

# How to Create and Submit a Change Request on a PO

## 1 Select the Purchase Order

Orders > Search > Purchase Orders

### Search Purchase Orders

Quick Filters My Searches

**Supplier**

- My Sewing Room (6)
- Ellucian Company LP (4)
- NW Engraving Services LLC (4)
- Theo Higgins (4)
- Henry Schein Inc (3)
- [See More](#) [Show More](#)

**PO Status**

- Completed (35)
- Pending (19)
- [Show More](#)

Created Date: Last 90 days Quick search

Page 1 of 3 1-20 of 54 Results

PO Number	Supplier	Created Date/Time
PJT00736	Printcraft Printing	10/17/2023 11:30
PJT00735	Computer Discount Warehouse	10/17/2023 11:12
PJT00734	B & H Photo	10/17/2023 11:07
PJT00733	Happy Day Corp	10/17/2023 11:02
PJT00732	Computer Discount Warehouse	10/17/2023 11:00
PJT00731	Staples Advantage	10/17/2023 10:59

## 2 Click "Change Requests"

Printing • PJT00736 Revision 0

Revisions 1   Confirmations   Shipments   **Change Requests**   Receipts 3   Invoices   Comments

**Shipping Information**

Ship To Address A  
Code

**Ship To**

Attn: Diana Higgins  
Bldg/Rm: ADM 104  
Mailstop:  
501 United States  
500 8th Ave.  
Lewiston, ID 83501  
United States

**Billing/Payment**

Bill To Address   Accounts Payable  
Code

**Bill To**

Lewis-Clark State College  
Controller's Office  
500 8th Avenue  
Lewiston, ID 83501  
United States

**Billing Options**

## 3 Click the + to add the Change Request

All   Search (Alt+Q)   0.00 USD   6   12

1 of 54 Results

Change Requests   Receipts 3   Invoices   Comments   Attachments   History

**+**  
Create Change Request

**Summary**

**Completed**

**Details**

Supplier Status

Sent To Supplier

Supplier  
Printcraft Printing

**Total (250.00 USD)**

#### 4 Type your reason for requesting to update the PO

Rae Taylor (Approved) <rtaylor@lcsc.edu>

Raechel Taylor (Approved) <rtaylor@lcsc.edu>

[add email recipient...](#)

Change Request Reason

Type the reason that you are changing this PO:

"The PO was an estimate and the invoice came in higher than anticipated."  
Or "Changing cost center."  
Or "Increasing quantity."

826 characters remaining [expand](#) | [clear](#)

Attach file to this change request (optional):

[Create Change Request](#) [Close](#)

#### 5 Click this button to edit the cost center

**Billing Options**

Accounting Date 10/17/2023

**Notes and Attachments**

All Suppliers	no value
Items for all	<a href="#">Add</a>

**Summary**

**Draft**

**Total (250.00 USD)**

**Related Documents**

Purchase Order: [PJT00736](#)

Requisition: [3882585](#)

**What's next for my order?**

Next Step Level 1 Approval

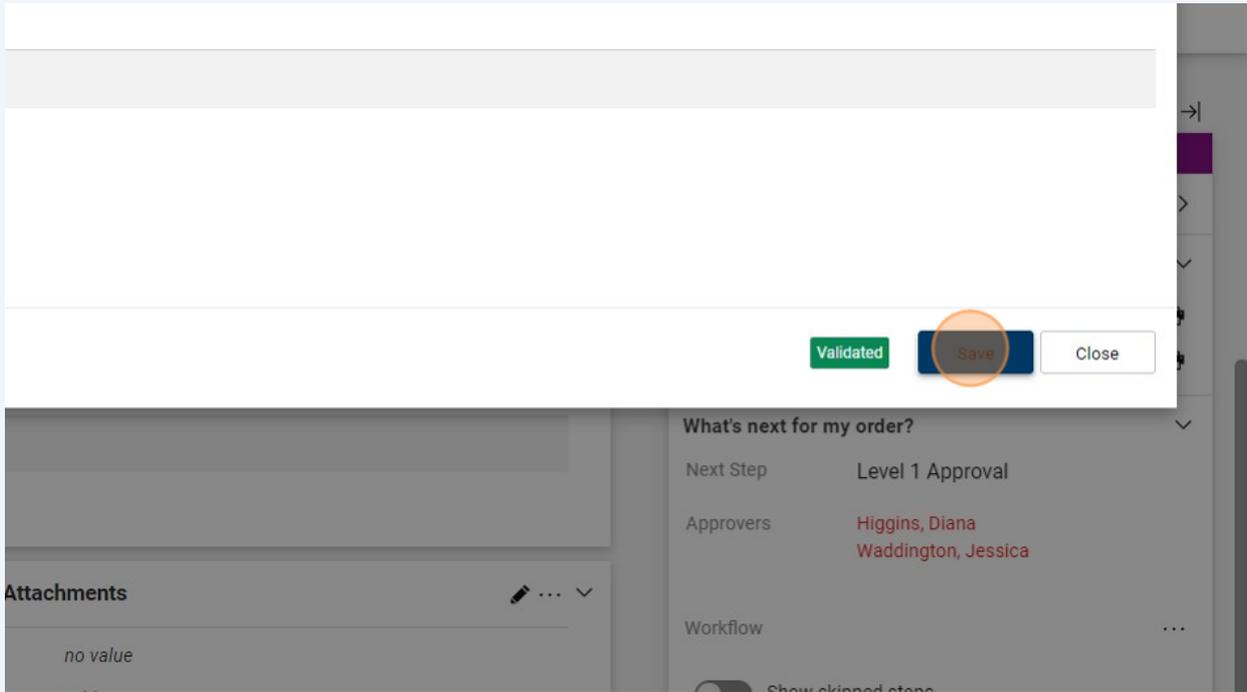
Approvers [Higgins, Diana](#)  
[Waddington, Jessica](#)

Workflow

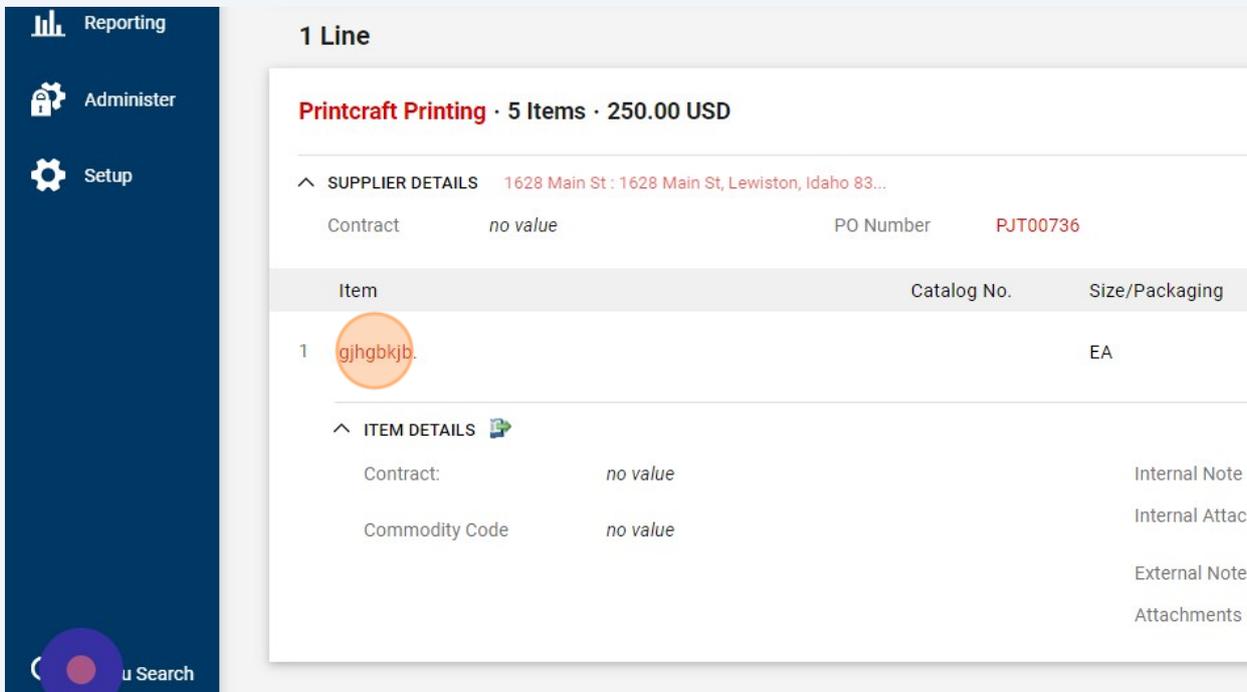
Show skipped steps

[Edit Accounting Codes Section](#)

6 Click "Save"



7 Click the red text that describes the item to enter the line



8 Click the "Quantity" field to update the quantity

intcraft Printing

fillment Address

28 Main St - 1628 Main St, Lewiston, Idaho 83501 United States

n

Product Description ★	Catalog No.	Quantity ★	Price Estimate ★	Packaging
gjhgbkjb.		5	50.00	EA

245 characters remaining

ditional Details

modity Code

Internal Attachments

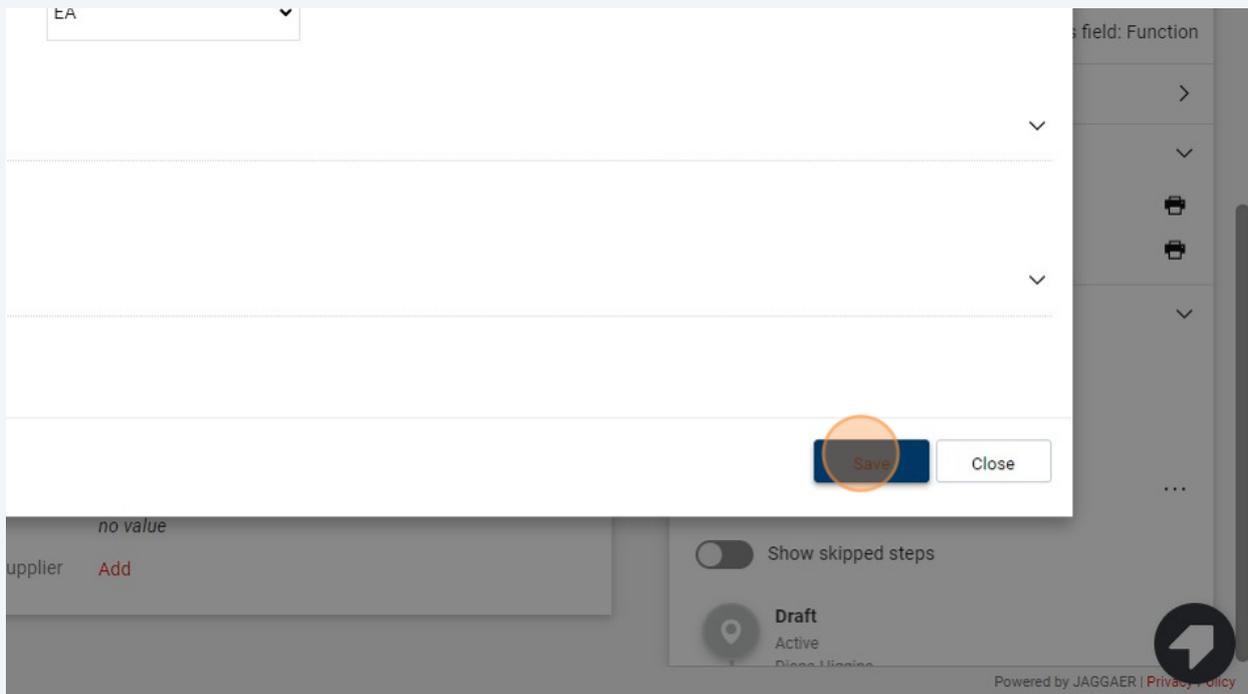
9 Click the "Price Estimate" field to update the unit price

in St, Lewiston, Idaho 83501 United States

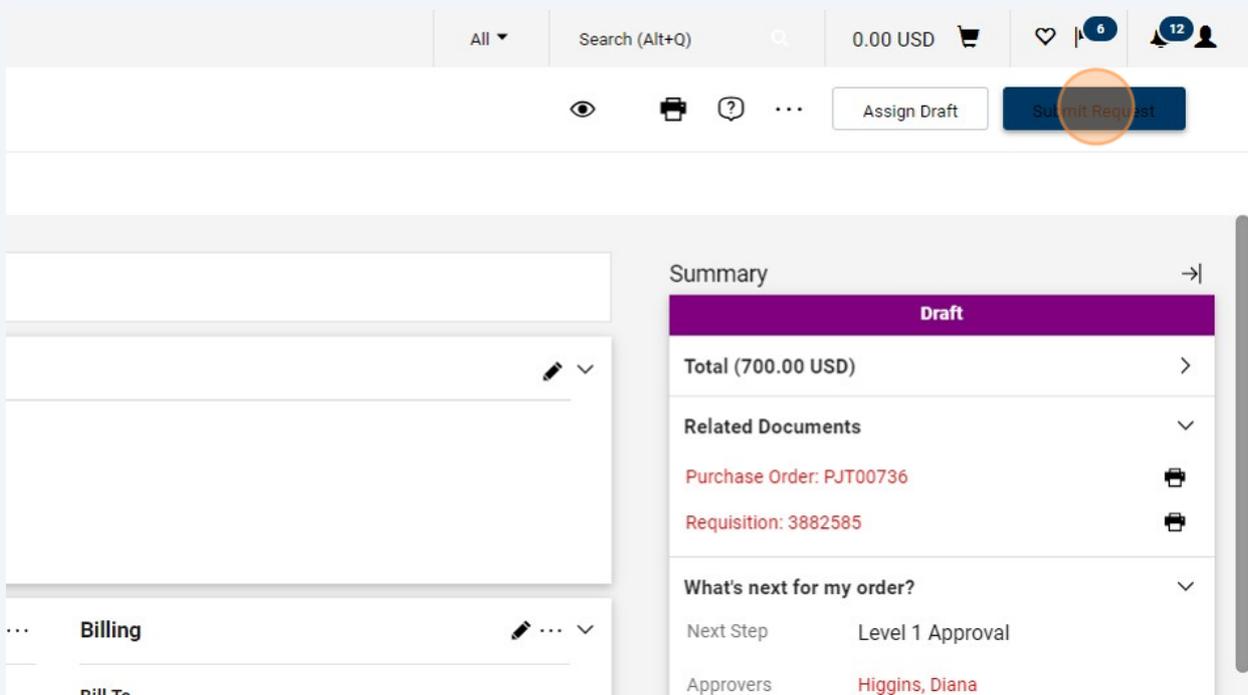
Catalog No.	Quantity ★	Price Estimate ★	Packaging
	7	50.00	EA

s

10 Click "Save"



11 Click "Submit Request" to submit the proposed changes for approvals



12 Click the Change Request number to view (optional)

Simple    Advanced    Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shc](#)

Search for products, suppliers, forms, part number, etc.

### Change Request 3882712 Submitted

Summary		Options
Change Request number	3882712	<a href="#">Print</a>
Change Request	Change Request number: 3882712	<a href="#">Recent orders</a>
Cart name	2023-10-17 0290719 06 - CR	<a href="#">Return to your hom</a>
Change Request date	10/17/2023	
Change Request total	700.00 USD	
Number of line items	1	

13 The proposed changes are highlighted. You can see that the Level 1 Approver needs to approve

Unit Price	Quantity	Ext. Price	...
100.00	7 EA	700.00	...

no value  
nts    Add

no value  
upplier    Add

#### What's next?

Workflow

Show skipped steps

- Submitted**  
10/17/2023 2:43 PM  
Diana Higgins
- Level 1 Approval**  
Active
- Create PO**  
Future
- Finish**  
Future

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**14**

When the approvals are complete, the PO will update according to your changes