

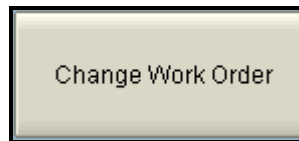
Process: This process is used to change a non-file component on a Work Order. If the order number is not known, you can use transaction IW38 Order List Change to skip the first steps which will take you to the Selection of Orders screen. From here, you will be able to click the Execute icon to display the List of Orders screen, where you can select the order and continue through the rest of the steps.

Role: Plant Maintenance User

Frequency: When needed

BEGINNING STEPS

Click on the **Change Work Order** button

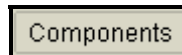


CHANGE ORDER: INITIAL SCREEN

Enter the work order number into the **Order** field



Click on the **Components** button located on the **Application Toolbar**



CHANGE CORRECTIVE: COMPONENT OVERVIEW

You can change the following fields by deleting the incorrect information and replacing it with the correct information: **Description**, **Reqmnt Qty**, or **UM** (Unit of Measure)

For the other non-file fields, follow the steps below:

Click on the **Select** icon to the left of the non-file component



Click on the **Purchasing** button located below the component list



CHANGE CORRECTIVE: COMPONENT DETAIL PURCHASING

Enter or change the following fields as needed:

Requirement Qty

Price

Material Group

Goods Recipient

Requisitioner



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

IW32 Change Non-File Components



Vendor Mat. No.	
Vendor	
Unloading Point	
Click on the Back icon located on the Standard Toolbar	
CHANGE CORRECTIVE: COMPONENT OVERVIEW	
Click on the Save icon	

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