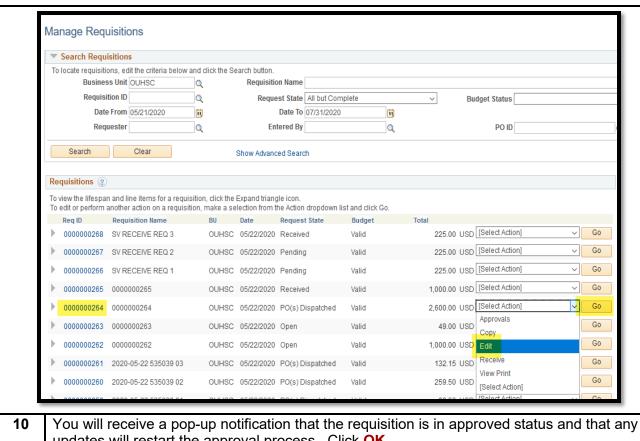


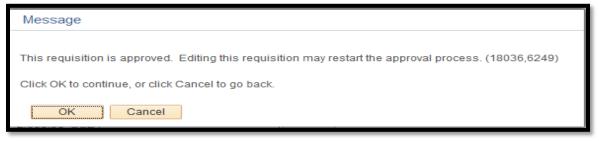
Step	Action
Navigation: eProcurement – Manage Requisitions	
1	A <b>Change Order</b> is a request to modify an existing Purchase Order. Most <b>Change Orders</b> are requested due to an additional need in quantity or amount for an existing PO. When processing <b>Change Orders</b> , the changes should reflect the needs for the rest of the fiscal year.
	Hint: Change Orders cannot be processed on orders from the OU Marketplace. Contact the Marketplace supplier directly for any changes/issues with an order.
2	<b>Change Orders</b> can be submitted to both increase one line and decrease another. A previous system issue with PeopleSoft required two separate <b>Change Orders</b> to be entered to recognize changes in both lines, but that issue has been resolved.
3	Note that PeopleSoft will not allow existing lines on a requisition to be deleted, but they can be reduced or cancelled if they have not been received on. For example, if you had a requisition line for five chairs at \$100 each but only three chairs have been received and no more are available from the supplier, you could create a change order to reduce the line by \$200, but you could not cancel the line because part of the order has been received/paid.
4	Change Orders cannot be submitted for changes to the chartfield spread because of how PO funds are encumbered. If the chartfield spread needs to be changed on an existing PO, the department could process a cost transfer to move the funds to the appropriate account after payments are made or, the existing PO could be closed and a new PO, with the updated chartfield spread information, could be entered.
5	Change Orders cannot be submitted for supplier name/ID changes. If a supplier changes how they do business, prompting a new supplier record to be created in PeopleSoft, any existing PO's to the original supplier must be closed and new requisitions should be entered to the updated supplier name/ID.
6	<b>Change Orders</b> 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.
7	To process a <b>Change Order</b> , click on the <b>eProcurement</b> tile on the <b>Home Screen</b> and select <b>Manage Requisitions</b> on the left side menu.
8	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 <b>Requisition ID</b> , if known, or update the <b>Date From</b> and <b>Date To</b> field to locate the correct requisition. Click <b>Search</b> .
9	Once the requisition has been located, click the <b>Select Action</b> dropdown menu, select <b>Edit</b> , and click the <b>Go</b> button.

6/6/2024 Page **1** of **6** 



updates will restart the approval process. Click OK.

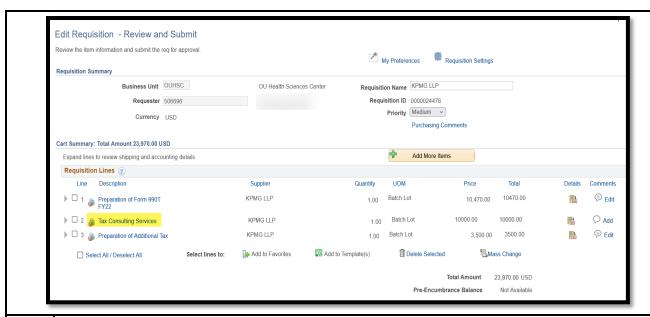
Hint: Change Orders to add additional lines or increase line amounts will result in the requisition requiring reapproval from all applicable approvers (department, Grants/ReFS, IT, HR, etc.) and additional processing from Procurement. Change Orders to decrease amounts/quantities will not require reapproval, but still requires additional processing from Procurement. This variable approval step may result in longer processing times for Change **Orders** 



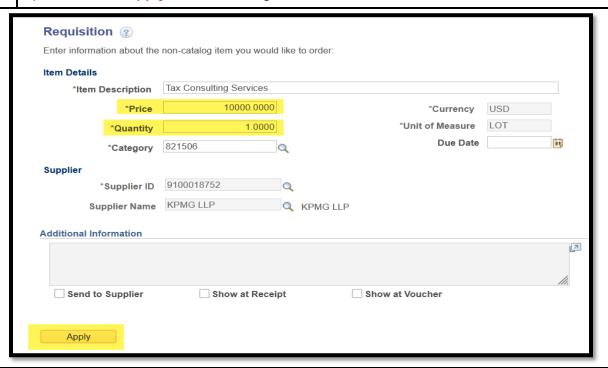
11 Under Edit Requisition, click on the **Description** of the line that needs to be updated.

6/6/2024 Page 2 of 6





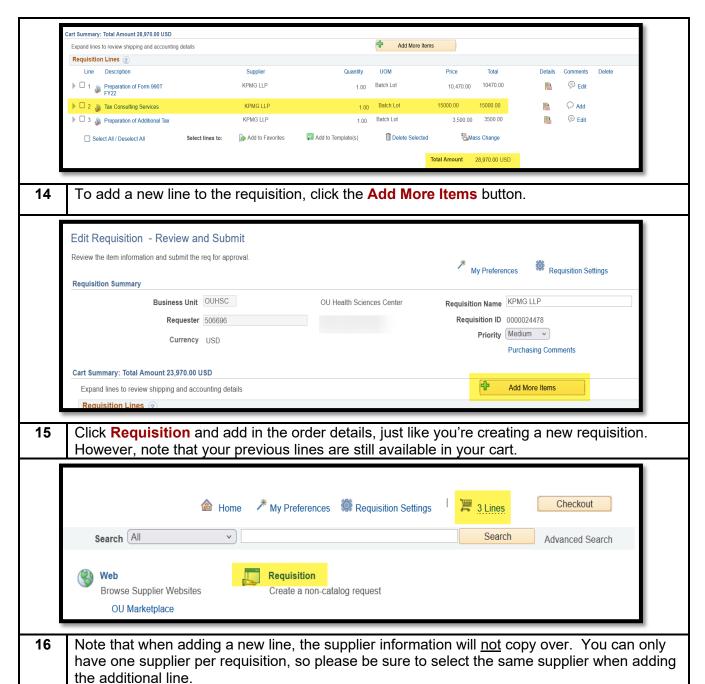
You will be returned to the original entry screen where the **Price** and **Quantity** can be updated. Click **Apply** once the changes are made.



13 The individual **requisition line** and **total amount** will now reflect the updated price.

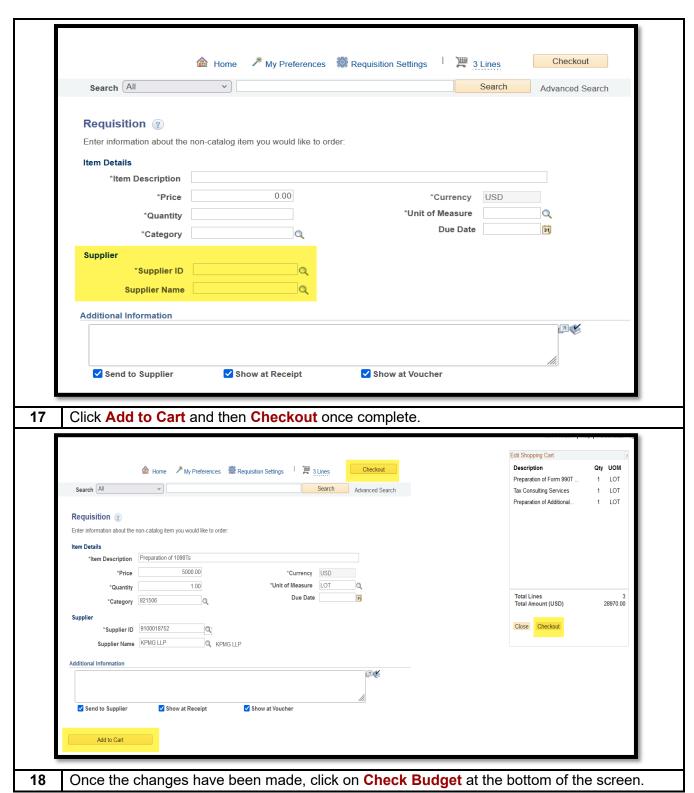
6/6/2024 Page **3** of **6** 





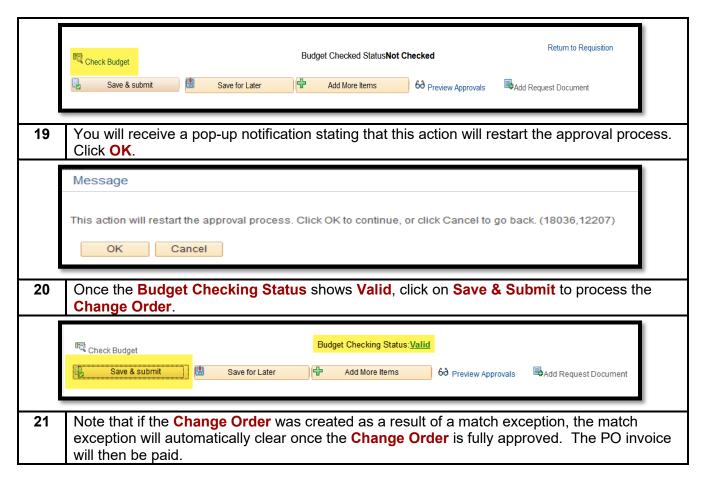
6/6/2024 Page **4** of **6** 





6/6/2024 Page **5** of **6** 





6/6/2024 Page **6** of **6**