

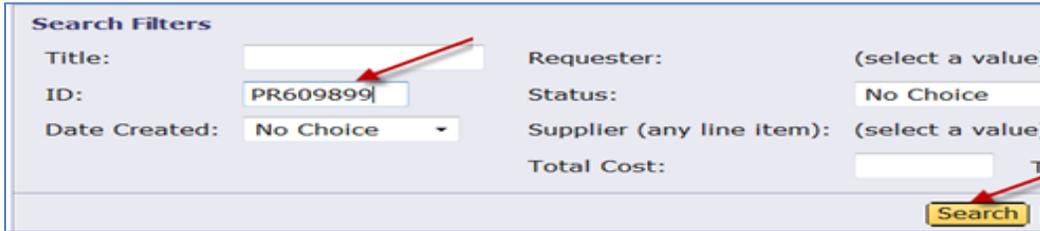
## PUNCHOUT CHANGE ORDER INSTRUCTIONS

**\*\*Please note: Change orders cannot be created once the PO has gone to "picking" process in the warehouse.**

1. Log into eVA
2. From the 'My Home' tab, click 'Search', then 'Requisition'



3. Enter the requisition number in the 'ID' field, click 'Search'



**Search Filters**

Title:  Requester: (select a value)

ID:  Status: No Choice

Date Created: No Choice Supplier (any line item): (select a value)

Total Cost:  T

4. Click on the requisition number link to open



ID:  Status: N

Date Created: No Choice Supplier (any line item): (s

**Search Results** Found 1 Item

<input type="checkbox"/>	Type	ID	Title	Status
<input type="checkbox"/>		<a href="#">PR609899</a>	Test VDC punchout	Ordered

5. Click the 'Change' button



**eVA** My Home My Orders/My UPs My Approvals My

Create Search Manage Recent Preferences

### PR609899 - Test VDC punchout

6. To make a change to an existing item, click the check box next to the item, then click 'Edit' or 'Add from Catalog' if you want to add more items



For Change Order: Yes

**Line Items** (1)

<input checked="" type="checkbox"/>	No.	Type	Solicit	Description
<input checked="" type="checkbox"/>	1		<input type="checkbox"/>	PANCAKE MIX BUTTERMILK 6/5# <a href="#">PANCAKE MIX BUTTERMILK 6/5#</a>

## **PUNCHOUT CHANGE ORDER INSTRUCTIONS**

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- Once item displays, scroll down and click on 'Edit' this Punchout Catalog Item' link to be taken to the PunchOut Catalog

PR609899-V2: Test VDC punchout OK Cancel

**LINE ITEM DETAILS**

No.: 1  
Description: PANCAKE MIX BUTTERMILK 6/5#  
Supplier Part Number: 911978  
Qty: 1  
Price: \$22.76000 USD  
Location: [VDC - VIRGINIA DISTRIBUTION CENTER](#)

[Edit this Punchout Catalog Item](#)

- To delete a product, enter 0 (zero) in the quantity field for the item to delete and tab to load
- To add products, go to the last page of the order and enter the new product in the next open product field, tab to quantity field and enter the quantity to order, and tab to load

**ORDER ENTRY**

Order Number: 386

New Order Advanced Search Customer Details

Product	Description	PacSiz	UM	Qty	Price	Ext
<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y	<input type="checkbox"/> Y			
911978	PANCAKE MIX BUTTERMILK 6/5#	1/6/5 LB	CS	1	\$22.76	\$22.76
				0.00		

1  
Page 1 of 1 items 1 to 2 of 2

- Check out to take the changes back to eVA and finish the process
- Once back at eVA, click 'Submit' to submit the changes

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PR609899-V2: Test VDC punchout Prev Submit

Review your requisition, make changes as necessary, and submit the request for approval.