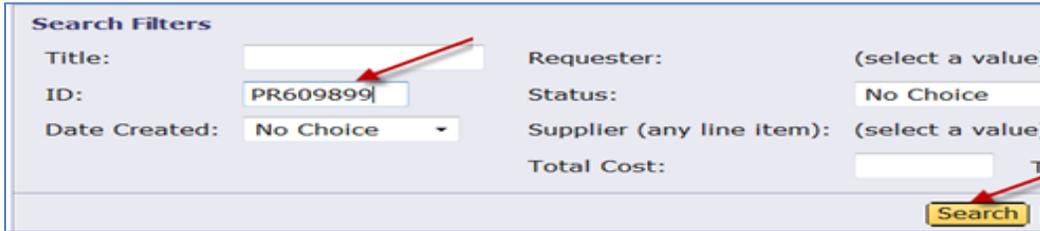# PUNCHOUT CHANGE ORDER INSTRUCTIONS

**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'

4. Click on the requisition number link to open

5. Click the 'Change' button

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

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

8. To delete a product, enter 0 (zero) in the quantity field for the item to delete and tab to load
9. 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

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