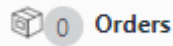


# ◇ Modifying Placed Orders ◇

If your order has not yet been released, you may modify the placed order to change the items requested or update/correct the text entered in the required fields (such as the FOAP, room number, etc.). If you are removing, adding, or changing the items you are requesting, you must complete a new Requisition form and attach new backup, as your Dean and VP must review the new items being ordered. If you are updating the field information for your order, you may simply replace the backup with the updated order details.

## Step 1 | Access Your Order History



Click on the first button in the top navigation bar to open up your order history. In your order history, click on the blue order number that relates to the order you wish to modify.

| <input type="checkbox"/> | Order #         | Order Date | Ordered By     |
|--------------------------|-----------------|------------|----------------|
| <input type="checkbox"/> | 200910771-001 P | 09/23/2021 | THOMAS ROTHMAN |

## Step 2 | Opening the Modify Order Page

Near the bottom of the Order Detail page, click on the blue text that says “**Modify Order.**”

Workflow Status

| Approver                          | Status               | Details | Comments |
|-----------------------------------|----------------------|---------|----------|
| <input type="radio"/> ALESIA HIGH | Pending Release from | -       |          |

---

| ORDER NUMBER                 | STATUS                | APPROVER    |  | TOTAL          |
|------------------------------|-----------------------|-------------|--|----------------|
| 200910771-001 - Parent Order | Held for Restrictions | ALESIA HIGH |  | <b>\$15.31</b> |

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|  | PRICE                 | QUANTITY | BACK ORDER | SHIPPED | TOTAL          |
|--|-----------------------|----------|------------|---------|----------------|
|  | <b>\$13.89</b> / pack | 1        | 0          | 0       | <b>\$13.89</b> |

Pentel R.S.V.P. Super RT Retractable Ballpoint Pen - 1 mm Pen Point Size - Retractable - Translucent Barrel - 8 / Pack  
Item #9838460  
COMMENTS:  
 Delivery only

---

|               |         |
|---------------|---------|
| Subtotal:     | \$13.89 |
| Delivery Fee: | \$0.00  |
| Adjustments:  | \$0.00  |
| Taxes:        | \$1.42  |
| Total:        | \$15.31 |

Cancel Order | **Modify Order**


### Step 3 | Modify Your Order

Once you've selected to modify an order, the items in that order will be moved to your shopping cart. This will allow you to remove or add items in your cart, which will update the order. The fields related to your order details will also become editable, allowing you to change the values you've entered if information needs to be corrected.

#### Changing Items

You'll notice that by modifying an order, the items have been placed back in your cart.



You may click on this button  , then click **"View Cart"** to pull up your shopping cart. On this page, you can either remove any unwanted items, update the desired quantity, or use the search bar to look up new items to add. Once you've made your changes, click on **"Checkout"** to get ready to re-submit your order.

| Order Summary          |                |
|------------------------|----------------|
| Subtotal               | \$17.97        |
| Estimated Tax          | \$1.84         |
| Estimated Delivery     | <b>FREE</b>    |
| <b>Total (2 Items)</b> | <b>\$19.81</b> |

[Checkout](#)

#### Correcting Information

In the example below, the order was previously placed with an incorrect account code. Clicking on **"Modify Order"** allows these fields to be updated so that information can be corrected. This information is important, as it will dictate where District records these expenses. The FOAPs shown below are for sample purposes only.

#### Account information

\* FUNDORG

103001-31100

\* ACTPRGM

1111-671000

\* ROOM #

1689

Make these my default values, if permitted

#### Account information

\* FUNDORG

103001-31100

\* ACTPRGM

4301-671000

\* ROOM #

1689

Make these my default values, if permitted






## Step 4 | Submit Your Changes

Once you've finished updating your cart, review your order one more time to ensure all items have been modified and all fields are correctly filled out. This information is imperative to ensure that your order is delivered to the appropriate location and recorded appropriately in your budget.

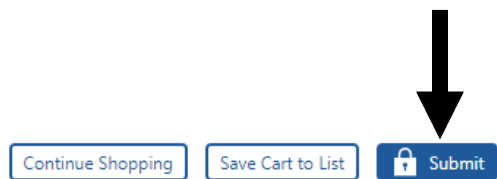
If everything looks good, click on the blue **“Submit”** button to re-place your order, pending approval.

Delivery order : # 200910771-001

Estimated delivery 09/24/2021

|   |   | Price             | Qty. | Total   | Remove Item              |
|---|---|-------------------|------|---------|--------------------------|
|  | Pentel R.S.V.P. Super RT Retractable Ballpoint Pen - 1 mm Pen Point<br>Size - Retractable - Translucent Barrel - 8 / Pack<br>Item # PENBX480BP8M Entered Item # 9838460                                   | \$13.89<br>/ pack | 1    | \$13.89 | <input type="checkbox"/> |
|  | Office Depot® Brand Wood Pencils, #2 Lead, Medium, Pack of 72<br>Item # 0825488 Entered Item # 825488<br><br> Best Value | \$4.08<br>/ pack  | 1    | \$4.08  | <input type="checkbox"/> |

|              |                |
|--------------|----------------|
| Subtotal     | \$17.97        |
| Delivery fee | FREE           |
| Adjustments  | \$0.00         |
| Taxes        | \$1.84         |
| <b>Total</b> | <b>\$19.81</b> |



Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#).

## Step 5 | Update Your PDF Packet

Before closing out the window, be sure to save the updated Order Detail page as a PDF. This page will need to be added to your requisition in place of the old and outdated backup.

If you changed the items you are ordering, you will need to fill out a new Requisition form and submit it to your supervisor/Dean for approval. You may not add items to your order without your supervisor/Dean reviewing the new items and signing off. If you only changed field information relating to your order, you may simply replace the existing order backup attached to your requisition with this new backup.

### Saving the Page as a PDF

While on the Order Detail page (the page after clicking the **“Submit”** button), press **Ctrl + P** or click on **“Print This Page”** to open your browser's printing menu. Then, change your printer to **“PDF,” “Save as PDF,”** or **“Print to PDF”** to convert the webpage into a PDF file.

- Click on **Print This Page** to open the printing menu.

Home / **Thank you**

Thank you for your order! Please print this page for your records.

[Print This Page](#)



### Your Order has been placed on Hold pending approval.

You will receive an order confirmation email shortly. Please save this email for your records. Your Account Billing will be charged when the order ships.

### Shipment Summary

**Shipment 1**      Order Number: 200910771-001      Estimated Arrival By: 09/27/2021      [View Order Details](#)

### My Account

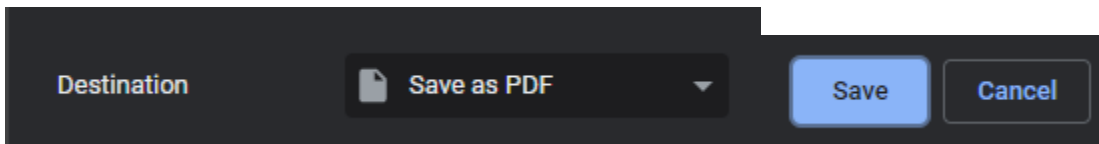
[View Order Details for This Order](#)  
[Print Order](#)  
[View Your Order History](#)  
[View Your Account Information](#)  
[Reorder](#)

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

### Order Information

**Account #:** 26212104      **FUNDORG:** 103001-31100  
**Your Order Number is:** 200910771      **ACTPRGM:** 4301-671000

- Next, change the printer/destination to **“PDF”** and click **“Save”** or **“Print.”**



- Lastly, rename the file to a file-name of your choosing and save it in an easy-to-find location on your computer. You will need to navigate to this location to update the backup in your PDF requisition file.

