Change Requests

Use a change request to update a funding string, change quantity, create an additional line, or cancel some or all of the order.

Don’t use the change request for catalog suppliers. If additional quantities are needed, a new requisition should be created.

1. From the Orders menu, choose My Orders, then My Purchase Orders.
2. Select the PO needing modification.
3. Choose the drop-down Purchase Order menu.
4. Choose Create Change Request.
5. The resulting change request screen allows you to edit the order in the same way as editing a requisition.

6&7. Make the required modification. Here the funding string is modified and the changes are saved.

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8. Select the Submit Request button to complete the process.

9. The change request process is complete when you receive the Submitted confirmation.