

### Introduction

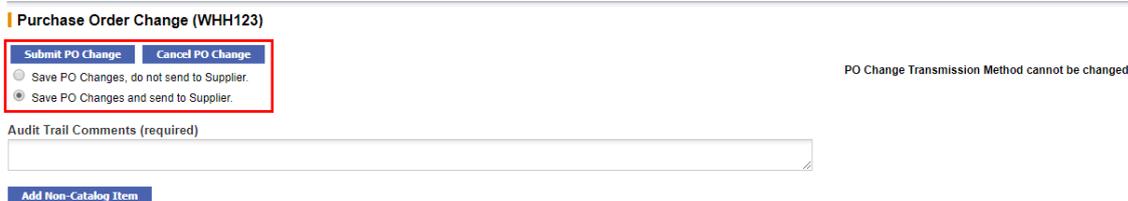
This quick guide provides a one page reference to users of the PECOS system on how to change an order already submitted to a supplier. Only the requisitioner or approver is able to change documents, but should be carried out cautiously. This guide is intended to be a high level quick reference rather than an exhaustive explanation of how the system works. More detailed information can be found in the online help or by downloading the PPS user guide at <http://nhspps.uk>

### Steps

1. Log in to PECOS at <https://pps.pecosipm.com> using your username and password
2. At the top of the screen, change the search box type to **PO Search**



3. Enter the purchase order number in the search box and click on the **Search** button
4. Select the PO number (in blue and underlined)
5. Click on the **Change Order** button
6. Enter the quantities to change
  - a. You will now be in the Purchase Order Change screen indicated by the PO Change Mode message in green. Being in this mode allows you, as the requisitioner or the approver to make any relevant changes to the original order  
**TIP:** Changes cannot be made to orders placed with NHS Supply Chain.
  - b. After each amendment click on any white part of the order to allow the screen to refresh.
  - c. Decide whether the change needs to be sent to the supplier by clicking on the appropriate button – if you do **not** select **Save PO Changes, do not send to supplier** option – you may get another delivery
  - d. Enter a comment in the Audit Trail Comment box (this is mandatory)
  - e. Click the **Submit PO Change** button
  - f. The Purchase Order Status Summary screen will now show the amended PO and the new PO number  
**TIP:** This is the original PO number with a 000-001 extension. This would change to 000-002 and 000-003 etc if further changes were made to an order
  - g. Depending on the change and your Trust's SFI rules, the changed purchase order may be sent for further approval.



### Getting Help

You can get further help on using the PECOS system from the online help, accessed through the question mark icon on the top right of the page.

You can also review guidance documents, or refresh yourself on the eLearning at <http://nhspps.uk>

If you are still experiencing problems, you can log a call with the PPS help desk either online at <http://nhspps.uk> or by calling 020 3322 1935.

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