



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 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 are usually prompted by the inability to properly receive on an existing order or by a notification of a match exception. Match exceptions are prompted when information doesn't match between the Purchase Order and invoice.
3	To process a Change Order , click on the eProcurement tile on the Home Screen and select Manage Requisitions on the left side menu or use the NavBar and select Navigator > eProcurement > Manage Requisitions .
4	Locate the requisition that needs to be changed. Note that the default search screen in Manage Requisitions will only show requisitions from the last week. Enter the Requisition ID if known or update the Date From and Date To field to locate the correct requisition. Click Search .
5	Once the requisition has been located, click the drop-down menu and select Edit . Then click the Go button.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit Requisition Name

Requisition ID Request State Budget Status

Date From Date To PO ID

Requester Entered By

[Show Advanced Search](#)

Requisitions

To view the lifespan and line items for 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	Received	Valid	225.00 USD	[Select Action]	Go
0000000267	SV RECEIVE REQ 2	OUHSC	05/22/2020	Pending	Valid	225.00 USD	[Select Action]	Go
0000000266	SV RECEIVE REQ 1	OUHSC	05/22/2020	Pending	Valid	225.00 USD	[Select Action]	Go
0000000265	0000000265	OUHSC	05/22/2020	Received	Valid	1,000.00 USD	[Select Action]	Go
0000000264	0000000264	OUHSC	05/22/2020	PO(s) Dispatched	Valid	2,600.00 USD	[Select Action]	Go
0000000263	0000000263	OUHSC	05/22/2020	Open	Valid	49.00 USD	Approvals	Go
0000000262	0000000262	OUHSC	05/22/2020	Open	Valid	1,000.00 USD	Copy	Go
0000000261	2020-05-22 535039 03	OUHSC	05/22/2020	PO(s) Dispatched	Valid	132.15 USD	Edit	Go
0000000260	2020-05-22 535039 02	OUHSC	05/22/2020	PO(s) Dispatched	Valid	259.50 USD	Receive	Go
							View Print	Go
							[Select Action]	Go

6	You will receive a pop-up notification that the requisition is in approved status and that any updates will restart the approval process. Click OK .
---	---



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.

7 Under Edit Requisition, click on the **Description** of the line that needs to be updated.

Edit Requisition - Review and Submit
Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: OUHSC OU Health Sciences Center Requisition Name: 0000000264
 Requester: 535039 Tyna Suzanne Cook Requisition ID: 0000000264
 Currency: USD Priority: Medium Custom Fields

Cart Summary: Total Amount 2,600.00 USD

Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Pharmaceuticals for resale		AMERISOURCEBERGE N DRUG CORPORATION	2.0000	Each	800.0000	1600.00		Add	
2	Vaccines for resale		AMERISOURCEBERGE N DRUG CORPORATION	2.0000	Each	500.0000	1000.00		Add	

Select All / Deselect All Select lines to:

Total Amount: 2,600.00 USD
Pre-Encumbrance Balance: Not Available

8 You will be returned to the original entry screen where the **Price** and **Quantity** can be updated. Note that if Amount Only wasn't selected during requisition entry and the PO is marked Amount Only, the **Change Order** will go into error status and not process. In those cases, a new line will need to be entered. Click **Apply** once the changes are made.



[Home](#) | [My Preferences](#) | [Requisition Settings](#) | [2 Lines](#) | [Checkout](#)

Search [Advanced Search](#)

Special Requests ?

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name AMERISOURCEBERGEN DRUG CORPORATION [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

9

To add a new line to the requisition, click the **Add More Items** button.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) | [Requisition Settings](#)

Requisition Summary

Business Unit OU Health Sciences Center Requisition Name

Requester Requisition ID

Currency Priority [Custom Fields](#)

Cart Summary: Total Amount 62,500.00 USD

[Expand lines to review shipping and accounting details](#)

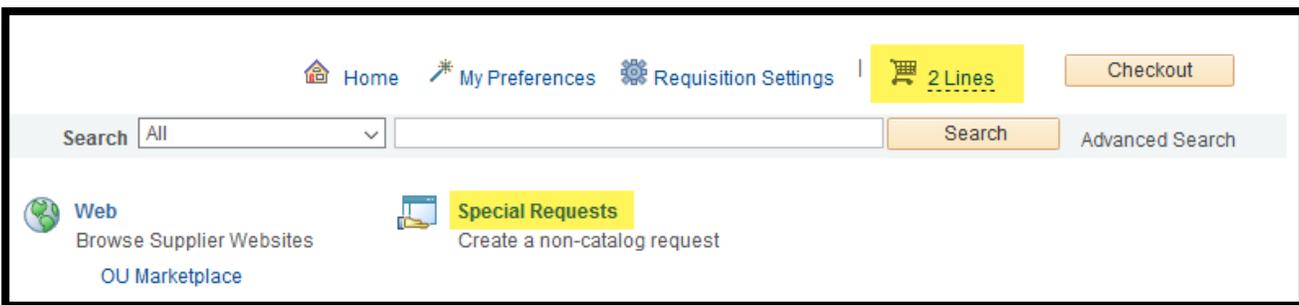
Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Exam tables		AMERISOURCEBERGEN DRUG CORPORATION	25.0000	Each	2500.0000	62500.00	<input type="button" value="Details"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

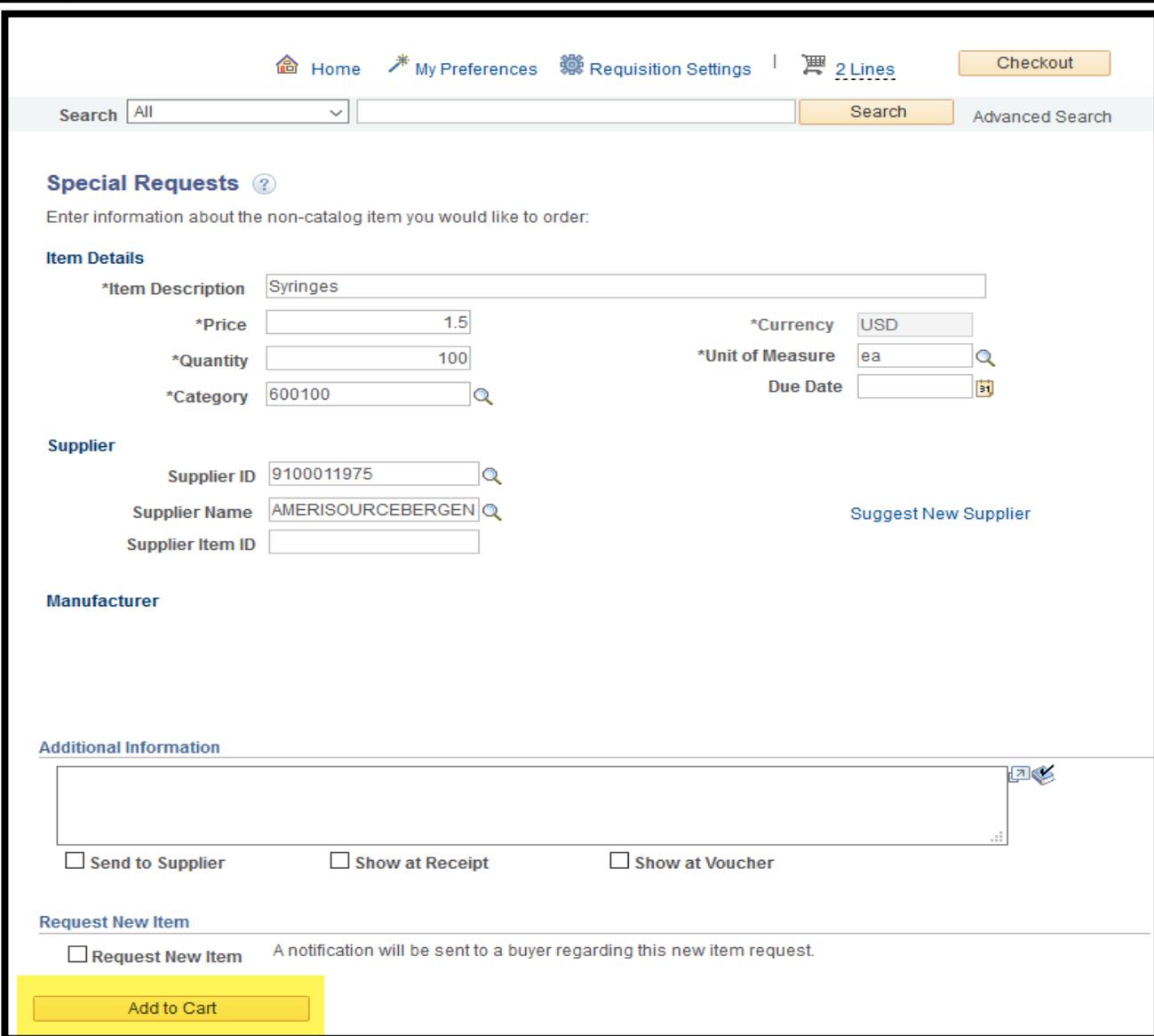
Select All / Deselect All
 Select lines to:

Total Amount 62,500.00 USD
Pre-Encumbrance Balance Not Available

10 Click **Special Requests** and add in the order details like you're creating a new requisition. However, note that your previous lines are still available in your cart.



11 Click **Add to Cart** once complete.



12 Once the additional goods/services have been added to your cart, click the **Checkout** button to be returned to the updated requisition.



Home
 My Preferences
 Requisition Settings
 |
 3 Lines
 Checkout

Search [Advanced Search](#)

13 Once the requested changes have been made, click on **Check Budget** at the bottom of the screen.

Approval Justification

Enter approval justification for this requisition

Check Budget Budget Checking Status: Not Checked

14 You will receive a pop-up notification stating that this action will restart the approval process. Click **OK**.

Message

This action will restart the approval process. Click OK to continue, or click Cancel to go back. (18036,12207)

15 Once the **Budget Checking Status** shows **Valid**, click on **Save & Submit** to process the **Change Order**.

Check Budget Budget Checking Status: **Valid**

16 Note that if the **Change Order** was created as a result of a match exception, the match exception will automatically clear once the **Change Order** is fully approved. The PO invoice will then be paid.