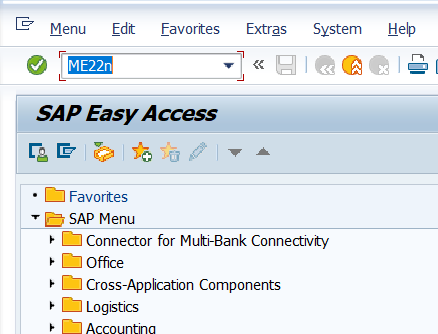
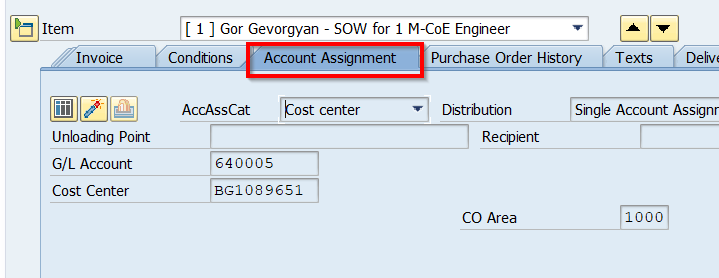
### Cost Center Amendment for Goods & Service PO

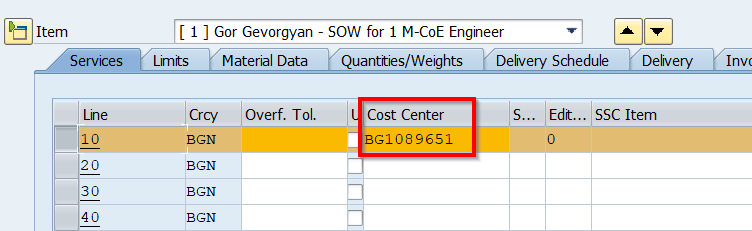
* Open the intended Purchase Order for amendment by logging in to SAP, under me22n



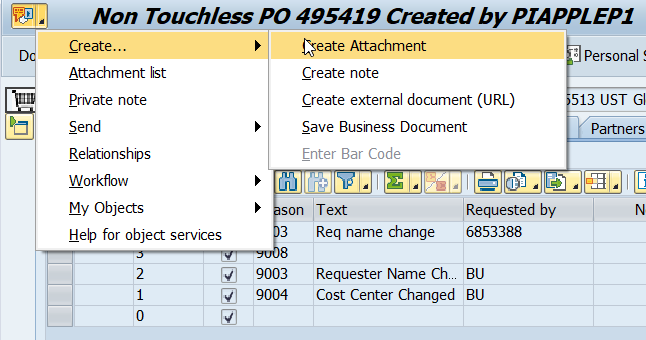
* Select the appropriate line item
* Determine whether the line item is for goods or services
* If Goods line item, select Account Assignment and replace the CC with the new one



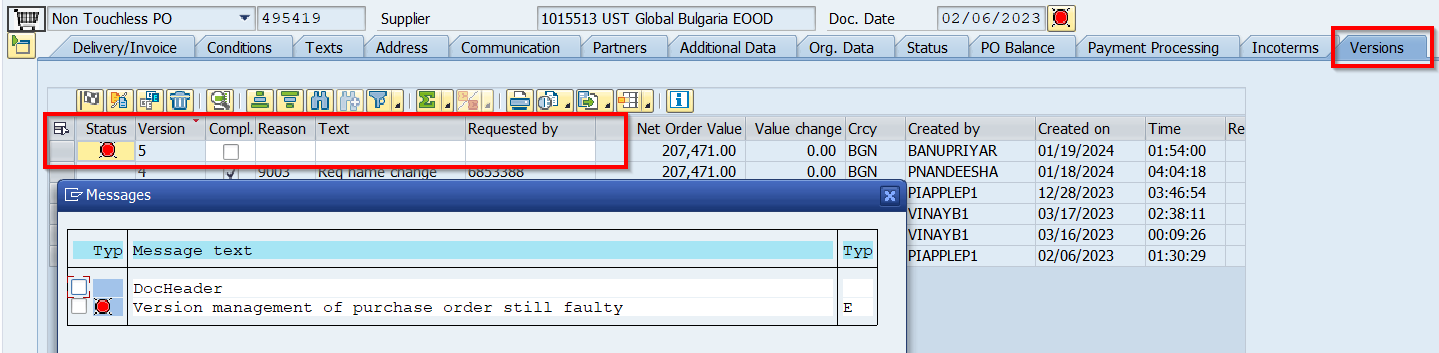
* If Service based PO select Service Tab and update the CC
* Select line item and update the Cost center number in Cost center Tab.



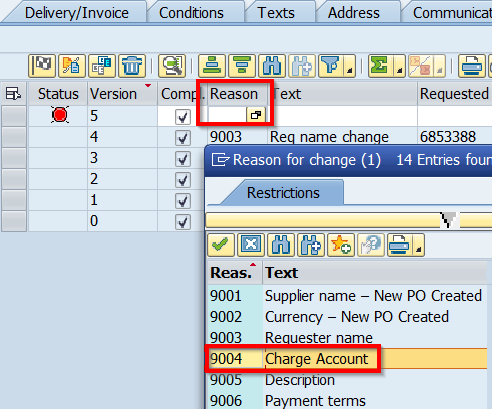
* Create a note and add a comment: “VCF Cost Center Mapping updates requested by GL Team”



* Update the Version Management under Header



* Update Reason for change as 9004 in the Header



* Save the changes Done.

