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.

![Image of Look Up Reason Code]

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.

![Image of Comment field with additional comments]
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.