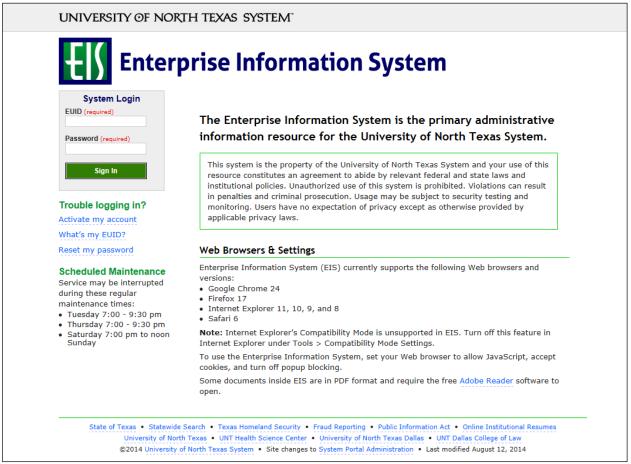
| SOP #: 4.2.3.1 | Area: Purchasing |
|----------------------------------|----------------------------|
| Title: Creating a Change Request | Effective Date: 03-01-2016 |
| Version #: 1.0 | Revision Date: N/A |
| Approval Date: 02-24-2016 | Review Date: N/A |

Title: Creating a Change Request

If a change needs to be made on a requisition that has already been sourced to a purchase order and sent to a vendor, a change order can be created.

To create a change request for a requisition, follow the steps below:

- 1. Enter **EUID** and **Password**.
- 2. Click Sign In.



3. Click Main Menu.

| Favorites - Main Menu - | | | | |
|---|--|---|--------------|----|
| ENTERPRISE INFORMATION test_POeProEntry on FSTSTU (easapp12) - 12 | /03/2015 09:27:18 | A | All 👻 Search | >> |
| Top Menu Features Description | 0 . | | | |
| Our menu has changed! | | | | |
| The menu is now located across the top of the page. Click on Main Menu to get | started. | | | |
| Highlights | | | | |
| Recently Used pages now appear under the Favorites menu, located at the top left. | CRACLE reger to the free of Freedom (* 1) Freedom (* 1) Freedom (* 1) Control Holder Control Holder Cont | | | |
| Breadcrumbs visually display your navigation path and give you access to the contents of subfolders. | ORACLE Type: Among File of major Marine and the second s | | | |
| Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster. | CRACLE Type | | | |

4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.

| Favorites - | Main Menu 👻 | | |
|------------------------------------|---|--------------|-----------------|
| | Search Menu: | | |
| ENTERPRISE INFORMATIC SYSTEM | · 02/06/2016 12:54:09 | All - Search | Advanced Search |
| Top Menu Feat | Purchasing Travel and Expense Ce Receiving | | |
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| | Worklist | | |
| | Reporting Tools | | |
| Breadcrumbs | | | |
| path and give y subfolders. | Change My Password My Personalizations | | |
| | My System Profile | | |
| | My Dictionary | | |
| Menu Search. | | | |
| | anead-which makes moing pages | | |
| | | | |

- 5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
- 6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
- 7. Click Search.

| Number Network Multic Search Advanced Search Anage Requisitions Search Requisitions Search Requisitions Search Requisitions To locate requisitions, edit the criteria below and click the Search button. Requisition 10 Request tate loub du Complete Budget Status Image Requisition 10 Date From [12/16/2015 Bate To [12/23/2015 Budget Status Image Request state loub du Complete Budget Status Image Request state loub du Complete Image Request du complete Image Request du complete< | | | | | | | | | |
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| | Create New Requisition | Review Change | e Request | Review Change Tracking | g | Manage Receipt | Requisition Report | | |
| | | | | | | | | | |

8. Click the triangle icon hext to the **Req ID** to view the current status of the requisition. **Note:** The requisition's status screen will open.

| ENTERPRISE INFORMATION SYSTEM | mmt0110 on FSTS | TU (easaj | op12) - 12/2 | 23/2015 11: | 39:20 | All 👻 | Search | | » Advanced | d Search |
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9. Select **Edit** from the requisition's associated dropdown menu.

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| Line | Description | Status | Price | 0 | Quantity UC | MC | Supplier | | | | |
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| 2 | Dell Keyboard | Pending Approval | 150.00000 | USD | 1.0000 E/ | | | dustries Inc | × | | |
| 000000153 | 000000153 | SY769 02/19/2016 | 6 Open | V | alid | 10 | 00 USD [| Select Action] | ~ | Go | |
| 000000152 | computer for Dr Phil | SY769 02/18/2016 | Pending | V | 'alid | 990 | 00 USD | Select Action] | ~ | Go | |
| reate New Requisi | tion Review Cl | hange Request | Review Cha | inge Tracki | ng Man | age Re | ceipts | Requisitio | n Report | | |

10. Click Go.

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| b. 1 | 000000114 | Comment Test | SY769 | 12/18/2015 Pending | | Valid | | 100.00 USD | [Select Action] | ~ | Go | |
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| | | ster Facilities Maintenance combrance Balance | Ente Not Available | red By Thomas,Mee | | ria | Priority Medium | sit | | | | |
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| | Line Informa | ition | | | | | Person | nalize Find 🖉 | First | ④ 1-2 of 2 ④ | Last | |
| t | line | Description | Status | Price | | Quantity | UOM | Supplier | | | | |
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| - 2 | | | | | | | | | [Select Action] | | | |

11. Click **OK**.

Note: Editing an approved requisition that has already been sourced to a purchase order will send the requisition through the approval process again.

| lanage Rec | | | | | | | | |
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| | ons, edit the criteria below | and click the Se | arch button. | | | | | |
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| 000000153 | 0000000153 | SY769 | 02/19/2016 | Open | Valid | Message | | |
| 0000000152 | computer for Dr Phil | SY769 | 02/18/2016 | Pending | Valid | This requisition is pending approval. Edit | ng this requisition may reinitialize | approval process. (18036,6248) |
| route New Requir | tion Review | r Change Reque | sit | Review Change | Tracking | M OK Gancel | | |

- 12. Change Ship To, Due Date, or Quantity fields as appropriate.
- 13. Click the item name under the **Description** category.

| dit Requisition - Review a | ad Submit | | | | |
|--|-------------------|---|----------------------|-----------------------------|---------------------------------------|
| | | | | | |
| view the item information and submit the | reg for approval. | | My Prefere | nces Requisition Settings | |
| quisition Summary | | | 0.00 T0456 50 6000 | | |
| Business Unit | SY769 | Univ. of North Texas System | Requisition Name | Computer Desk for Dr. Davis | |
| Requester | E15203 | Facilities Maintenance | Requisition ID | | Copy Bid Vendors |
| Currency | USD | | Priority | Medium V | Delete Bid Vend Refresh |
| | | | | Custom Fields | |
| t Summary: Total Amount 600.00 USD | | | 4 | Add More Items | |
| and lines to review shipping and account | ting details | | | | First 🛞 1 to 2 of 2 🛞 Last |
| equisition Lines 🙀 | | | | | |
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| | Address | UNT Central Receiving Denton, TX 76205 | Add One Time Address | Price 500 0000 | Price Adjustment Pegging Inquiry |
| | Attention To | Facilities Maintenance | | | Pegging Workbench |
| | Due Date | 12/31/2015 | | | Custom Fields |
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| r 📋 2 🍓 Dell Printer | | Summus Industries Inc | 1.0000 Each | 100.0000 | 100.00 🌇 🖓 Add 🍘 |
| Shipping Line 1 | *Ship To | USB 135 Q | Add Shipto Comments | Quantity 1.0000 | (+) |
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| | Attention To | Facilities Maintenance | | | Pegging Workbench |
| | Due Date | 12/31/2015 | | | Custom Fields |
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- 14. Change the **Quantity** and/or **Amount** as needed.
- 15. Type any necessary information in the **Additional Information** field. **Note:** Do not make changes to any other fields.

| Favorites - Main Menu - > E | Employee Self-Service | |
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| ePro Services New Requisition | *Goods/Service Computer Desk Description Quantity 1 *Unit of Measure EA | |
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16. Click Apply.

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- 17. Enter change-related comments into the **Requisition Comments and Attachments** field.
- 18. Enter purchase justification-related comments into the **Approval Justification** field.

19. Click Check Budget.

Note: Do not click **Save for Later** since doing so would cause the system to process the requisition without performing a budget check.

| | ENTERPRISE INFORMATION MMt0110 ON SYSTEM | FSTSTU (easapp12) - 12/2 | 23/2015 13:48:17 | All - Search | 2 | Advanced Search |
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20. Click **OK**.

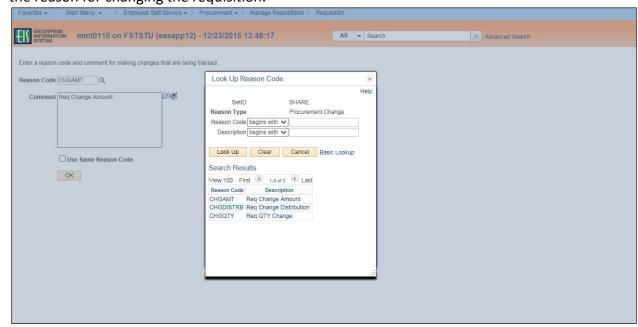
Note: Editing an approved requisition that has already been sourced to a purchase order will send the requisition through the approval process again.

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| Special Instruct Purpose State | P P | re-Check Budget | Budget Checking Status:Not | Checked | | | |

21. Click the magnifying glass next to Reason Code.

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| Enter a reason code and comment for making ch | anges that are being tracked. | | |
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22. Select the appropriate **Reason Code** in the **Look Up Reason Code** dropdown based on the reason for changing the requisition.



- 23. Enter comments in the **Comment** field.
- 24. Click **OK**.

Note: The comment window displays a default comment; however, you will need to add additional comments in order to further explain the change to the requisition.

| ENTERPR INFORMA SYSTEM | ise mmt0110 on FSTSTU (e | easapp12) - 12/23/2015 13:48:17 | All - Search | Advanced Search | | | | |
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| Enter a reason | code and comment for making changes | that are being tracked. | | | | | | |
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| | We received a discount for purchasing two instead of one. | | | | | | | |
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| | Use Same Reason Code | 1 | | | | | | |
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Note: The Confirmation screen will open.

The change request will be re-routed through the normal approval process. When an approved requisition has been changed, the system displays the **Change Request/Line Approval Summary** area, which provides details about the changes that have been made to the requisition.

| Favorites Main Menu Forcurement Forcureme | | | | | | | | | |
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| | Requis | ition Name Com | nputer Desk for Dr. Davis | | Total Amount 1,600.00 USD | | | | |
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| | Bu | siness Unit SY7 | 69 | | Contact Email: sarahjone Instructions: Please email | equint.edu I Specia the address above | al e when the | | |
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