# Quick Start Guide

## PO Change Order

Complete this form to cancel an existing order or to change an existing account code, price, or quantity.

1. **Access Mountaineer Marketplace:**
   - Log in at myaccess.wvu.edu
   - Click the MyTools tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click **PO Change Order** to open the form.

3. Enter the supplier name or search in Supplier Search.

4. Complete all bolded fields in the General Information area. (Non bolded field is optional.)
   - **PO Number:** the PO number you wish to make the change on
   - **Type of change:** the type of change you are requesting
• **Detail of Change:** detailed description of the change being requested. If you chose “Other” as the type, be as descriptive as possible.

• **Amount:**
  - If *Account Code Change*, enter the dollar amount you are applying new account codes to.
  - If *Change in Quantity*, enter the dollar amount for the total increase or decrease.
  - If *Change in Price*, enter the dollar amount for the total increase or decrease.
  - If *Order Cancellation*, enter the dollar amount that is to be decreased.
  - If *Other*, enter dollar amount change.

5. At the top of the form, view choices in the **Available Actions** region in the upper right corner. Choose **Add Item and Close Form**. Click **Go**.

6. A shopping cart has been created that contains this form. You may click either:
   - **Proceed to Checkout** (Go to step 9)  
   - **Assign Cart** (Go to step 7).

   **Note:** If you do not know the account number to be charged, discuss with your business office if the form should be assigned to another employee or submitted to the EBO.

7. To assign the cart to another employee, click **Assign Cart** and then choose the employee who will review the cart; click **Assign**.
8. You will see a verification that the cart was assigned.

End of instructions if you assigned the cart.

9. After you click Proceed to Checkout, you may either:
   - Complete the account number (go to step 10)
   - OR
   - Let your business office enter the account number (go to step 12).

10. To enter the account number that will be charged, click the Accounting Codes tab.

11. Complete the account number to be charged.

12. Click Submit Requisition.

13. You will see a verification that the requisition was submitted.