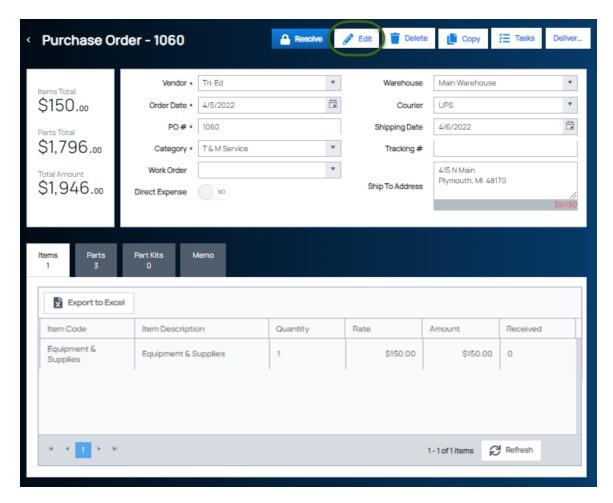
Edit a Purchase Order

Last Modified on 04/27/2022 7:37 pm EDT

Both open and resolved purchase orders may be edited. A purchase order may be edited from the vendor record, or from the Open Purchase Order list.

Once the purchase order is displayed, click on the Edit button at the upper right of the page.



The Purchase Order is now in edit mode. Users may change information on parts or items, add new items or parts, or delete items or parts. When finished making changes, click the Save button at the upper right of the Purchase Order page.

