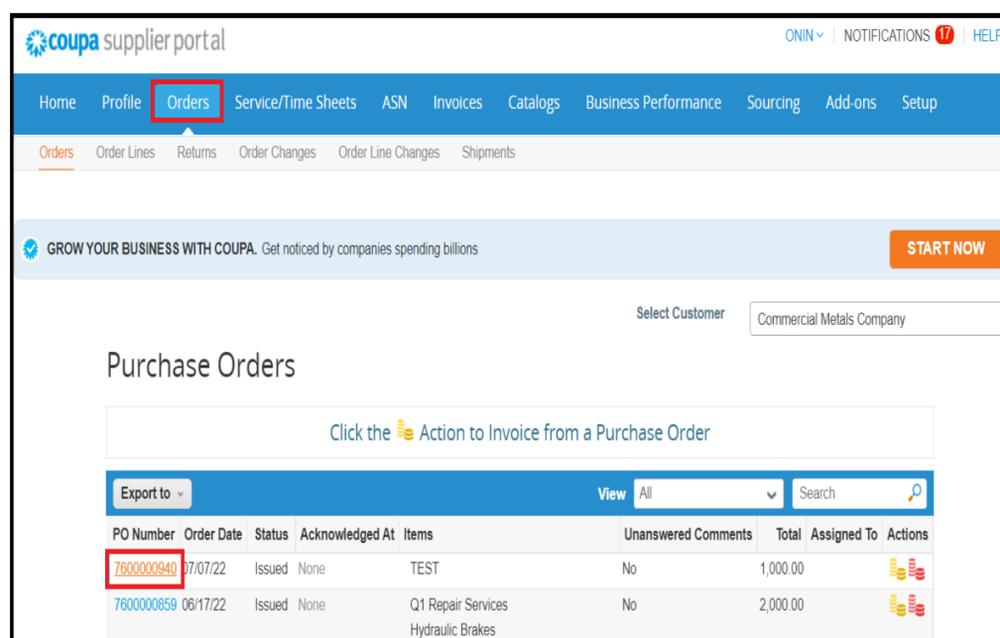


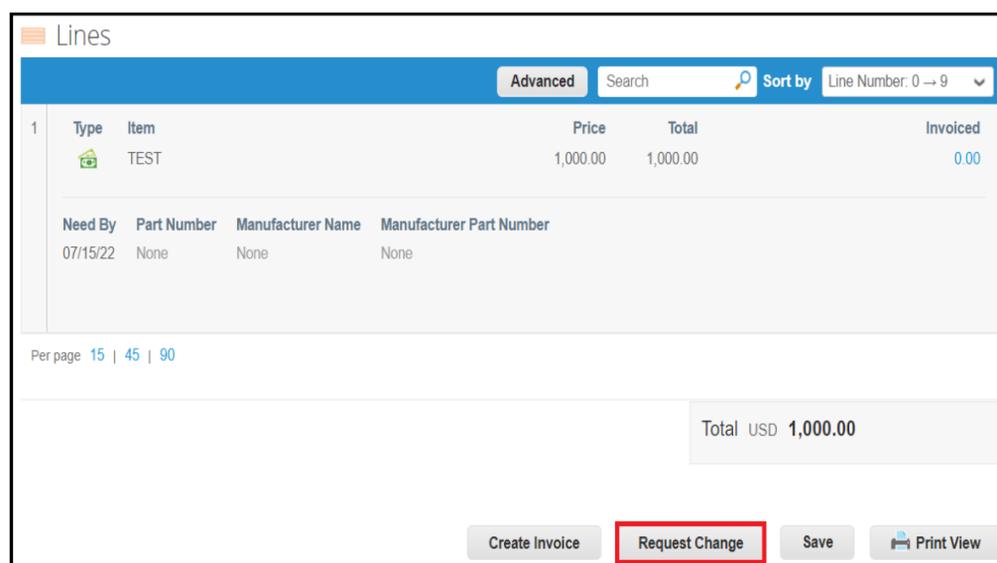
Quick Reference Guide – Requesting a PO Change

How to Request a PO Change

1. Once logged in, click on Orders tab. Then, click on the PO Number.



2. Scroll down and click on Request Change.



3. Do the necessary changes. Then, click on Submit Change Request.

