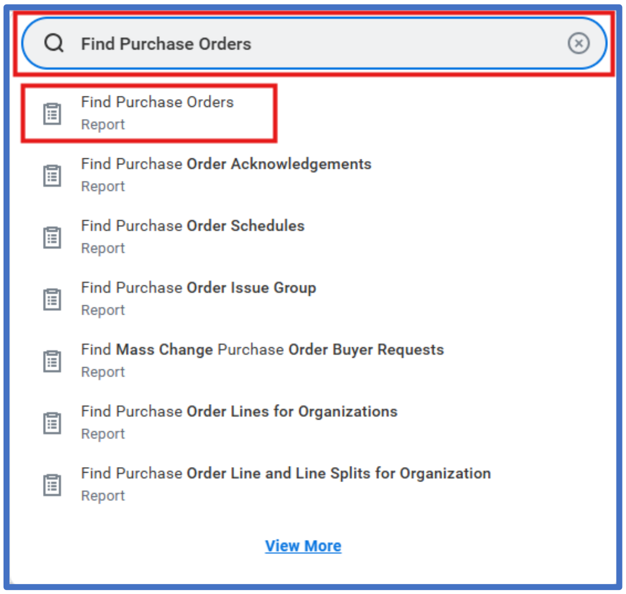
ERP Job Aid
RI Enterprise Resource Planning

Find Change Orders or Amendments in Process

Contents

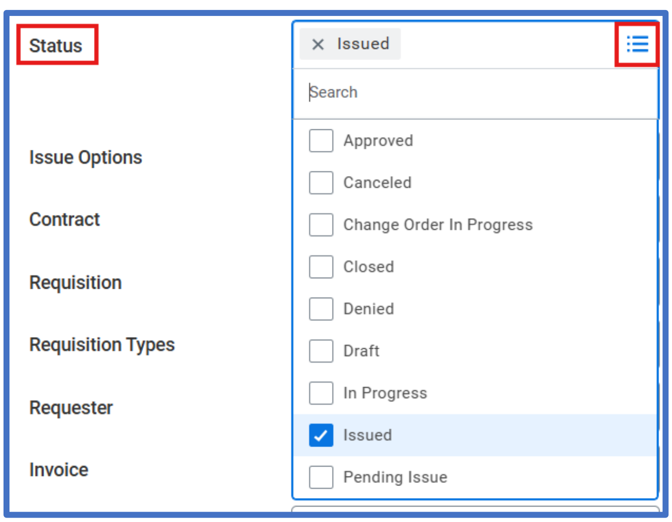
Find Change Orders in Process:

1. Using the ERP search bar, type **Find Purchase Orders** and select the report.

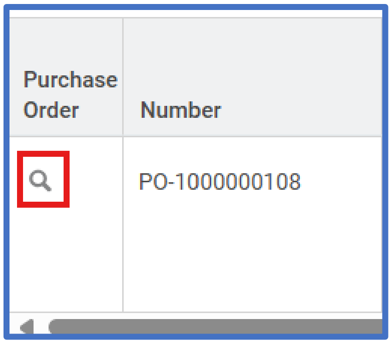


2. Use the Find Purchase Orders reports filters to refine your search.
    a. Enter **Company**
    b. Change the **Document Date On or After** field to the year 1900 to receive all results.
    c. Select the menu icon in the Status field to select **Change Order in Progress.**
    d. Add additional filters as necessary and select **OK**.

(**Note**: *Alternatively, To find a specific* ***Purchase Order****, enter the* ***Purchase Order Number*** *in the* ***ERP Search bar*** *and select the hyperlink to open the Purchase Order.)*

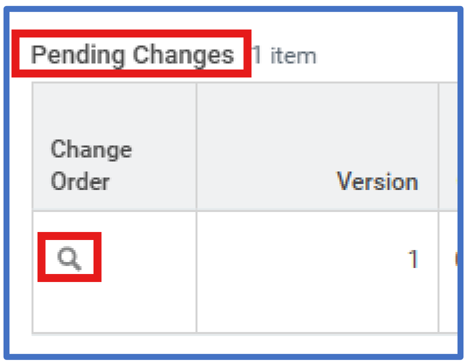


3. Locate the Purchase Order you are searching for. Select the **magnifying glass** icon to view the Purchase Order.

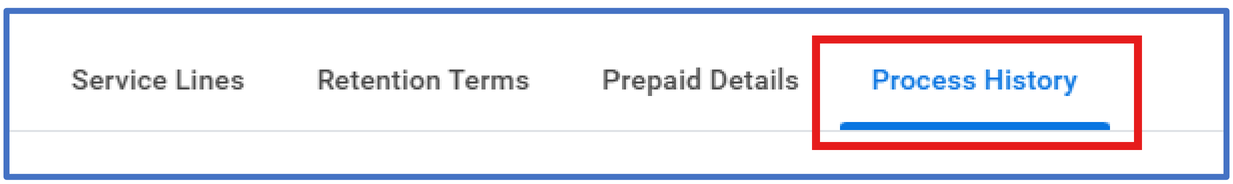


4. Scroll down the page and select the **Version History** tab.
5. Under the heading **Pending Changes** and **Change Order**, select the magnifying glass.

(**Note**: *The refreshed page will show you the Change Order.)*

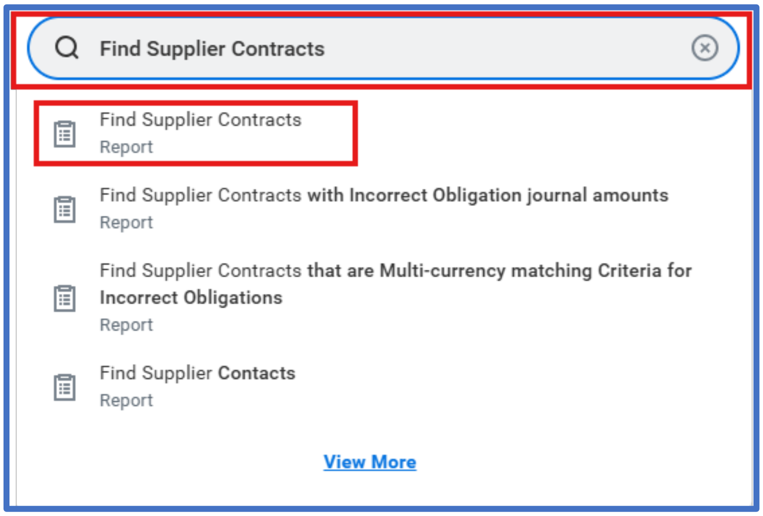


6. To view the approval history, scroll down the page and select the **Process History** tab.



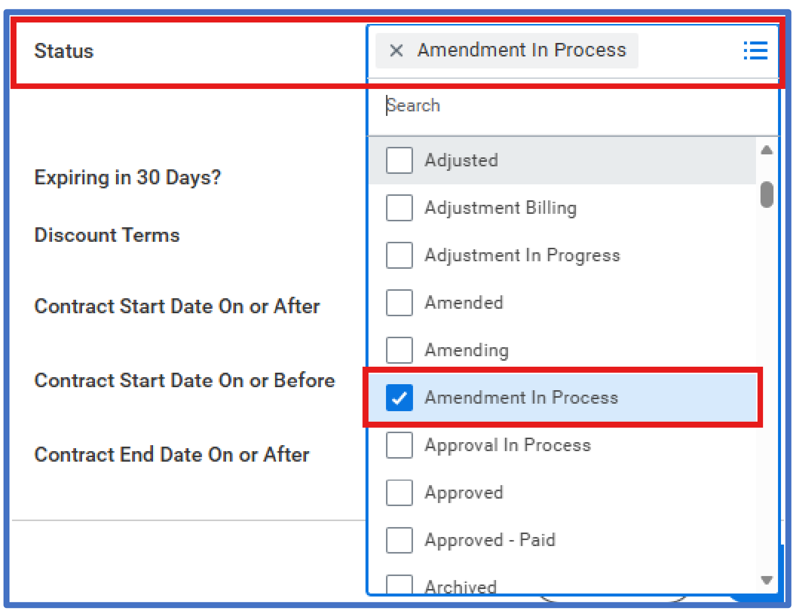
Find Amendments in Process:

1. Using the ERP search bar, type **Find Supplier Contracts** and select the report.

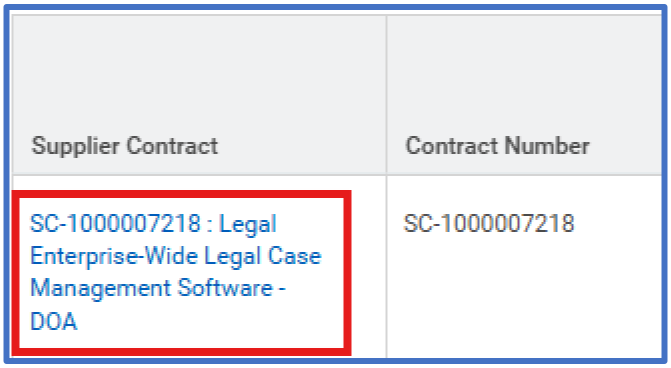


2. Use the Find Supplier Contracts reports filters to refine your search.
    a. Enter **Company**
    b. Select the menu icon in the Status field to select **Amendment in Progress.**
    c. Add additional filters as necessary and select **OK**.

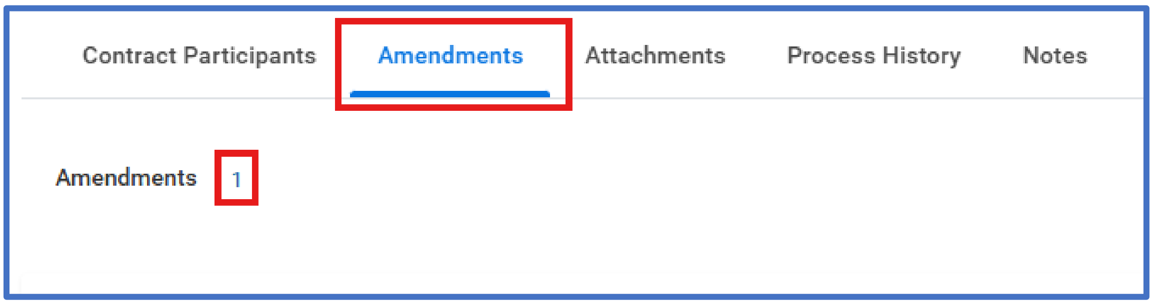
(**Note**: *Alternatively, To find a specific* ***Supplier Contract****, enter the* ***Supplier Contract Number*** *in the* ***ERP Search bar*** *and select the hyperlink to open the Supplier Contract.)*



3. Locate the Supplier Contract you are searching for. Select the **Supplier Contract Title** to view the Supplier Contract.



4. Scroll down the page and select the **Amendments** tab.
5. Select the hyperlink number.



6. Select the magnifying glass to view the Amendment.

(**Note**: *The refreshed page will show you the Amendment.)*

7. To view the approval history, scroll down the page and select the **Process History** tab.