

**ePro PO Change Request Process**  
**Quick Reference**  
**August 2007**

1. PO Change Requests are created from the eProcurement > Manage Requisitions page
2. Only Purchase Orders with a status of “PO Dispatched” will have the PO Change Request icon available for requesting changes
3. All e-Pro Requester/Buyers have access to the Manage Requisitions page where the PO Change Request icon will appear
4. PO Change Requests created to increase the value of the PO (increase quantity or increase price) will route through the appropriate e-Pro approval routing (funding, project, and commodity)
5. All PO Change Requests must be approved by the appropriate buyer. This includes being approved by the appropriate e-Pro Requester/Buyer for “DEP” orders. This is a separate approval process from the e-Pro workflow for increases.
6. The following changes may be requested via the e-Pro Change Request process:
  - Due Date
  - “Ship to” location
  - Line Item Description on non-catalog orders (i.e., formulary orders and orders issued via punchout)
  - Quantity - the new quantity cannot be less than the quantity already received
    - > Do not increase the quantity on blanket orders  
(Distributed by Amount orders must have a quantity of 1)
    - > Do not increase the quantity on line items already received and paid in full
  - Price on line items not yet received
    - > Note: changes to reduce the amount on blanket orders to less than what has already been paid will be denied by the buyer
  - Cancellation of PO Line Items not yet received
7. The following should not be requested via the e-Pro PO Change Request process:
  - Adding a new line item to the PO
  - Changes to the Distribution line (i.e., Chartfield, Account, Location code, etc.)
  - Changes to the Vendor location
  - Changes to the Category Code
  - Cancellation of the entire purchase order:
    - > Note: each individual line item may be canceled if not already received
  - Changes to the Price or Description on UCLIN Formulary orders
    - > Although the end-user may create a request to change the pricing on UCLIN formulary orders, the system will not process this type of PO Change Request due to contract pricing.
  - Changes to the Price or Description on contract punchout orders (i.e., Burgoon/Fisher, TBS/Office Max, Dell)
    - > Although the end-user may create this type of request, the Buyer will be unable to approve a request to change the price or description on a PO issued to one of our contract punchout vendor locations. These types of requests must be denied due to contract pricing.
  - Changes to Animal Express purchase orders (ARC) for research animals
    - > All requests to change animal express purchase orders will be denied by the ARC buyer
8. The PO Change process will run daily. All approved PO Change Requests will be processed and the appropriate Purchase Orders updated. Logistics Acquisition will dispatch the updated PO to the vendor as appropriate.
9. The Purchasing Help Desk will monitor the automated process and advise the Requester/Buyer of any errors.
10. It is the responsibility of the Requester to understand what they are requesting and if it is a valid request with an appropriate justification
  - > If reducing the Quantity or Price, review the PO Activity Summary page to confirm the reduced quantity/price is not less than what has already been received/paid