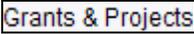
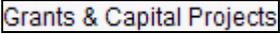
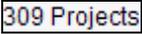
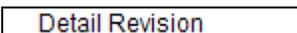
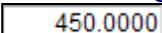


Modify the Purchase Order Release (X3) to Facilitate Partial Receipts

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Grants & Projects link. 
3.	Click the Grants & Capital Projects link. 
4.	Click the 309 Projects link. 
5.	Click the Revise Spec Order Release (X3) link. 
6.	Enter the order number into the Order Number field.
7.	Click the Find button. 
8.	Click the Row button. 
9.	Click the Detail Revision menu. 
10.	Click in the Quantity Ordered field. 
11.	Enter the unit cost into the Quantity Ordered field.
12.	Click in the Unit Cost field. 
13.	Enter "1" into the Unit Cost field.
14.	Click the OK button. 
15.	Click in the text window field.
16.	Enter the reason for the change into the text window field.
17.	Click the OK button. 
18.	Click the Close button. 
19.	You have successfully completed this lesson. End of Procedure.

