

How to Delete a Change Order in SpendLogic

8 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
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STEP 1

Log in to your SpendLogic Account

STEP 2

You can only delete a Change Order in a Documentation Folder that is assigned to you.

[Please see How Do I re-assign a Documentation Folder?](#) for steps to re-assign a folder to you.

STEP 3

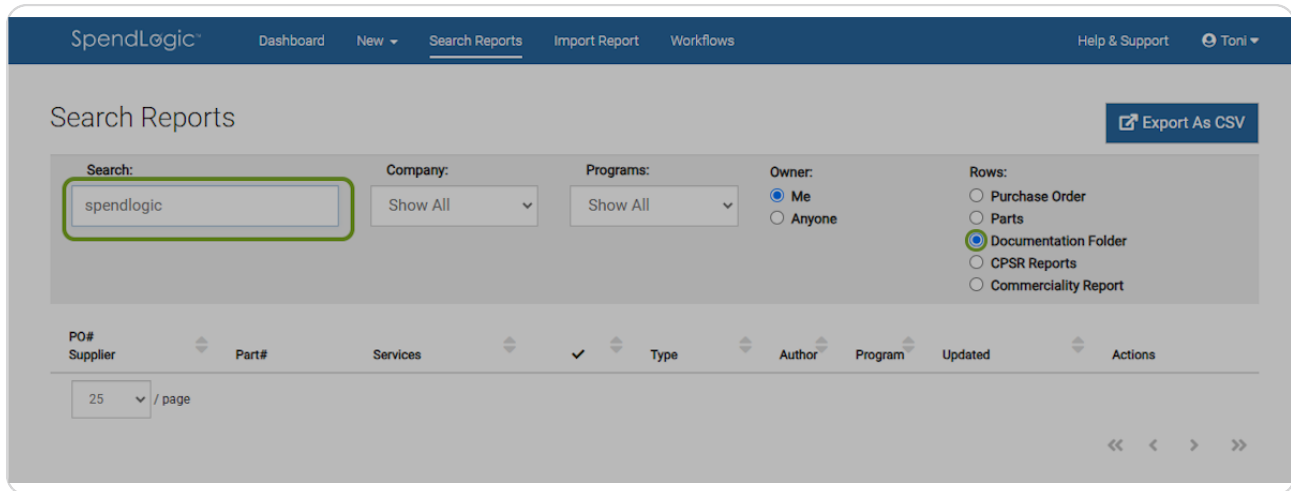
Search for your Documentation Folder by clicking on Search Reports on the top banner of the screen.

The screenshot shows the SpendLogic dashboard interface. At the top, there is a navigation bar with the following items: SpendLogic, Dashboard, New, Search Reports (highlighted with a yellow box), Import Report, Workflows, Help & Support, and a user profile icon for Toni. Below the navigation bar, the main content area is titled 'Dashboard' and 'Your recent files:'. The files are organized into two columns: 'In Work' and 'Completed or Finalized'. Each file entry includes an icon, the SpendLogic logo, PO #, Program Name, and Last updated timestamp.

In Work		Completed or Finalized	
	SpendLogic PO #: Toni Test - SpendLogic Program Name: Last updated: 12/10/2024 05:20 PM (PST)		SpendLogic PO #: Deleting Change Orders Program Name: Last updated: 12/10/2024 05:24 PM (PST)
	SpendLogic PO #: Toni Test Card# 2148-1 Program Name: Last updated: 11/26/2024 03:06 PM (PST)		SpendLogic PO #: Toni Test Card# 2148 Program Name: Last updated: 11/26/2024 01:45 PM (PST)
	SpendLogic Purchase Order #: Toni Test - CID/PAR Procurement Name: Toni Testing (2) Part Numbers Last updated: 11/11/2024 03:55 PM (PST)		SpendLogic PO #: Toni Test - CID/PAR Program Name: Last updated: 11/11/2024 04:00 PM (PST)
			SpendLogic Commercial item determination Engineer, Mechanical; Mechanical Engineer Last updated: 11/11/2024 03:58 PM (PST)

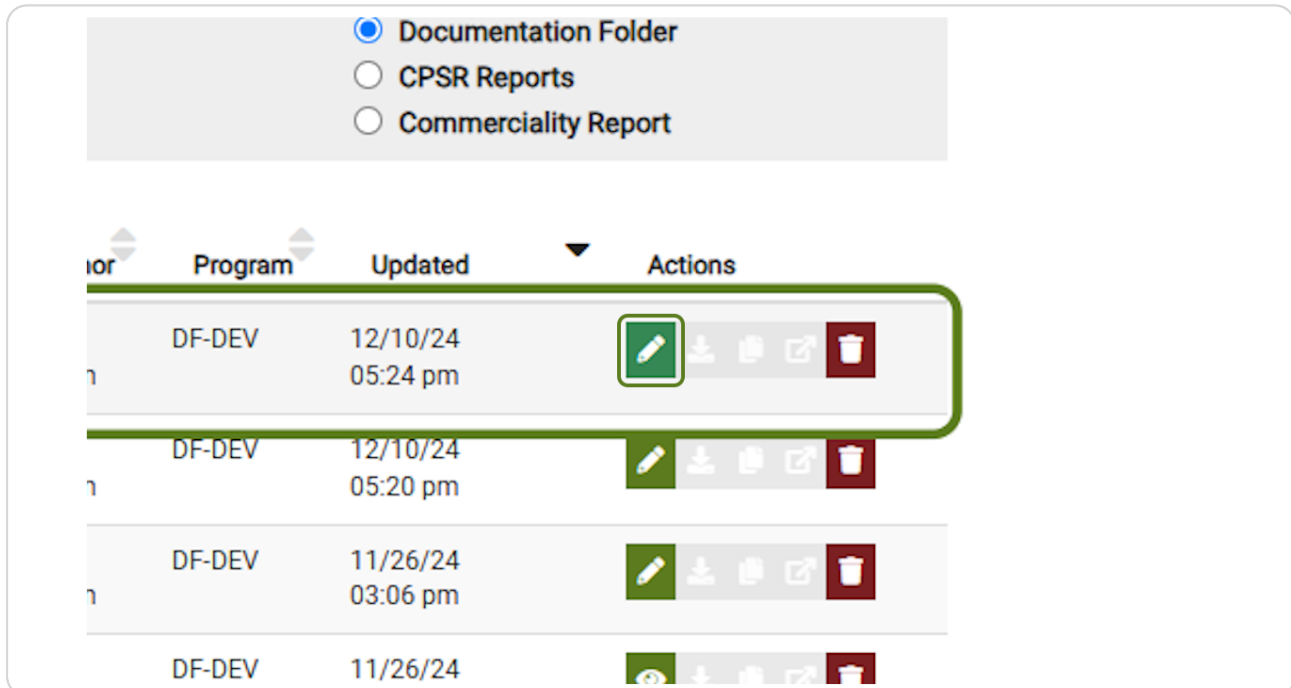
STEP 4

Enter applicable search words in the search bar and select Documentation Folder under Rows.



STEP 5

Click on the green pencil (Edit) icon on the right hand side of the report you want to edit.



STEP 6

Once the Documentation Folder is opened, click on the Change Order tab that you want to delete.

The screenshot shows the SpendLogic dashboard with a blue header containing navigation links: Dashboard, New, Search Reports, Import Report, and Workflows. Below the header, there are several tabs: 'Deleting Change Orders SpendLogic (Completed)', '(CO1) 12/10/2024 (Not Completed)' (highlighted with a green box), '0 (Not Completed)', and 'Add Ch...'. A message below the tabs states 'Current tab is locked by the author.' with a 'View Det...' button. On the left, there are three dropdown menus for 'Does this order originate outside SpendLogic?' (Yes), 'Is this a Blanket Purchase Order?' (No), and 'Is this a letter subcontract / UCA?' (No). On the right, a yellow 'Required' section contains two green boxes: 'Original Procurement Signoff/Approval' and 'Original Procurement Documentation Package'.

STEP 7

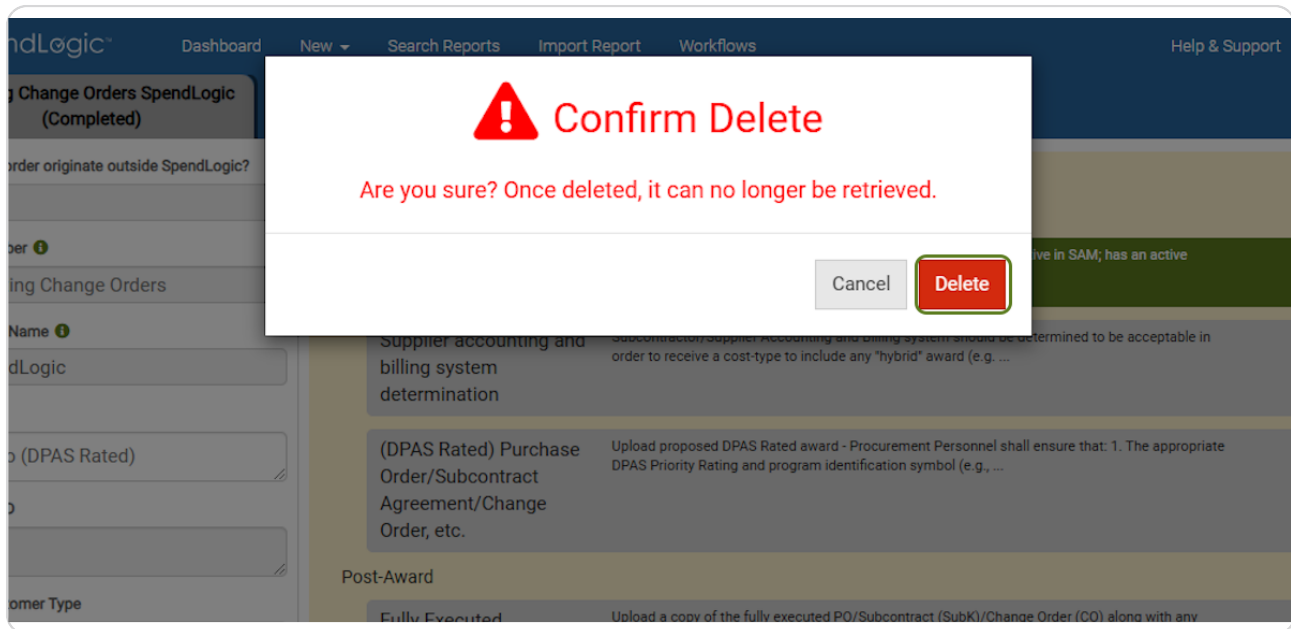
Click on Delete button located at the bottom of the right hand folders

The screenshot shows a detailed view of a contract or change order. On the left, there are several dropdown menus: 'End Customer Type' (Government Customer), 'Prime vs. Subcontract Holder' (Prime), 'Customer Name' (Demo Prime Contractor), 'Contract Description' (Demo/Prime/DPAS Rated), 'Prime Contract Award Date' (1/1/24), 'Prime Contract Type' (FAR 15 - Contract by negotiation), and 'DPAS Rating'. On the right, a yellow 'Post-Award' section contains a grey box for 'Fully Executed PO/Blanket Order/Subcontract Agreement/Change Order (DPAS Rated)'. Below this is a 'Review for applicability, include if needed' section with 'Pre-Award' and 'Post-Award' sub-sections. A green arrow points to a red 'Delete' button at the bottom of the right-hand side, next to a 'Return to Dashboard' button and a 'Submit' button.

STEP 8

When the confirmation pops up, click on Delete

Warning: Once deleted it is gone for all time and eternity. There is no recycle bin and SpendLogic engineers cannot get it back.



SpendLogic