

Modify Supply Orders

Learn how to modify order quantity or UOM on a supply order.

1. Navigate to SMS Transactions and Queries and select **Supply Orders**.
2. Search for the supply order you wish to modify, enter search criteria like **Destination Location**, **Item**, or **Supply Order** number in the appropriate fields.
3. Select **Search**.
4. Select the arrow icon next to the supply order to open the record.

The screenshot shows the 'Supply Orders' search page. Callout 2 points to the search criteria fields: Destination Location, Supply Area, Item, and Source Location. Callout 3 points to the 'Search' button at the bottom. Callout 4 points to the arrow icon next to the first record in the table below.

Hospital	Supply Order	Destination Location	Source Location	Item	Description 1
5200- WIN	3439	CATH.ST130.PER	1224	158926	STENT BILIARY RAPID EXCHANGE

5. Update **Order Quantity** or **UOM** fields as needed.
6. Select **Submit** to confirm updates.

The screenshot shows the record form for a supply order. Callout 5 points to the 'Order Quantity' field, which contains the value '1'. Callout 6 points to the 'Submit' button at the bottom of the form.

Hospital Address **MAIN**
Description 1 **STENT BILIARY RAPID EXCHANGE**

Order Quantity 1 EA
EA

Required: Critical Supply Order Pick Lists / Supply Order Pick Lists

Submit Save