Modify Framework PO in SAP Ariba

Updated November 6, 2026

Purpose

Learn how to effectively update order details and suppress specific procurement items within the SAP Ariba interface. This guide covers how to effectively close out the available committed funds on a Framework PO.

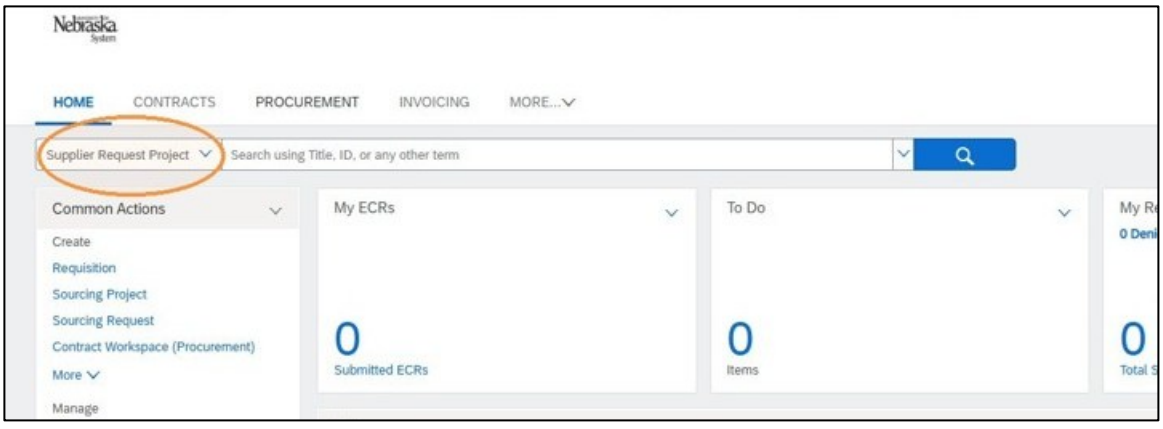
> Note: before lowering these balances, perform a review to ensure invoices presented are paid.

Procedure

From within Ariba, click the B&I Classic UI tile.



From the dropdown menu, select purchase order.

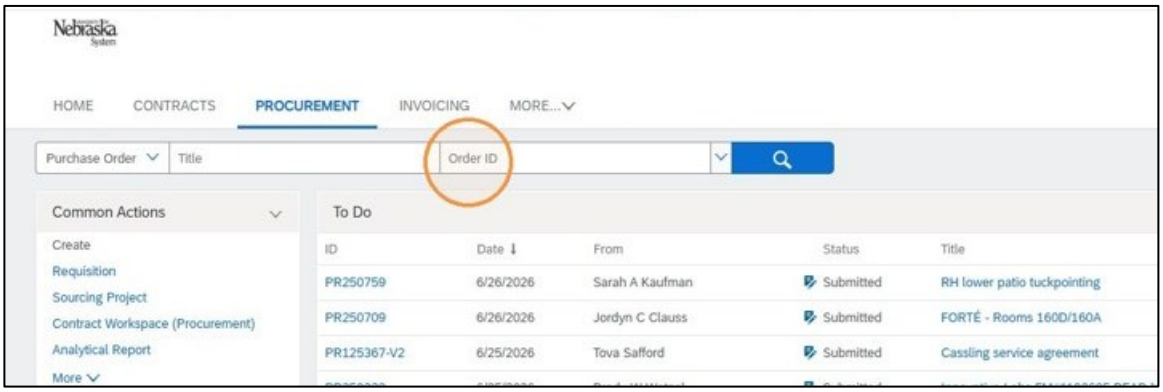


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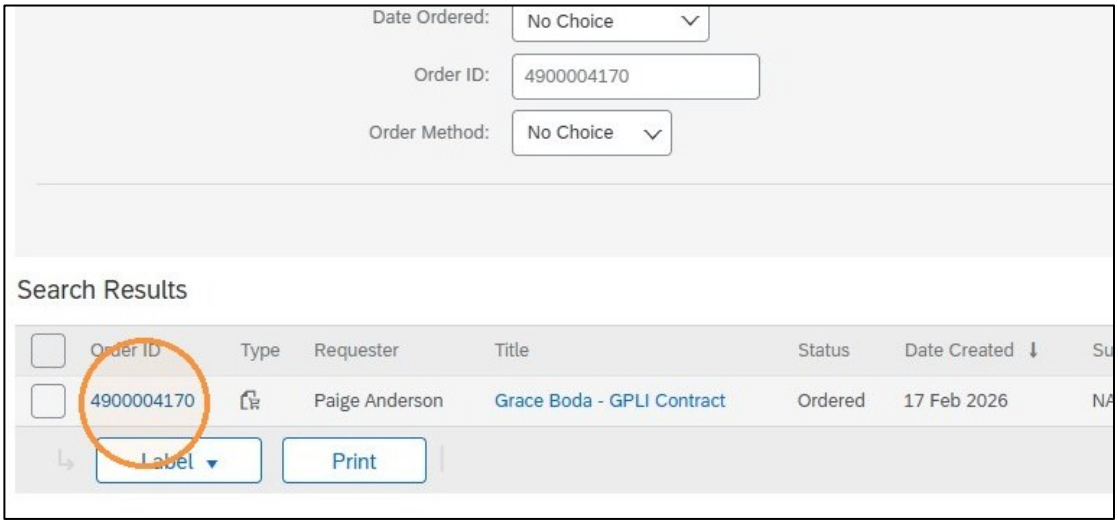
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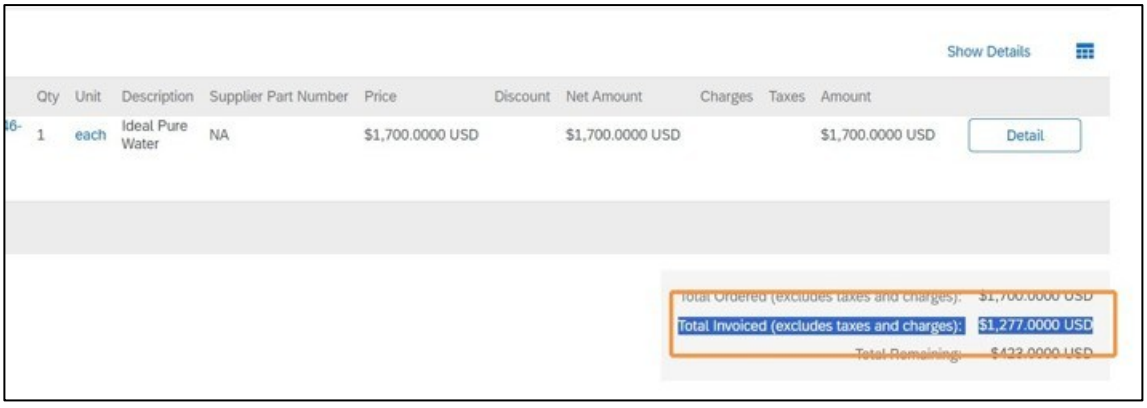
Enter PO # in *Order ID* Field and click *Search.*



Select correct PO # from the search results. Click *Order ID* to open the PO.



Note: *Total Invoiced Amount* appears below all the lines and could be needed in the next steps.

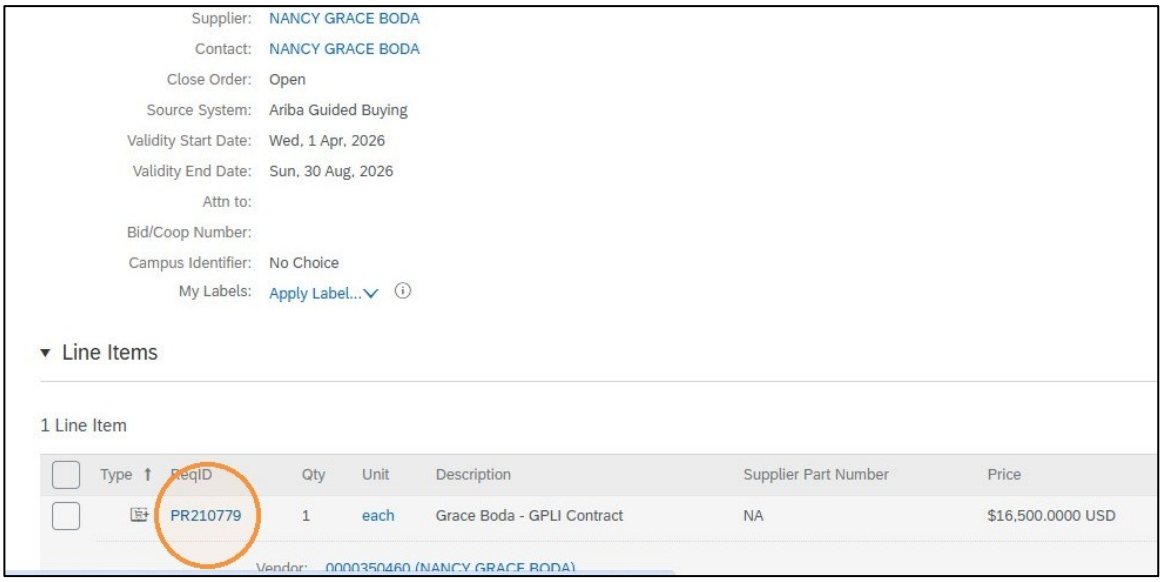


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Click the *Requisition #* next to item in a line. Note: changes are made from the PR number (request) which initiated the PO.



Click the *Change* button.

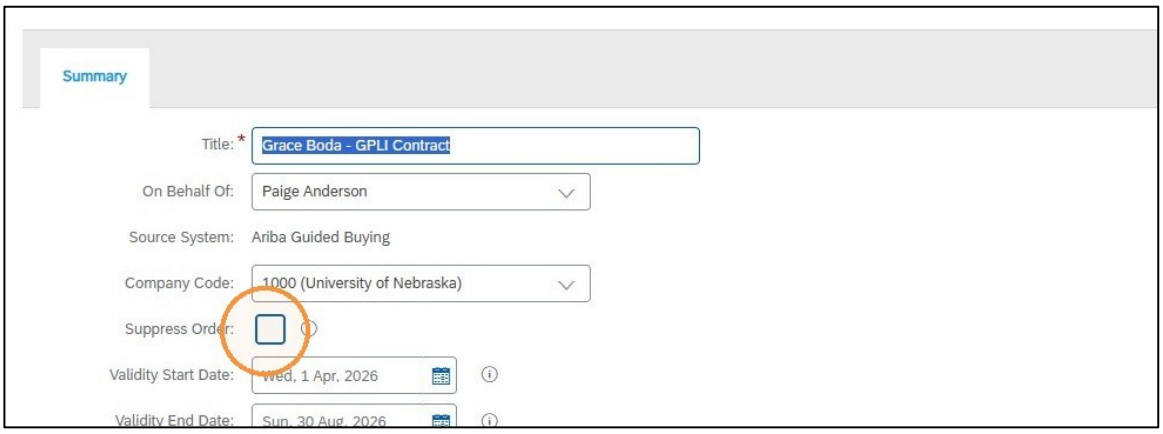


Select the *Suppress Order* checkbox to suppress a new updated PO from being sent to the supplier. It is generally unnecessary for the supplier to get another copy unless needing to see amount or date changes.

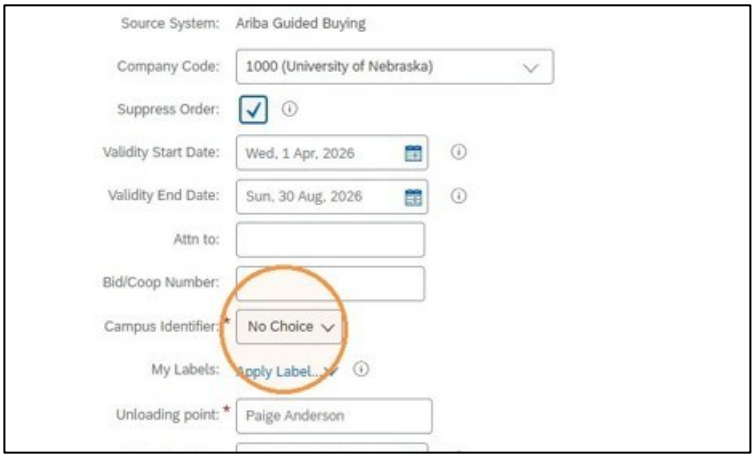
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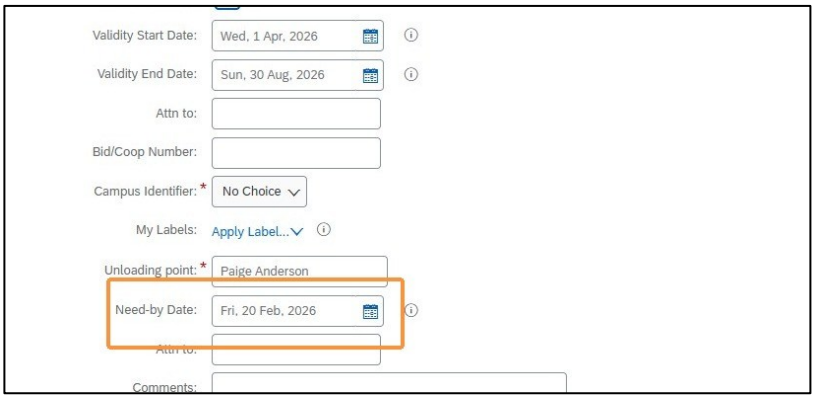
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If the *Campus Identifier* field is blank, select one from the dropdown menu.



Change the *Need-By-Date* to at least one week in the future.

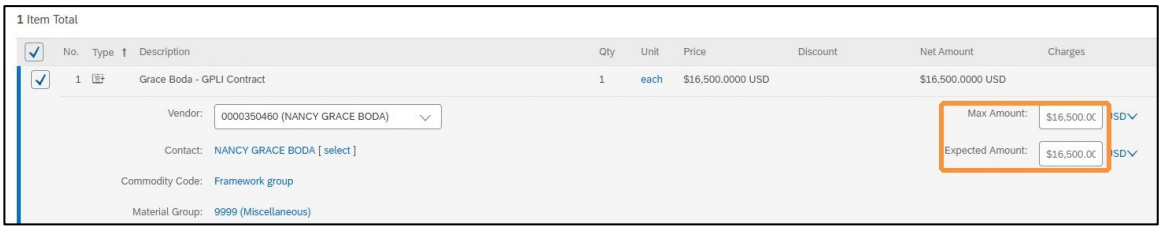


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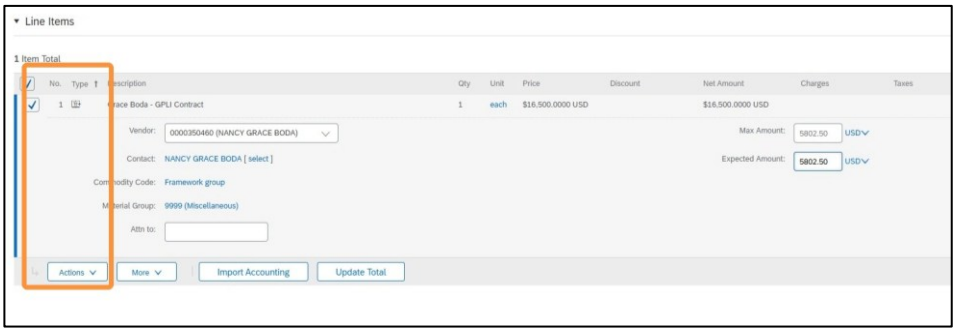
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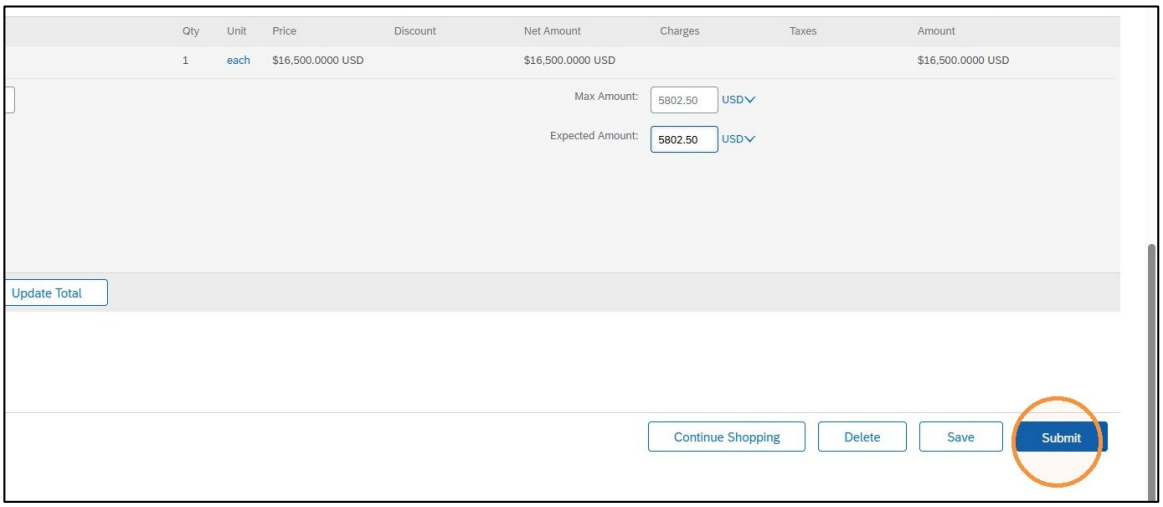
Update the *Max and Expected Amount* fields. IF closing PO, these fields should be the *Total Invoiced $* from above. No dollar signs or commas needed.



If a Cost Object change is required, check the box next to line and select *Edit Line* from the *Actions* dropdown. Option to change the Cost Object will display.



Click *Submit* to save the changes.

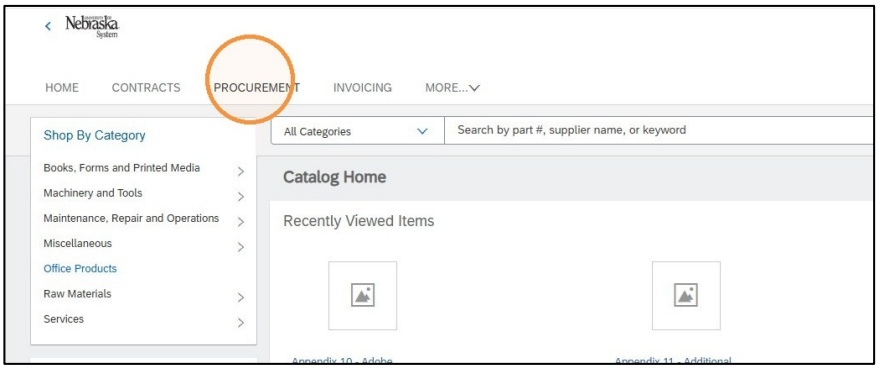


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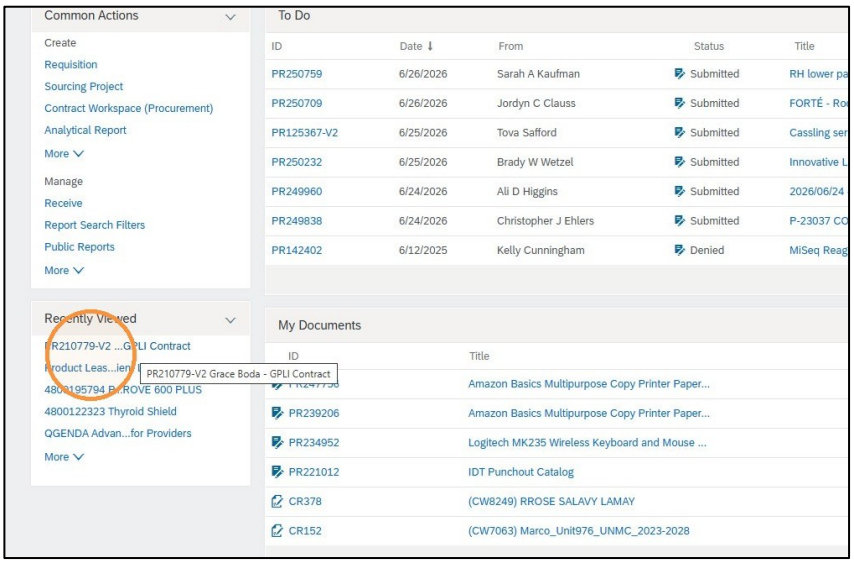
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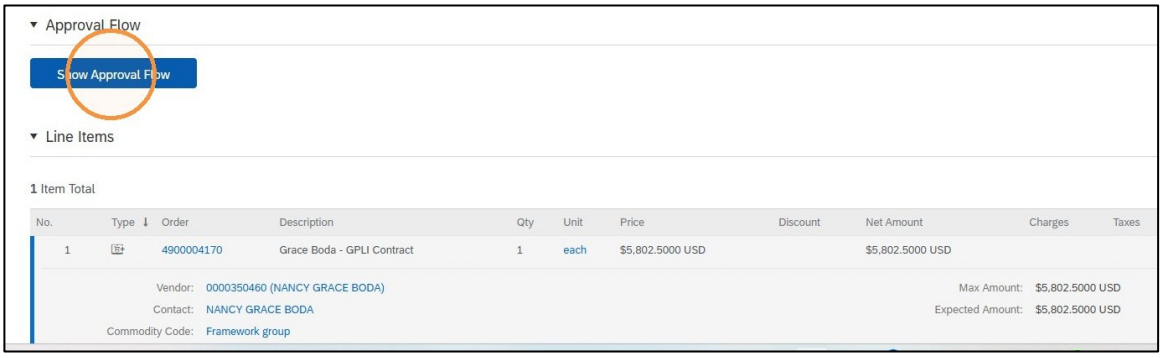
Return to the Procurement dashboard by clicking the logo on the top left of the screen.



Within *Recently Viewed* on the left side menu, select the updated requisition. This PR number should now have a new version. In this example it is V2 (for version 2).



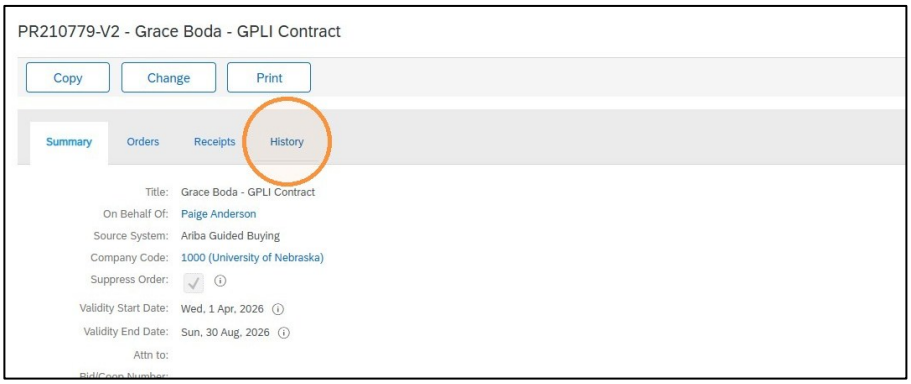
Click *Show Approval Flow* to check the status to verify it is not waiting on approval. Lowering a value should not require funding approver.



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Click *History* to view the record audit trail, showing the updated version has been processed.



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