|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Document Type** | **Ready to Send** | **Sent Status** | **PartialReceipt Status** | **CompleteReceipt Status** | **Invoice APPROVED FOR PAYMENT** | **Invoice PAID** |
| Open Market | * Change any information added by the user(s)
 | * Change any information added by the user(s)
 | * Change any information added by the user(s)
* **Cannot** change **RECEIPT METHOD**
 | * **ADD** new Items
* **ADD/CHANGE** Accounting
 | * **ADD** new Items
* Existing Items **cannot** be modified with a Change Order
* Existing Items not on an invoice may be **Canceled or Returned** using a **Receipt**
 | * **ADD** new Items
* Items that are **PAID cannot** be modified, including accounting
* Items that are **PARTIALLY PAID** may have the accounting modified for the remaining total
 |
| Release | * Change any information added by the user(s)
* **Cannot** change information that was pulled from the contract
 | * Change any information added by the user(s)
* **CHANGE RECEIPT METHOD**
* **Cannot** change information that was pulled from the contract
 | * Change any information added by the user(s)
* **Cannot** change **RECEIPT METHOD**
* **Cannot** change information that was pulled from the contract
 | * **ADD** new Items
* **ADD/CHANGE** Accounting
 | * **ADD** new Items
* Existing Items **cannot** be modified with a Change Order
* Existing Items not on an invoice may be **Canceled or Returned** using a **Receipt**
 | * **ADD** new Items
* Items that are **PAID cannot** be modified, including accounting
* Items that are **PARTIALLY PAID** may have the accounting modified for the remaining total
 |
| Punchout | **NO CHANGE ORDERS ALLOWED** |

***Note: Once a Purchase Order has been approved the Vendor is set in stone - Vendors cannot be changed on a Purchase Order using a Change Order.***