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| --- | --- | --- | --- | --- | --- | --- |
| **Document Type** | **Ready to Send** | **Sent Status** | **Partial Receipt Status** | **Complete Receipt 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.***