

Step	Action									
Navigation: eProcurement – Manage Requisitions										
1	A Change Order is a request to modify an existing Purchase Order. Most Change Orders are requested due to an additional need in quantity or amount for an existing PO.									
	Hint: Change Ord Marketplace suppl changes that inclu separate change of	Hint: Change Orders cannot be processed on orders from the OU Marketplace. Contact the Marketplace supplier directly for any changes/issues with an order. If you are making multiple changes that include both a decrease and an increase, please enter those one at a time as separate change orders to avoid them getting stuck in initialize status.								
2	Change Orders a or by a notification doesn't match betw	re usually prom of a match exc ween the Purch	pted by the i eption. Mate ase Order ar	nability to p ch exception nd invoice.	roperly receive on an exi ns are prompted when inf	sting order formation				
3	To process a Char select Manage Re > eProcurement :	nge Order, click quisitions on the Manage Requ	c on the ePr one left side n	nenu or use	tile on the Home Screer the NavBar and select I	and Navigator				
4	Locate the requisit Manage Requisition if known or update Search.	ion that needs t ons will only sho the Date From	o be change w requisitior and <mark>Date T</mark>	ed. Note that as from the ofield to loo	at the default search scre last week. Enter the Rec cate the correct requisitio	en in juisition ID n. Click				
5	Once the requisition click the Go buttor	on has been loca n.	ated, click th	e drop-dov	vn menu and select Edit	. Then				
To loo	Wanage Requisitions Search Requisitions To locate requisitions, edit the criteria below and click the Search button. Business Unit OUHSC Requisition Name Requisition ID Request State All but Complete Budget Status Date From 05/21/2020 Bit Date To 07/31/2020 Bit									
	Search Clear	Show Advar	nced Search							
Required To viet To o viet N	Requisitions of a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Request State Budget Total 0000000268 SV RECEIVE REQ 3 OUHSC 05/22/2020 Request State Budget Total 0000000266 SV RECEIVE REQ 2 OUHSC 05/22/2020 Pending Valid 225.00 USD [Select Action] Go 0000000266 SV RECEIVE REQ 2 OUHSC 05/22/2020 Pending Valid 225.00 USD [Select Action] Go O 0000000265 SV RECEIVE REQ 1 OUHSC O5/22/2020 Pending Valid 1,000.00 USD [Select Action] Go O 0000000265 0000000264 OUHSC 05/22/2020 Pen(s) Valid 2,600.00 USD [Select Act									
6	You will receive a updates will restar	pop-up notificat t the approval p	ion that the r rocess. Clic	requisition is k <mark>OK</mark> .	s in approved status and	that any				



	Message This requisition is approved. Editing this requisition may restart the approval process. (18036,6249) Click OK to continue, or click Cancel to go back. OK Cancel										
7	Under Edit Re	equisition, c	lick on the De	escription of	the I	line tha	t need	s to be ι	upda	ted.	
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8	You will be re updated. Note marked Amou cases, a new	turned to th that if Amo int Only, the line will nee	e original ent ount Only was e Change Or ed to be enter	ry screen wh sn't selected der will go in red. Click Ap	ere t durir to er ply o	he Pric ng requ ror stat	e and isition us and e chan	Quantit entry an l not pro ges are	y ca d the cess mad	n be e PO is . In tho e.	ose



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16	Note that if automatica	the Change Ord ally clear once the	er was created a Change Order i	s a result of a match s fully approved. Th	e PO invoice will	atch exception will then be paid.		