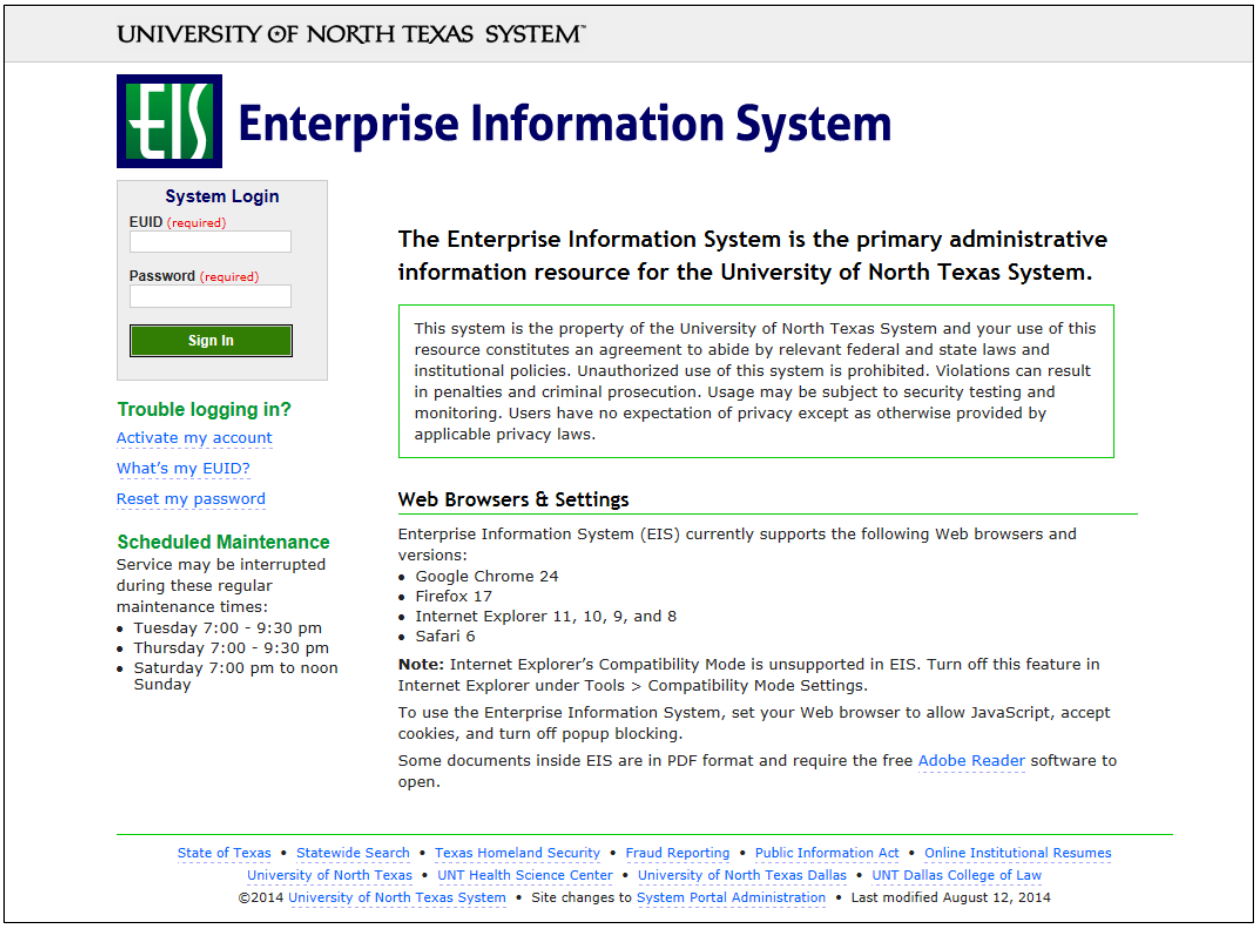
SOP #: 4.2.3.1	Area: Purchasing
Title: Creating a Change Request	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 08-17-2016
Approval Date: 02-24-2016	Review Date: N/A

Title: Creating a Change Request

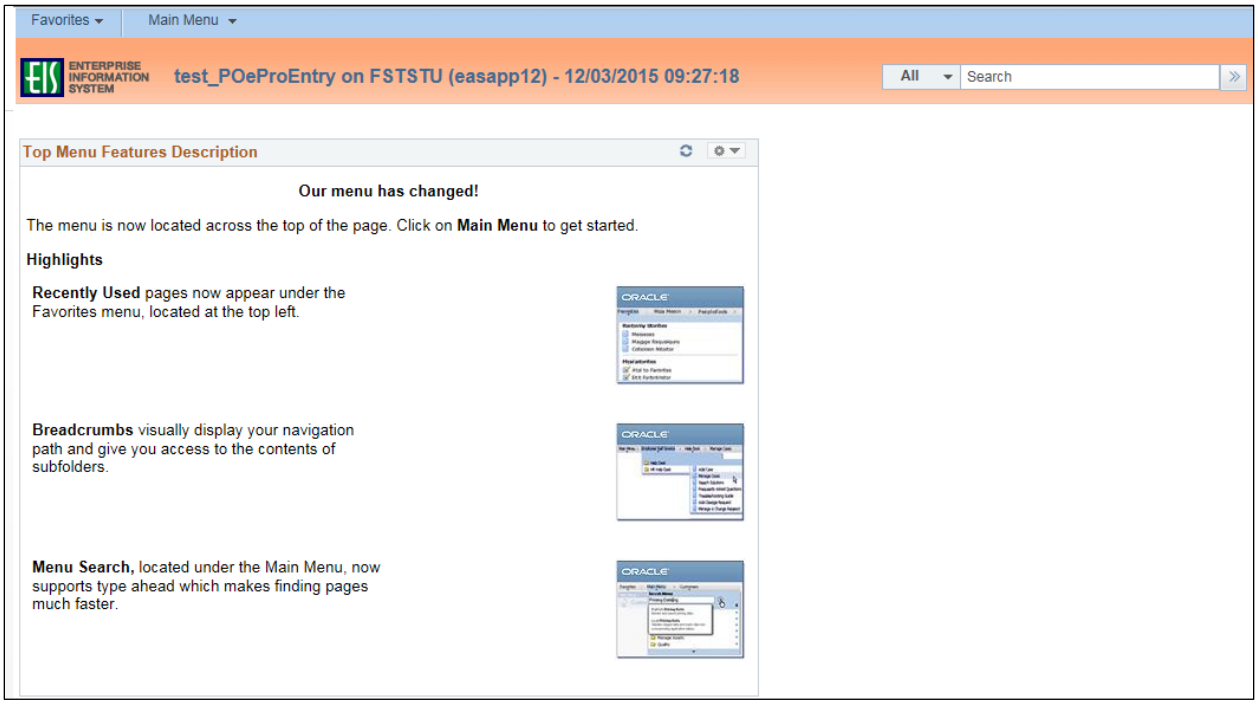
If a change needs to be made on a requisition that has already been sourced to a purchase order and sent to a vendor, a change order can be created.

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

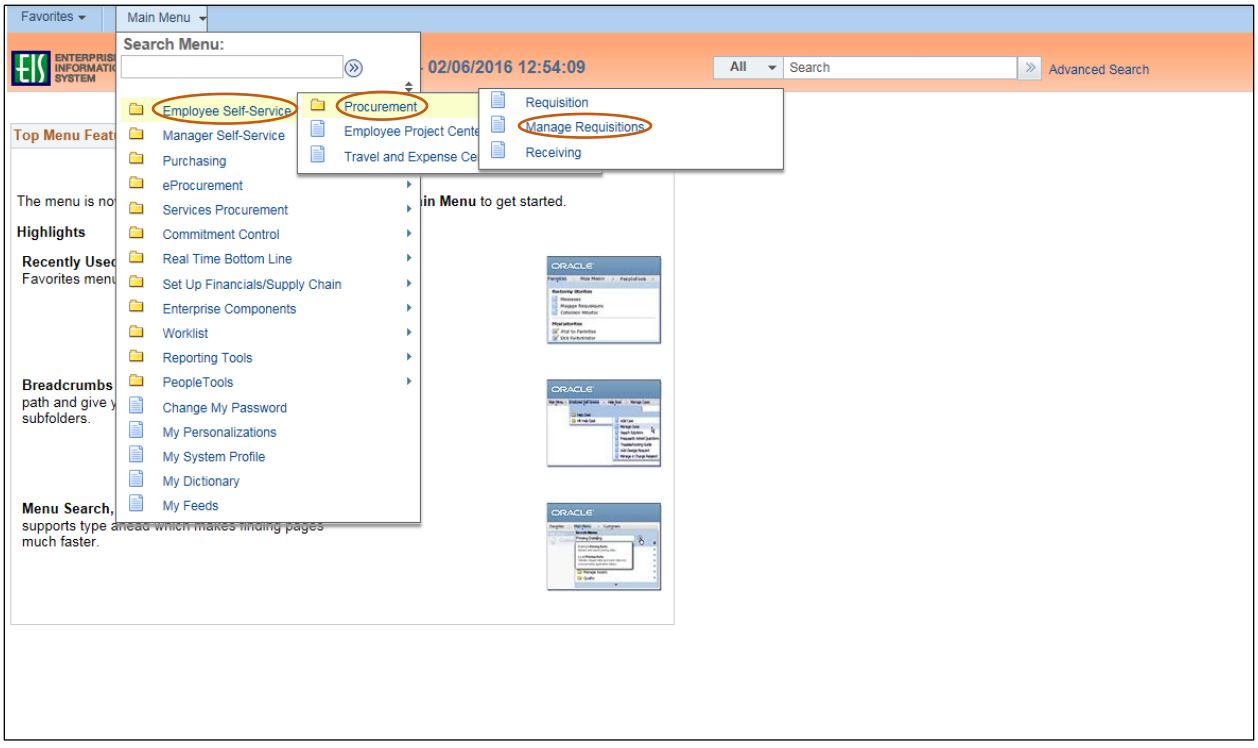
1. Enter **EUID** and **Password**.
2. Click **Sign In**.



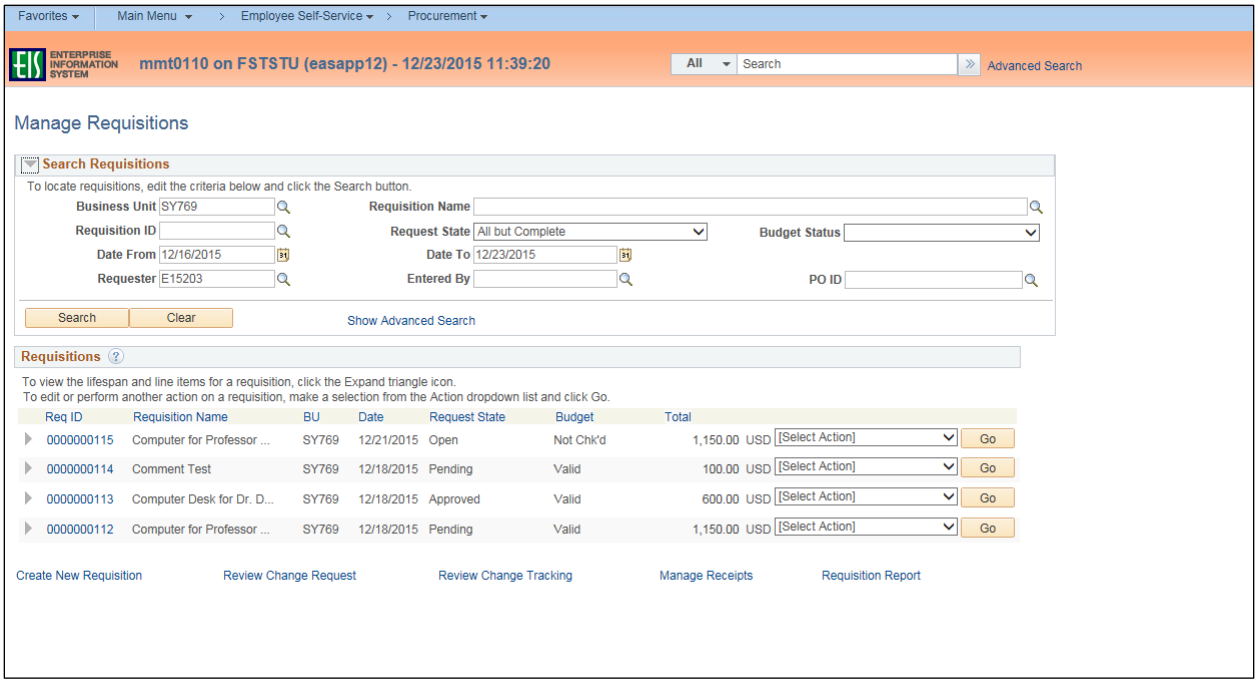
3. Click **Main Menu**.



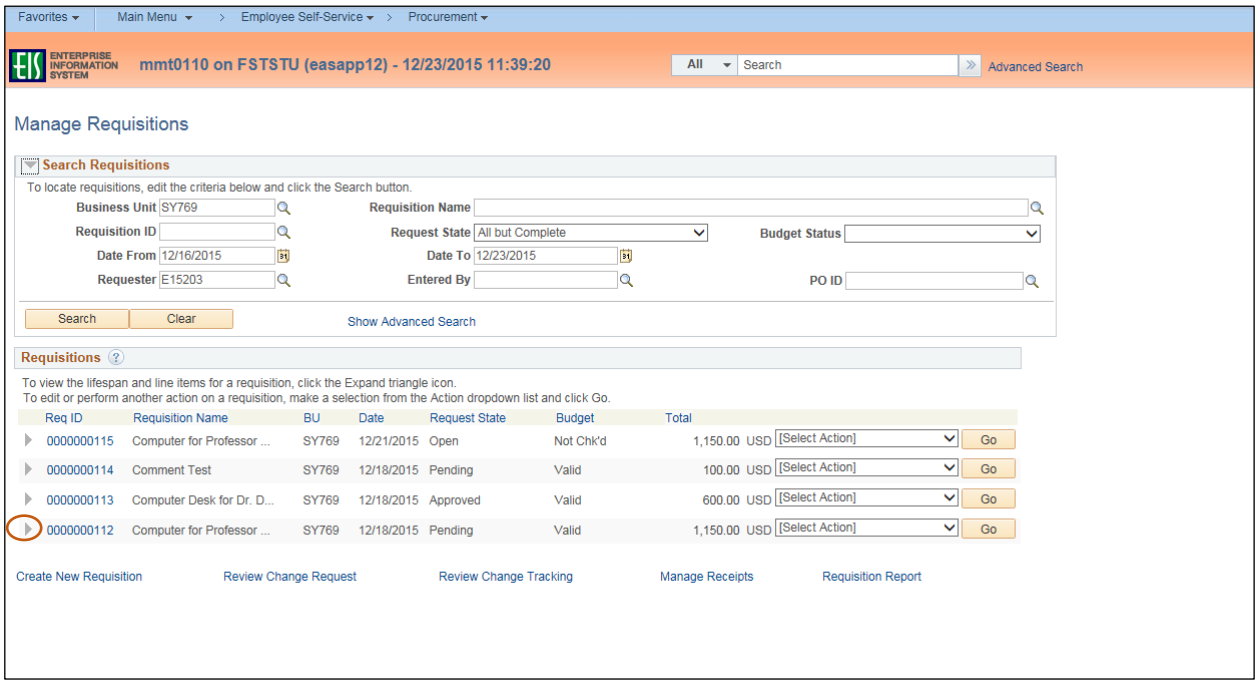
4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement> Manage Requisitions.



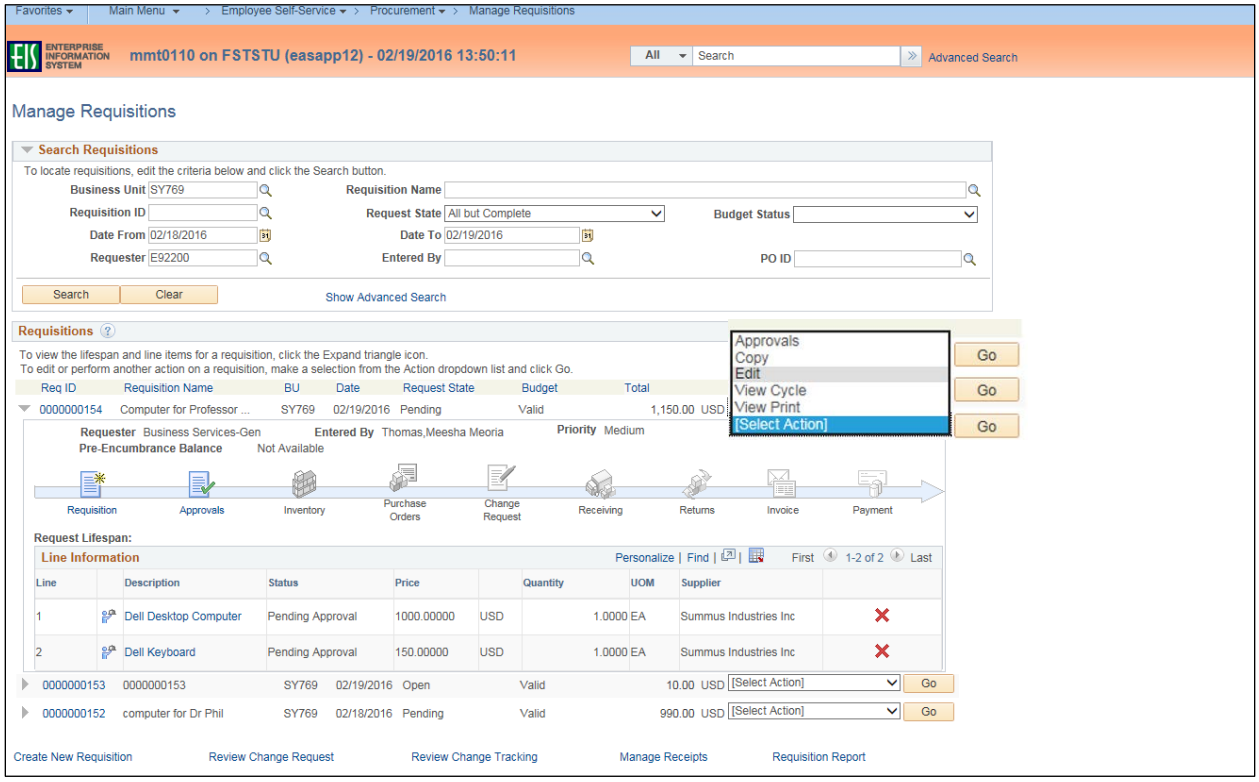
5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
6. Enter the appropriate search date range into the **Date From** and **Date To** fields.
   Note: Leave the **Date From** and/or **Date To** fields blank to expand your search.
7. Click **Search**.



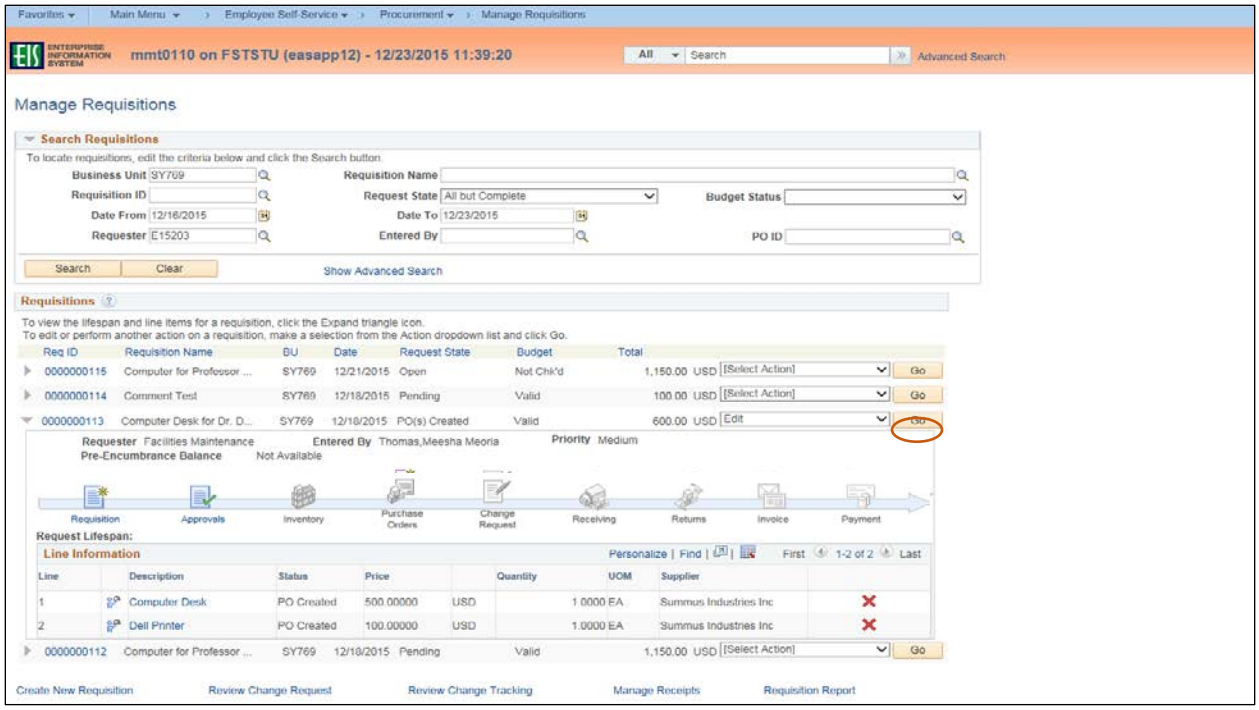
8. Click the triangle icon next to the **Req ID** to view the current status of the requisition.
   Note: The requisition's status screen will open.



9. Select **Edit** from the requisition's associated dropdown menu.

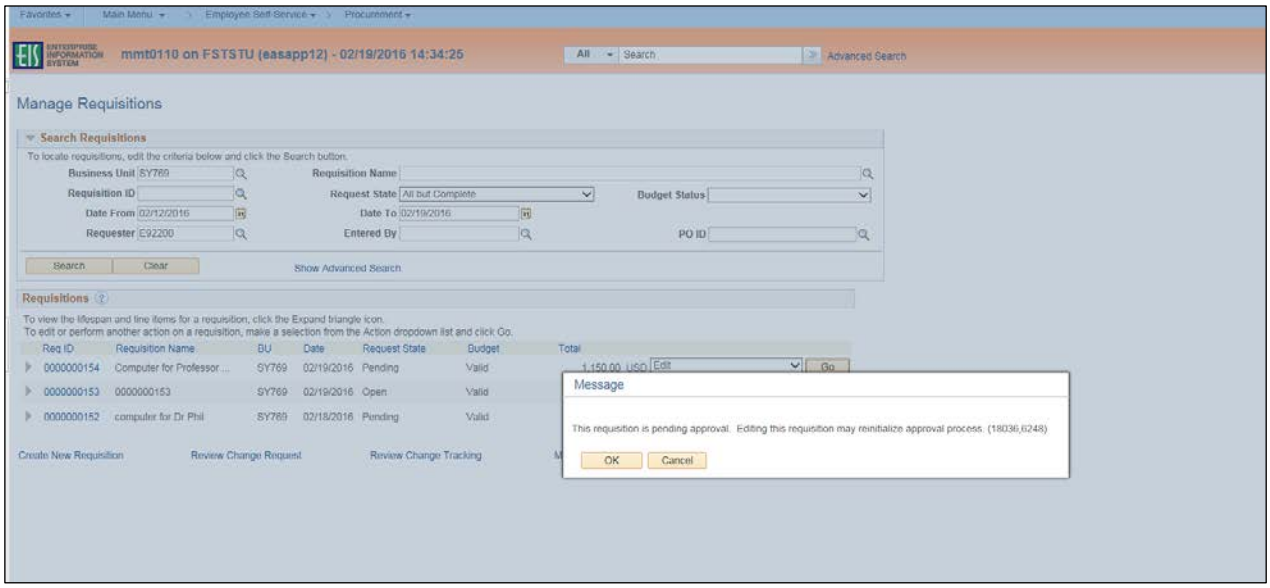


10. Click **Go**.

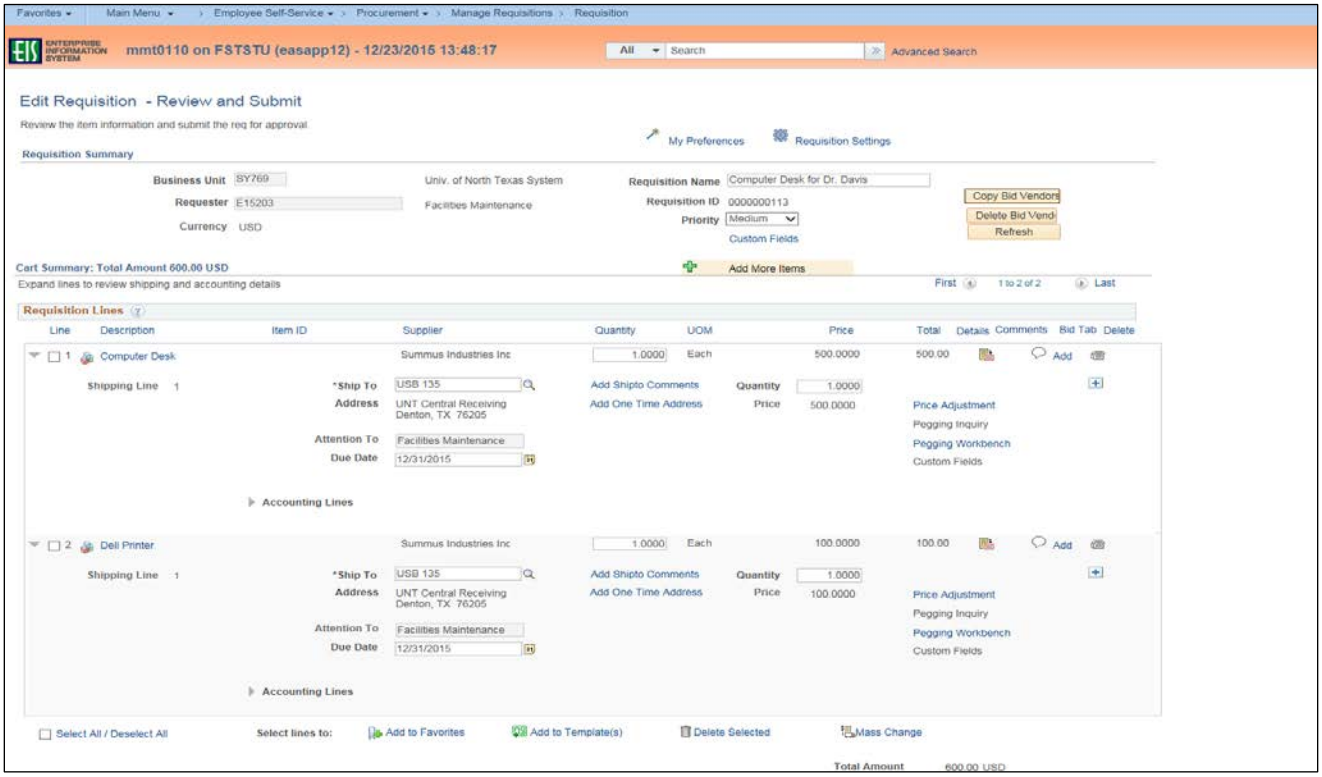


11. Click **OK**.

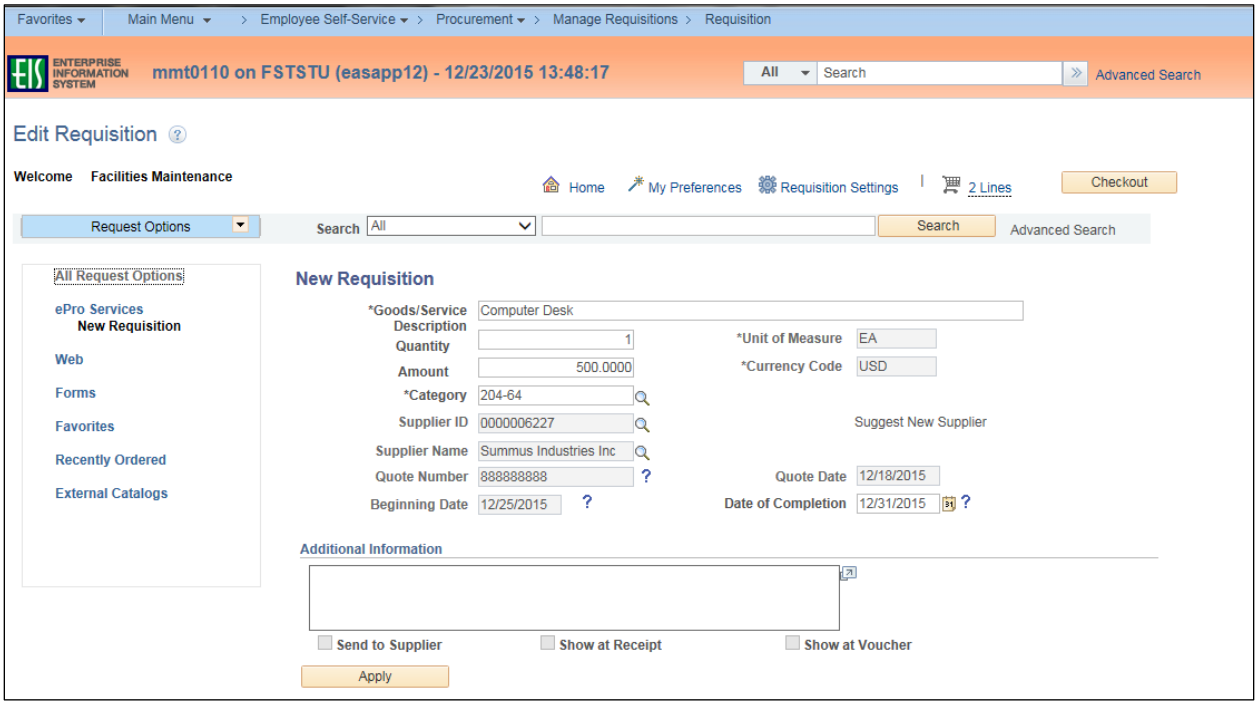
    Note: Editing an approved requisition that has already been sourced to a purchase order will send the requisition through the approval process again.



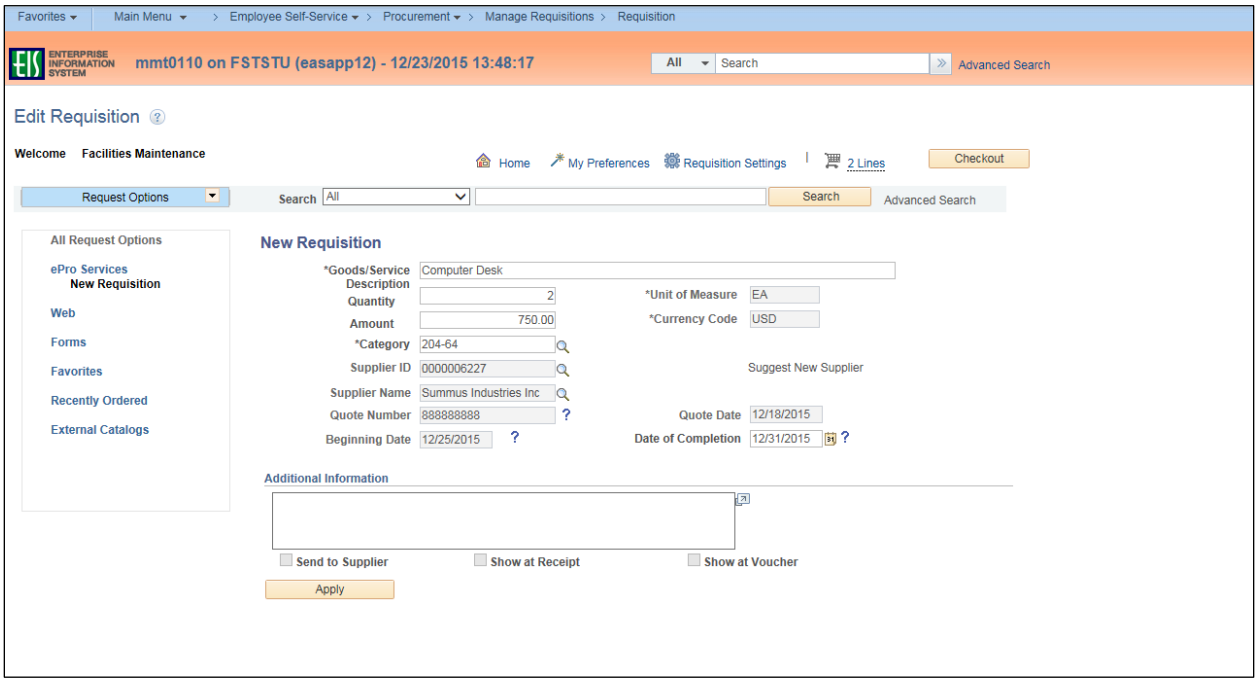
12. Change **Ship To**, **Due Date**, or **Quantity** fields as appropriate.
13. Click the item name under the **Description** category.



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.

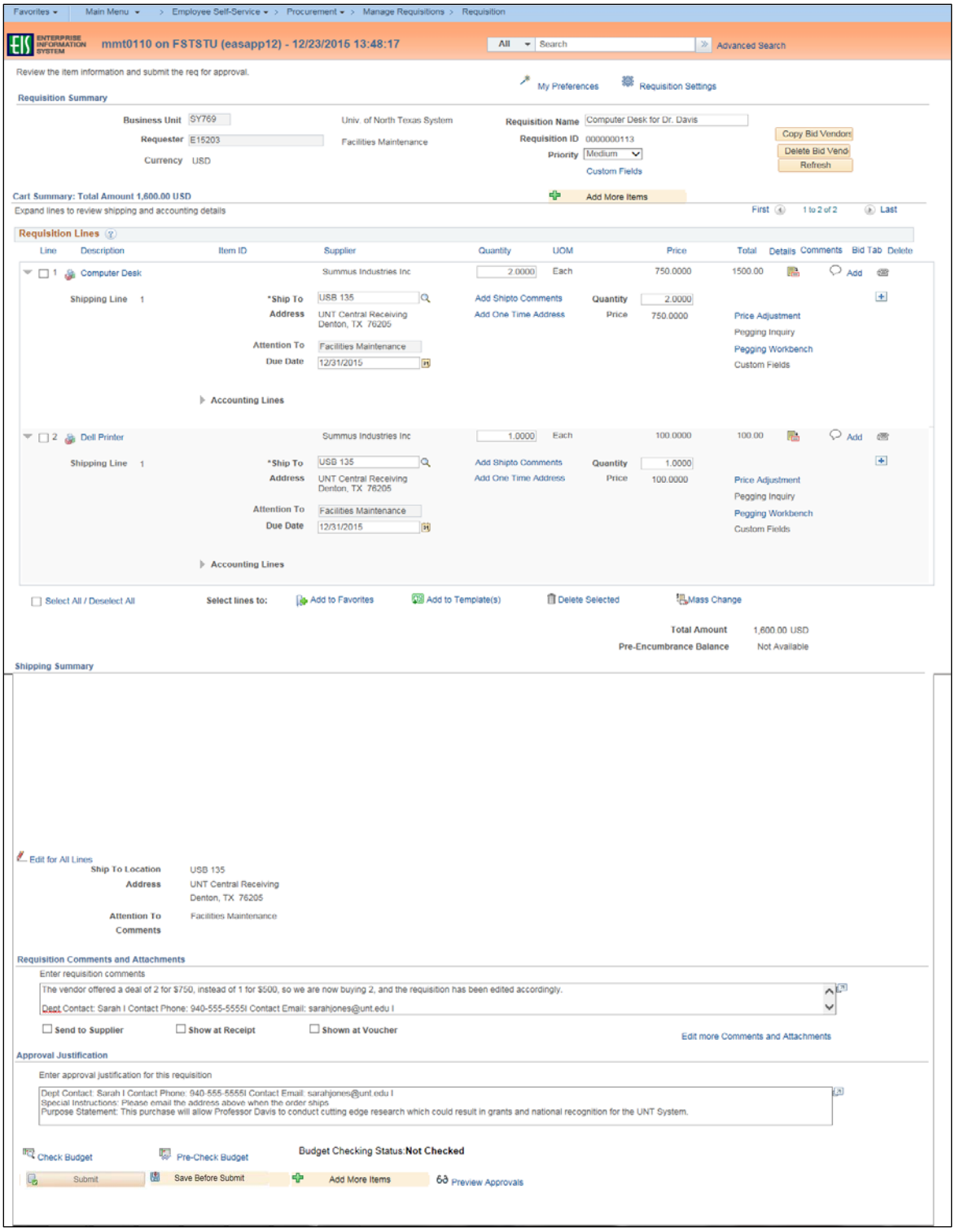


16. Click **Apply**.



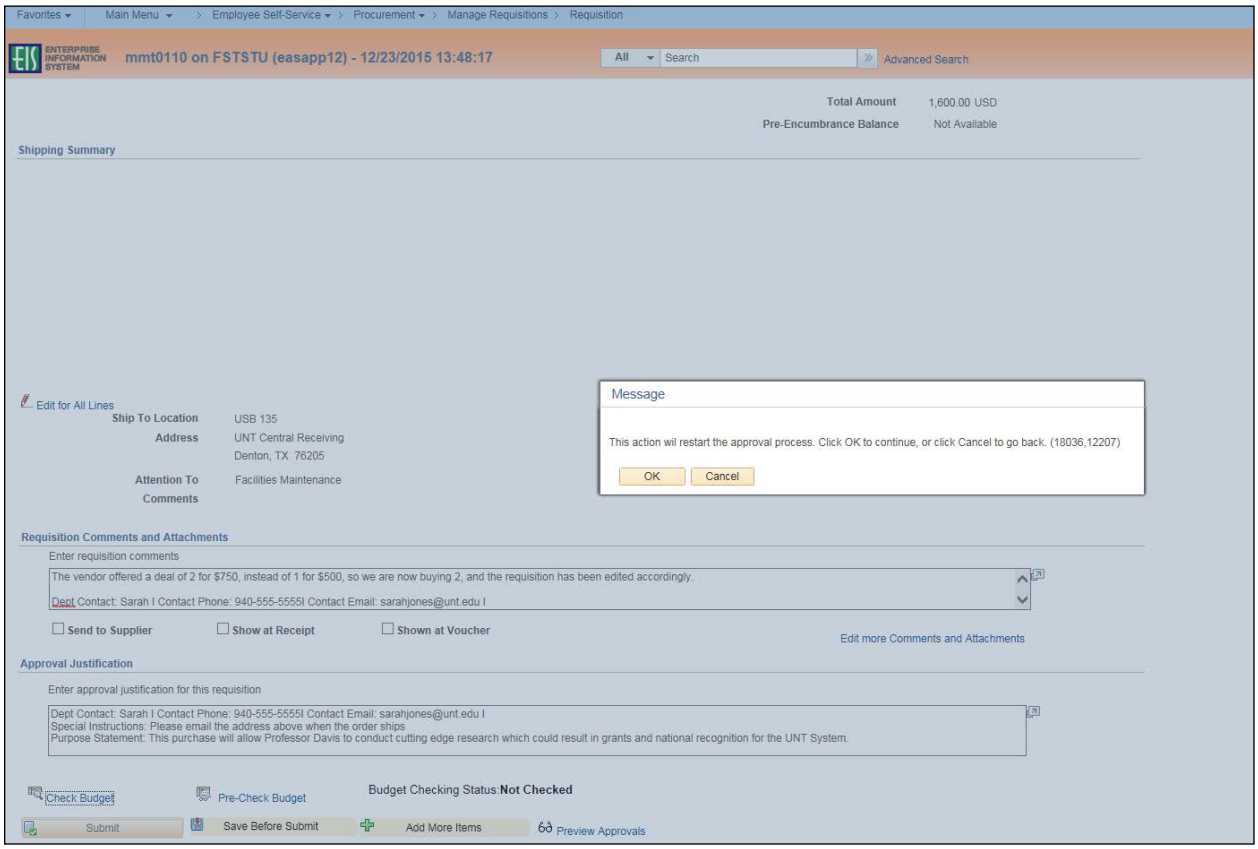
17. Enter change-related comments into the **Requisition Comments and Attachments** field.
18. Enter purchase justification-related comments into the **Approval Justification** field.
19. Click **Check Budget**.

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

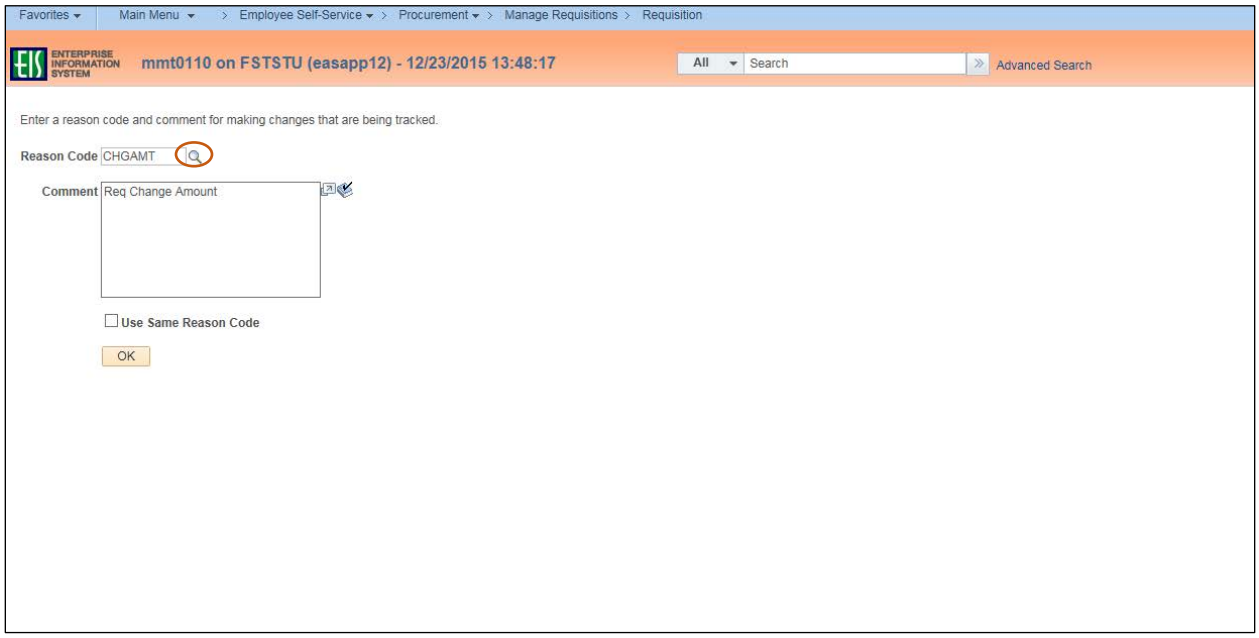


20. Click **OK**.

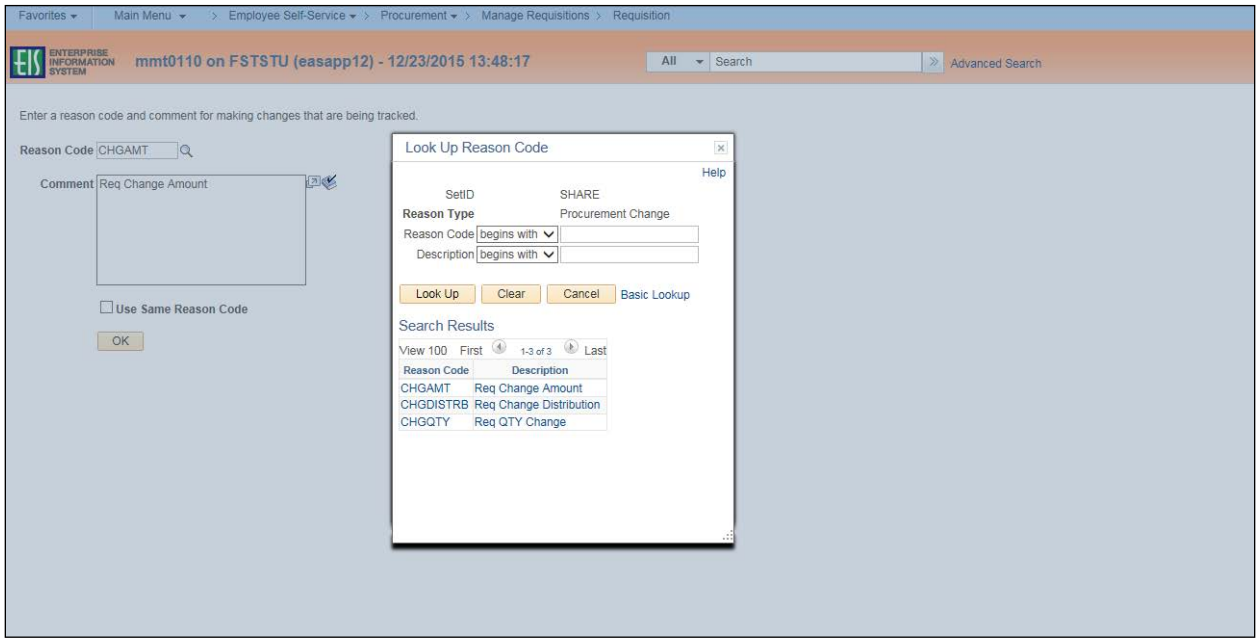
    Note: Editing an approved requisition that has already been sourced to a purchase order will send the requisition through the approval process again.



21. Click the magnifying glass next to Reason Code**.**

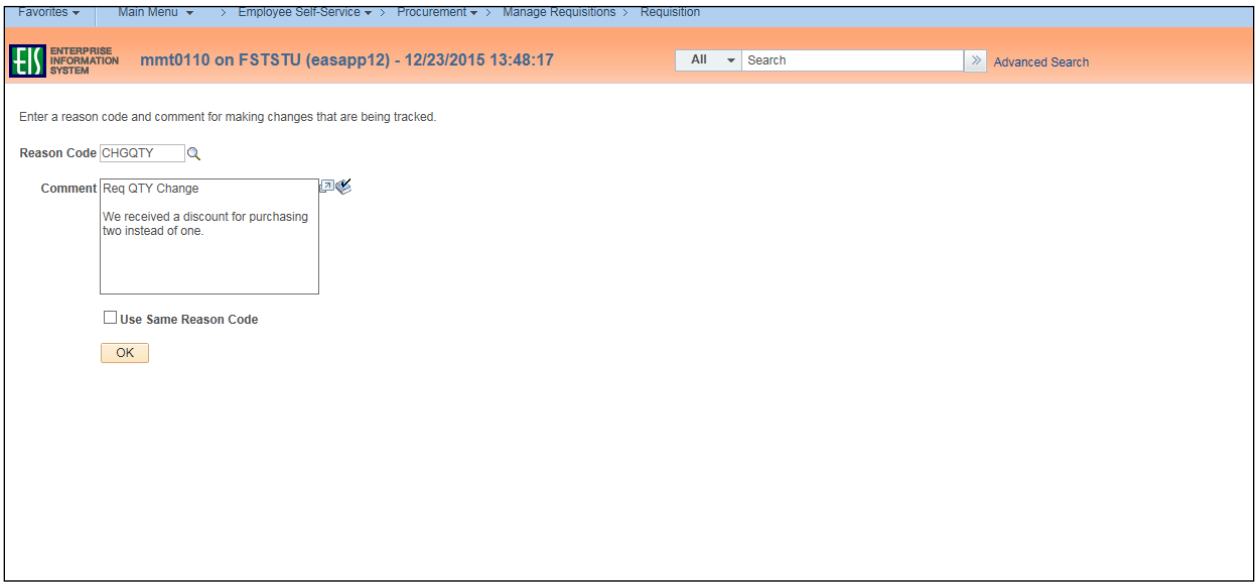
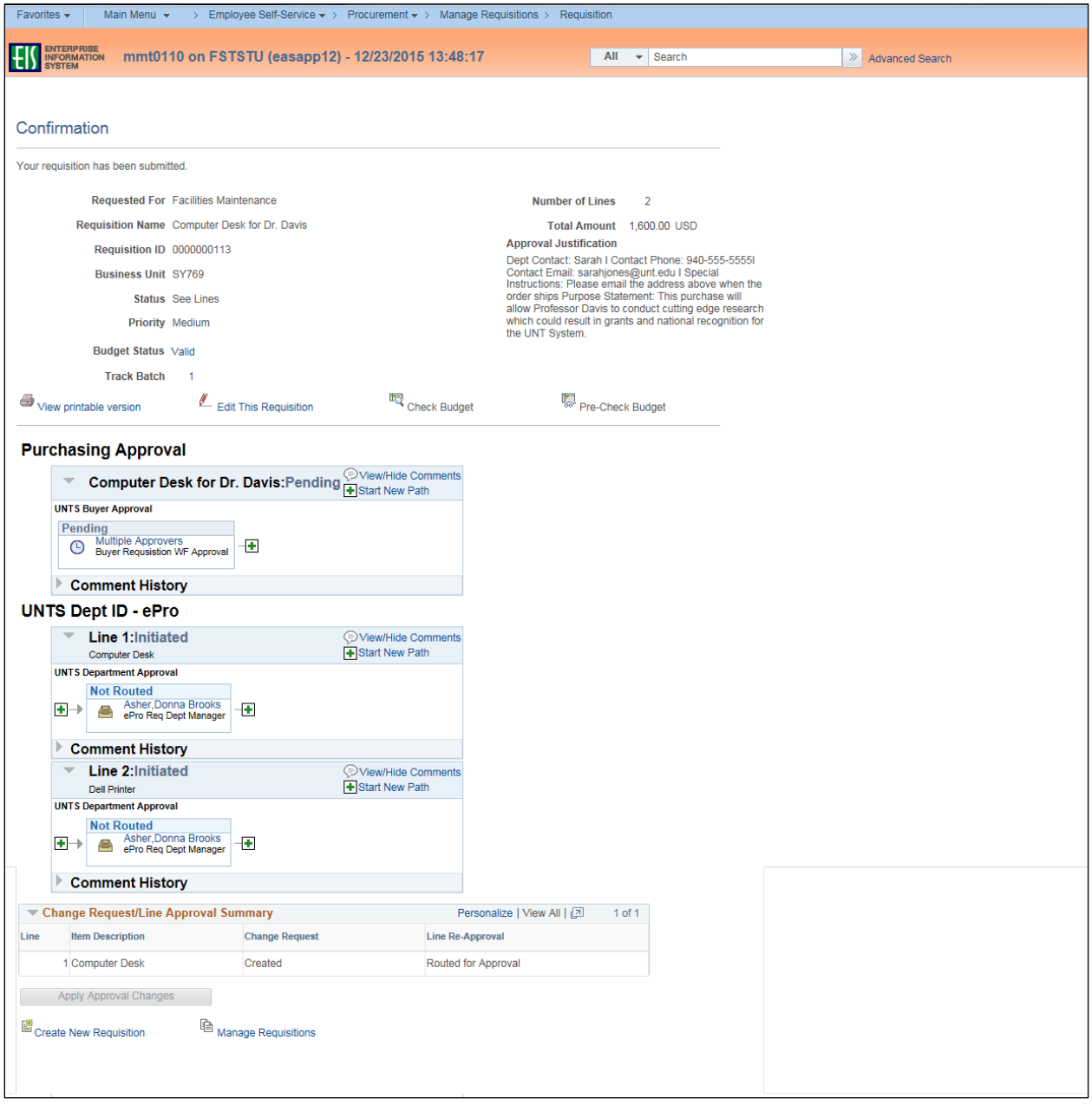


22. Select the appropriate **Reason Code** in the **Look Up Reason Code** dropdown based on the reason for changing the requisition.



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.



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.