

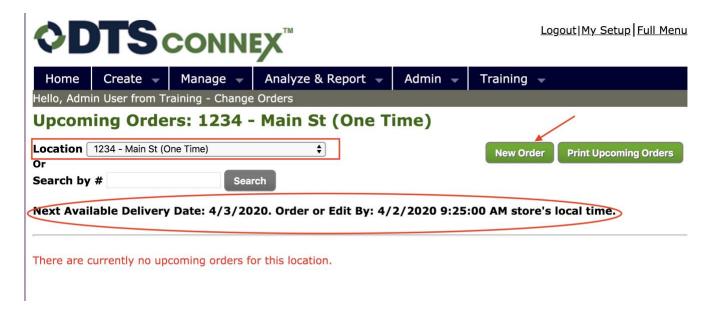
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## **Creating a Change Order**

Hover over Create, click Create Change Order.

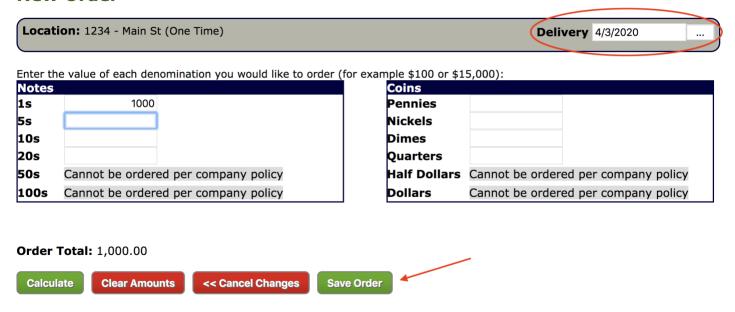


From the drop down select the location that you want to create a change order for.



- Notice the Next Available Delivery Date, the cutoff date and time for this order to be Placed, Transferred and processed successfully. To choose a different delivery date click the box with 3 dots to the right of the date, choose a new available date for delivery.
- Click **New Order**, enter the increments needed for this Change Order.
- Click Save

## **New Order**



If you need to Edit or Cancel this change order; follow the steps below.

Click the Edit Order button, edit your change order and click Save. To Cancel a Change Order click Cancel Order and click OK to confirm.

