

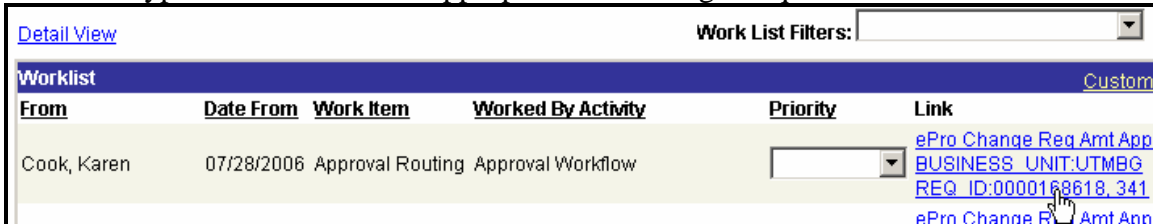
How to Review & Approve a PO Change Request Funding and Commodity Approval August 2007

PO Change Requests that will increase the price or quantity of a purchase order will be routed for approval in the same manner the original requisition routed for approval (department, project, and commodity approval as applicable). Likewise the approval of a PO Change Request is similar to the approval of an ePro Requisition.

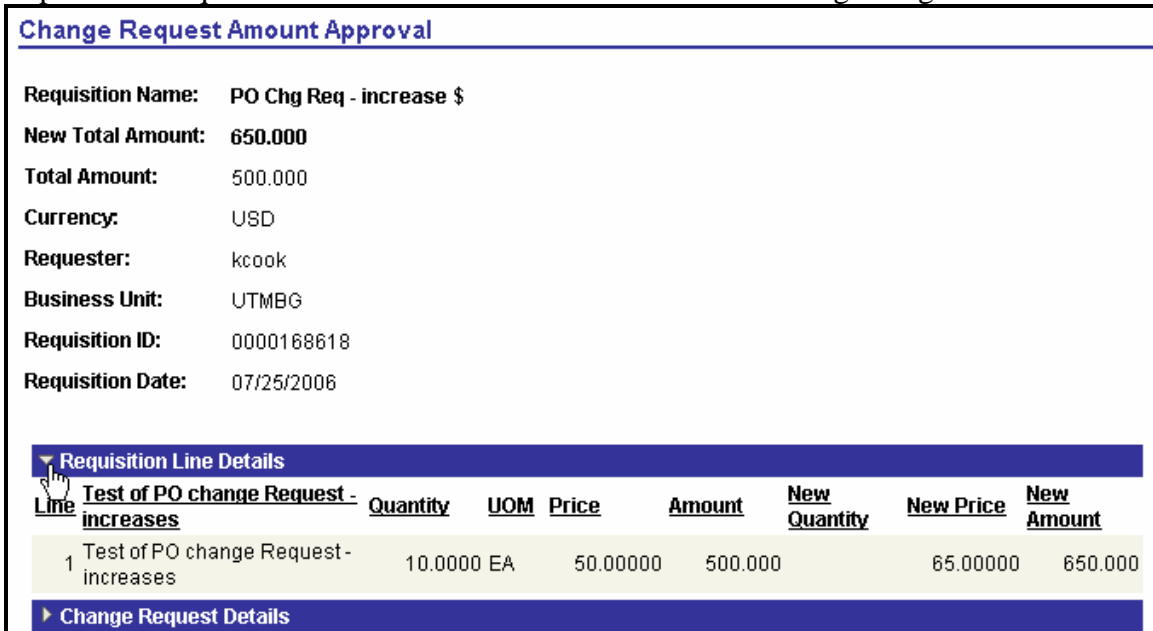
The approver logs into PeopleSoft and accesses their Worklist:



Click the hyperlink to access the appropriate PO Change Request:



Expand the Requisition Line Details section to view what is being changed:



Expand the Change Request Details to view previously submitted change requests for the same Purchase Order:

▼ Requisition Line Details								
Line	Test of PO change Request - increases	Quantity	UOM	Price	Amount	New Quantity	New Price	New Amount
1	Test of PO change Request - increases	10.0000	EA	50.00000	500.000		65.00000	650.000
▼ Change Request Details								
Change Request Date/Time	Field Name	Status	New Field Value	New Date Value	New Value	PO Number	Line	
1 07/28/2006 11:25:33AM	PRICE_PO	Pending			65.00000	0000161367	1	
2 07/28/2006 11:13:04AM	PRICE_PO	Pending			65.00000	0000161367	1	
3 07/26/2006 2:20:25PM	QTY_PO	Denied			12.00000	0000161367	1	
4 07/26/2006 11:14:21AM	QTY_PO	Denied			12.00000	0000161367	1	

To view other approvers, expand the Reviews Approvers section:

▼ Reviews Approvers

Charfield Approval

▼ PO Chg Req - increase \$:Pending

Funding

Pending

[Multiple Approvers](#)

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▼ Comment

After review, the Approver needs to Approve or Deny this request.
 Note – comments should be added before denying a request.

▼ Comment

Comment:

[Return to Previous Page](#)
[View Request Details](#)

Once a PO Change Request has been fully approved in ePro, it routes to the appropriate buyer for review:

- DEP PO Change Requests will be approved by the department requester/buyer
- ACQ and NFY PO Change Requests will be approved by the Acquisition buyer