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.
Change Requests (Cont’d)

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.
Change Requests (Cont’d)

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

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