How to create a PO Change Request

If a department determines that a change needs to be made to a Purchase Order that has already been sent to the vendor (PO Status of Dispatched), it will be the responsibility of the end-user to create a PO Change Request in eProcurement. The following data may be changed on a PO using this process:

- Cancel a PO line item (*Cancelling all lines items will Cancel PO*)
- Change Description of line item
- Change the Due Date
- Change the “Ship to”
- Change Vendor Item ID (Catalog #) (*not punchout orders*)
- Change Price (*not decrease to less than invoiced*)
- Change Quantity (*not decrease to less than received*)

Note: Once an item has been partially or fully received, the end-user can no longer create a PO Change to Cancel the line item, change the ship to location, or change the Price or Quantity to less than what already has been Invoiced or Received.

PO Change Requests should not be created to:
- Punch Out orders
- Change Animal Express orders for the purchase of research animals (ARC)
- Lower the price to less than what has already been paid
- Lower the Quantity to less than what has already been received
- Increase the Quantity on blanket orders
  - Distribute by Amount orders must have a quantity of 1

**To Cancel a Specific Line Item from the PO:**

**Pathway:** eProcurement > Manage Requisitions >

Locate appropriate Requisition/PO...

Expand the appropriate Requisition to review the Request Lifespan:

Confirm any Receiving or Invoice information. Remember, **you cannot cancel a line item that has already been received and/or invoiced.** If the Receiving hyperlink or the Invoice hyperlink is available (icon is in color), click on the hyperlink to review which line item of the PO has been received/invoiced:
If the line item has not been received, click the Red X to cancel the specific line item from the PO. Note – if payments have already been made against the line item, do not click the Red X to cancel the line item.

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Status</th>
<th>Price</th>
<th>Quantity</th>
<th>UOM</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MARS MIXED MINI GUSSET BG 2P</td>
<td>Not Received</td>
<td>26.030000 USD</td>
<td>1.0000 PK</td>
<td></td>
<td>TODAY'S BUSINESS SOLUTIONS LLC</td>
</tr>
<tr>
<td>2</td>
<td>CANDY FANCY MIK 2LB/MTUB</td>
<td>Received</td>
<td>8.410000 USD</td>
<td>1.0000 EA</td>
<td></td>
<td>TODAY'S BUSINESS SOLUTIONS LLC</td>
</tr>
</tbody>
</table>

Confirm cancellation of this line item by clicking OK:

The PO Change Request is now ready for approval by the buyer. **If this is a DEP order, be sure to navigate to the “eProcurement> Buyer Center” to approve this request for processing.**

**To Update a Specific Line Item on the PO:**

All changes to Purchase Orders must include a Reason Code and Comment as to why the PO is being altered (i.e., vendor advised corrected catalog #; error in description; incorrect price entered; etc.) For DEP orders, the comment should also include the date and name of the vendor representative that the department spoke to regarding the change.

**Pathway:** eProcurement > Manage Requisitions > Locate appropriate Requisition/PO

Expand the appropriate Requisition to review the Request Lifespan:

Confirm any Receiving or Invoice information. Remember, once an item has been partially or fully received, you can no longer change the price; and the quantity cannot be changed to less than the quantity already received. If the Receiving hyperlink or the Invoice hyperlink is available, click on the hyperlink to review which line item of the PO has been received/invoiced:
After reviewing any receipts/payments, select Edit Requisition and click the GO button next to the appropriate requisition:

Since the original Requisition has already been approved and processed into a PO, the following warning will appear. Click OK to continue:

To make changes to a specific line item, click on the item description hyperlink:

Enter the new values for the appropriate fields:

Once appropriate fields have been updated, click the OK button:
You may receive the following messages based on the type of change made. Click “Yes” or “No” as appropriate.

If no changes were made to the Vendor Item ID, click “No”

Select “No” to keep the current Buyer ID:

Repeat the above steps for each line item that requires a change. Once all changes have been made, you will need to submit the PO Change Request for processing.

NOTE: If the changes made were related to quantity or price, be sure to click the Check Budget button prior to clicking “Save & Submit”.

Click the Save & Submit button:

Select the appropriate Reason Code:
Type an appropriate justification comment explaining why this line item needs to be changed on the PO. Then click the “OK” button:

The Confirmation page displays that the Change Request has been “created”:

Note: if the change request is to increase the quantity or price, the Confirmation page will also display where the request has routed for approval: