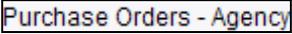
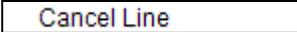


## Revising a Procurement Document Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Purchase Orders - Agency</b> link. 
4.	Click the <b>Work with Purchase Order</b> link. 
5.	Narrow search for the Procurement Document to revise using the <b>Order Filters, Order Type Filters</b> and the Query by Example (QBE) line. 
6.	Once filtering data is entered, click the <b>Find</b> button. 
7.	Select the Radio button on a row in the grid that contains the Procurement Document to be revised. 
8.	Click the <b>Select</b> button. 
9.	<p><b>Order Header</b></p> <p>Modify information on the Order Header as needed.</p> <p><i>Note:</i> Changes to the Order Header do not automatically update on the Detail Lines. To populate ALL information from the Order Header to the Order Detail Lines, click <b>Form, Header to Detail, Populate</b>.</p> <p>Review the Detail lines to ensure the information is correct.</p> <p><i>Note::</i> Information from the Order Header will NOT populate to Detail lines that are cancelled or closed (Status = 999).</p>
10.	<p><b>Additional Properties</b></p> <p>Update data in the Additional Properties fields as needed.</p>
11.	Click the <b>Category Codes</b> tab. 

Step	Action
12.	<p><b>Category Codes</b></p> <p>Update fields as needed.</p>
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p><b>Order Detail</b></p> <p>Modify or add detail line(s) as required. Any change(s) will update the revision number on the purchasing document.</p>
15.	<p>To Cancel a line on the Procurement Document, select the radio button on the Row to be cancelled.</p> 
16.	<p>Click the <b>Row</b> button.</p> 
17.	<p>Click the <b>Cancel Line</b> menu.</p> 
18.	<p>Note the row that was cancelled now has lines through it and the statuses for the cancelled line are 980 - 999.</p>
19.	<p>To cancel all lines on a Purchase Order, click <b>Form, Cancel Order</b></p>
20.	<p><b>Line Defaults</b></p> <p>Functionality can be used to add new lines to the Procurement Document.</p>
21.	<p>Click the <b>OK</b> button.</p> 
22.	<p>Information entered in the Text Attachment is tied to the Revision. Click in the field.</p>
23.	<p>Enter details on revision(s) made to the document.</p> <p>Include the date of the change and your initials. (Ex. 9/18/06 – LM)</p>
24.	<p>Click the <b>OK</b> button.</p> 
25.	<p>Click the <b>Close</b> button.</p> 
26.	<p><b>End of Procedure.</b></p>