

How to modify PO in SAP

Please note that it is not possible to modify Ariba purchase orders directly in SAP, in order to make changes to Ariba purchase order, modify the PR in Ariba according to the instruction below:

[How to modify PR in Ariba](#)

SAP Purchase Orders can be modified in transaction ME22N. Relevant Purchasing SAP Business Roles are required to obtain access to the transaction. If you are not a part of Purchasing organization, contact local Purchasing team or raise incident in ServiceNow SAP / Purchasing queue to make the changes.

Follow the steps below to modify the PO:

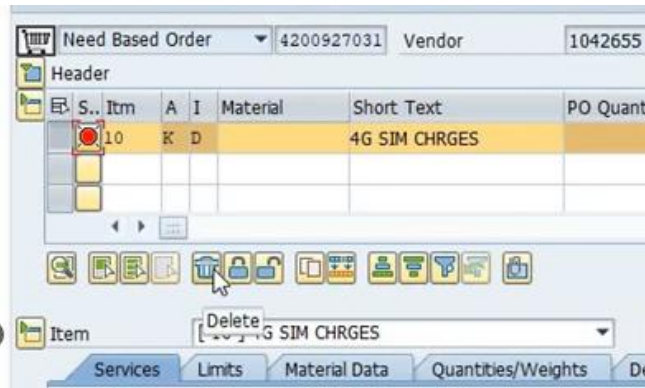
1. Open transaction ME22N
2. Specify the number of the purchase order to be changed and press ENTER.



3. Change the PO as desired

The system will display purchase order details. Make the necessary changes to the relevant fields, such as quantity, price or line item text.

- **Add items:** Select the row where you want to insert the new line item. You can then insert a new line by either entering a new item number (e.g., 15) and pressing Enter, which will insert it between existing items, or by using the "Insert" function
- **Change items:** If the desired changes are not possible on the item overview screen, select the relevant item and go to **Item Details**.
- **Delete items:** Select the item to be deleted and then choose **Delete** icon.



4. Save changes: After completing the modifications, click the “Save” button to apply the changes to the purchase order.

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