Peoplesoft Change Order Entry

1. Peoplesoft Purchase Orders can be changed through the Change Order process. There are two Change Order processes: 1. Change an existing line amount and 2. Add a line.

Change Orders cannot be processed on Marketplace orders. Please contact the Marketplace supplier directly for any changes / issues with an order.

2. In Peoplesoft, select the eProcurement tile.

3. Navigate to Manage Requisitions on the left navigation. Select clear, enter your Business Unit of Normn or OUHSC. Enter the requisition number that needs to be updated and then select Search.
4. Select Edit in the ‘Select Action’ drop down box and then select Go.

5. A pop up will appear asking to verify the request to edit the requisition and notifying the approval process will restart. Select OK.

6. The requisition entry page will appear. Select the Description of the line that needs to be updated.
7. The Edit Requisition page appears. Update the Price or Quantity, and then select Apply. Please note, a Change Order cannot decrease line(s) and increase line(s) at the same time and process correctly. The decrease Change Order must be submitted and processed by Procurement first, and then the Change Order to increase must be submitted and processed by Procurement.

Since the Unit of Measure is Lot on this example, the quantity is required to be 1.

8. The requisition Price on line 1 now displays $700.00.
9. To add a line to the requisition, select Add More Items.

10. The Edit Requisition page appears. Select the Special Request link.

11. Add the Item Details and select Add to Cart.
12. Checkout in the top right corner.

13. Update the accounting information in the new line by selecting the arrows by the line and the accounting lines within the line.

14. Budget check the requisition and, if the budget is Valid, then Save and Submit.