# How do I add funds to a PO in Workday?

1. Are there existing invoices attached to the PO?
    a. No. Go to step 3.
    b. Yes. Continue to Step 2.
2. Go to [https://uwconnect.uw.edu/finance](https://uwconnect.uw.edu/finance), log in, search Cancel Supplier Invoice
    a. You must make a note that you want the invoices temporarily removed to add funds to the PO.
    b. Make a note of the ticket REF#
    c. Once they respond to the ticket, letting you know the invoices have been removed, move to step 3.
3. Go to [https://uwconnect.uw.edu/finance](https://uwconnect.uw.edu/finance), log in, search form Purchase Order - Change or Close
    a. Request Type: Change PO
    b. What needs to change?: Pricing Changes
    c. Make a note of the ticket REF#
    d. If you have removed invoices, make a note that invoices are awaiting the price change.
    e. Once you have confirmation the PO change is complete, respond to the ticket from step 2 and ask to reattach the invoices.