

7. A new window will open with options to…
    a. Add New Line
    b. Edit Existing Line
    c. Delete Existing Line
    d. Split Fund



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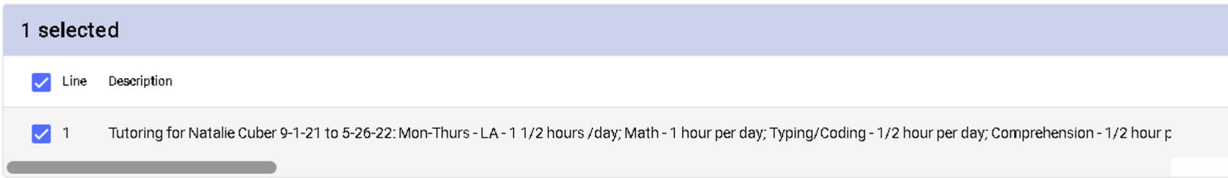
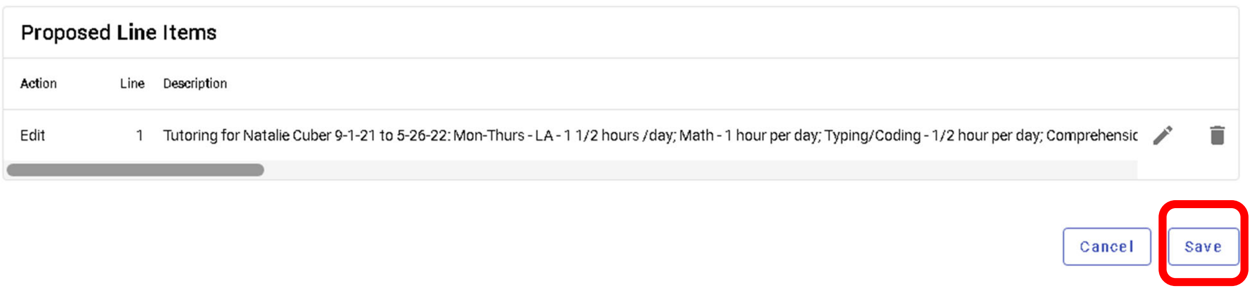
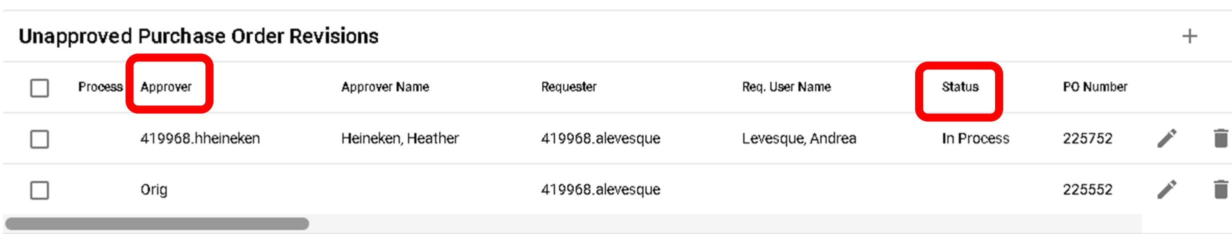
8. Once your changes are complete in this window, click OK. On the screen you'll now see the original line and the Proposed Line Item below that. If no more adjustments are needed you can click the Save button.





9. On the main Purchase Order Revisions window, you'll see any revisions you've created and where they are in the approval process.



10. To submit your revision into the approval workflow you'll need to go to your dashboard to submit it. A quick way to get back to your dashboard is to click the iVisions logo on the top left of your title bar.

11. Under your Smart Cards section, expand the Purchase Order Revisions header and locate the PO you revised that needs to be submitted. Click on the Green Checkmark to submit the revision into the approval workflow.
    a. To open up a window showing all revisions in your queue, click on the paper with a magnifying glass icon.