All PO Change Requests must be reviewed by the buyer listed on the purchase order. It is the responsibility of the buyer to approve or deny all PO Change Requests:
- 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

Note: Before an increase to quantity or price can be approved/denied by the buyer, the PO Change Request must be approved by the appropriate ePro Approvers (i.e., department, project, and commodity as applicable).

**Pathway: eProcurement > Buyer Center > Approve Change Requests**

To search for a particular PO Change Request, enter the appropriate Business Unit and PO ID and click the OK button.

To find a listing of all PO Change Requests pending your approval, select PO Updated - No. Also select EPO in the Change Order Source field to limit your request to PO Change Requests that have been created in PS 9.1
Then click OK:
This page displays the PO number, the Approval Status, when the change request was created, and who last modified the change request.

Click the Change Reason tab to review the Reason Code:

Select the PO Change to be reviewed/approved and click the Show Detail Entry hyperlink:

This page displays the Proposed Change (quantity, price, etc.), the Current PO Value, the type of change (i.e., increase, replace, etc.), and the Change Value. In the following example, line item #1 will be updated to:
- Replace the current price of $139.35 with the Change Value of $145
- Increase the PO Quantity by the Change Value of 1 making the new Quantity 3 on the PO (Current Value of 2 + Change Value of 1 = 3).

Prior to approving a PO Change Request, buyer must confirm that the change falls within established guidelines. Requests should not be approved:
- To change Animal Express orders (ARC)
- To increase the quantity for line items already received and paid in full
- To lower the price to less than what has been paid
- To lower the quantity to less than what has already been received
- To cancel a line item that has already been received or paid
- To increase the quantity on blanket orders/orders distributed by amount
Also, prior to approval, the buyer should review the PO Activity Summary page to confirm:

- the line item quantity has not been received in full and paid by A/P
- the new price is not less than what has already been paid
- the new quantity is not less than what has already been received
- the line item being “canceled” hasn’t already been received or paid

For more information regarding the PO Activity Summary page, refer to “How to Use PO Activity Summary in ePro” located in the eProcurement Quick Reference User Guide available from the PeopleSoft “landing page” or from the Supply Chain – Purchasing website.

After review, the Buyer needs to Approve or Deny the request by selecting the appropriate Approval Status and clicking OK.

Click the SAVE button to confirm the requested changes:

Once approved by the buyer, the PO Change Request is ready for processing by the daily automated process.