



Step	Action
<b>Navigation: eProcurement – Manage Requisitions</b>	
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.  <b>Hint:</b> <b>Change Orders</b> 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> 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 <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 or use the <b>NavBar</b> and select <b>Navigator &gt; eProcurement &gt; Manage Requisitions</b> .
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 <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> .
5	Once the requisition has been located, click the <b>drop-down menu</b> and select <b>Edit</b> . Then click the <b>Go</b> button.

**Manage Requisitions**

**Search Requisitions**

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

Business Unit: OUHSC  
 Requisition ID:   
 Date From: 05/21/2020  
 Date To: 07/31/2020  
 Requester:   
 Request State: All but Complete  
 Budget Status:   
 Entered By:   
 PO ID:

Search Clear 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 <b>OK</b> .
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**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

**Requisition Lines**

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. 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: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

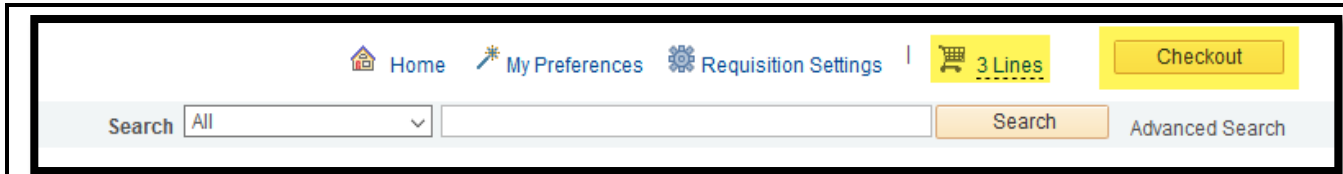
Total Amount 62,500.00 USD  
 Pre-Encumbrance Balance Not Available



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.

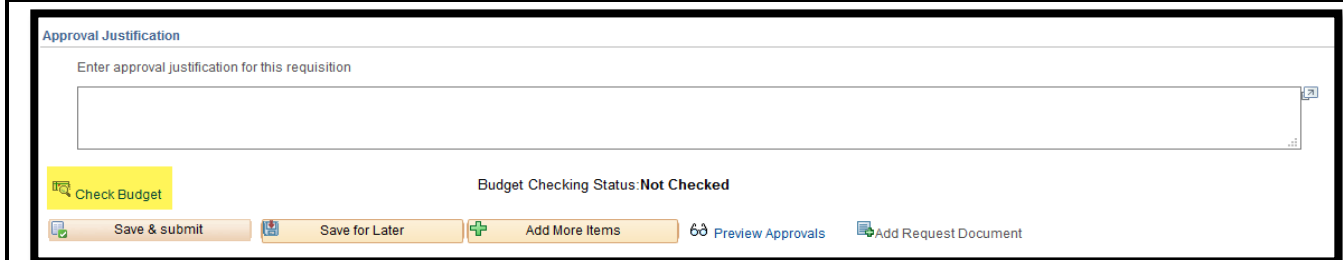
12 Once the additional goods/services have been added to your cart, click the **Checkout** button to be returned to the updated requisition.



Home My Preferences Requisition Settings | 3 Lines Checkout

Search All Search Advanced Search

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



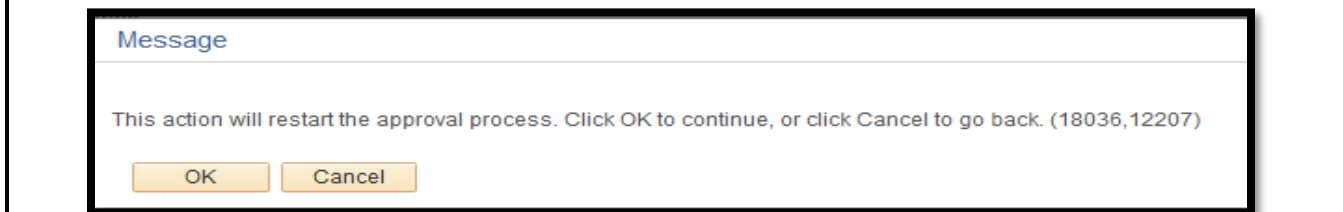
Approval Justification

Enter approval justification for this requisition

Check Budget Budget Checking Status: Not Checked

Save & submit Save for Later Add More Items Preview Approvals Add Request Document

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

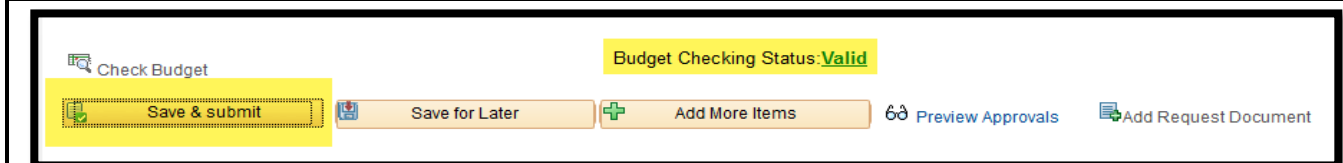


Message

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

OK Cancel

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



Check Budget Budget Checking Status: Valid

Save & submit Save for Later Add More Items Preview Approvals Add Request Document

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.