

Add a Line On a PO Using a Change Request

1 Select your PO.

Orders > Search > Purchase Orders

Search Purchase Orders

Quick Filters My Searches

Created Date: Last 90 days Quick search

Page 1 of 4 1-20 of 66 Results

PO Number	Supplier	Created Date/Time
PJT00844	TPC Holdings Inc	3/26/2024 10:29:31
PJT00843	Michael G. Collins	3/19/2024 2:01:34
PJT00842	Tracy A. Collins	3/19/2024 10:29:29
PJT00841	Michael G. Collins	3/19/2024 10:09:57
PJT00840	NW Engraving Services LLC	3/19/2024 9:54:58
PJT00839	NW Engraving Services LLC	3/19/2024 9:44:58

Supplier

- NW Engraving Services LLC (10)
- Michael G. Collins (5)
- WW Grainger Inc (5)
- Staples Advantage (5)
- Amazon Capital Services Inc (4)
- See More Show More

PO Status

- Completed (45)
- Pending (21)
- Show More

2 Click "Change Requests."

TPC Holdings Inc • PJT00844 Revision 0

Revisions 1 | Confirmations | Shipments | **Change Requests** | Receipts | Invoices | Comments 2

Shipping Information

ShipTo Address A
Code

Ship To

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

Billing/Payment

BillTo Address Accounts Payable
Code

Bill To

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

Delivery Options

3 Click this button.

All | Search (Alt+Q) | 0.00 USD | 5 | 19

1 of 66 Results

Requests | Receipts | Invoices | Comments 2 | Attachments | History

Create Change Request

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier

TPC Holdings Inc

Total (500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for

4 Type in a brief explanation of change to be made.

Raechel Taylor (Approved) <rltaylor@lsc.edu>

[add email recipient...](#)

Change Request Reason

Need to add a second line.

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

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

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

5 Click the three dots here.

TEST

Got Feedback? All Search (Alt+Q) 0.00 USD

Change Requests • 3990143

Summary External Communication Comments 1 Attachments History

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	Add	Attachments for all suppliers	Add

1 Line

TPC Holdings Inc • 5 Items • 500.00 USD

SUPPLIER DETAILS PO Box 957 PO Box 957, Lewiston, Idaho 83501 ...

Contract	no value	PO Number	PJT00844
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Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 test		EA	100.00	5 EA	500.00

ITEM DETAILS

Contract	no value	Internal Note	no value
Commodity Code	no value	Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add

Summary **Draft**

Total (500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	500.00
	500.00

Related Documents

Purchase Order: PJT00844

Requisition: 3978186

What's next for my order?

Next Step: Level 1 Approval

Approvers: Higgins, Diana; Waddington, Jessica

Workflow: ...

Show skipped steps

Draft Action

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6 Click "Add Non-Catalog Item"

Suppliers *no value*

or all **Add**

...

...

Add Non-Catalog Item

Item	Unit Price	Quantity	Ext. Price
	100.00	5 EA	500.00

note *no value*

Total (500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 500.00

500.00

Purchase Order: PJT00844

Requisition: 3978186

What's next for my order?

Next Step Level 1 Approval

Approvers **Higgins, Diana**
Waddington, Jessica

7 Add the new line.

TPC Holdings Inc

Fulfillment Address

PO Box 957 - PO Box 957, Lewiston, Idaho 83501 United States

Item

Product Description *	Catalog No.	Quantity *	Price Estimate *	Packaging
test				EA

250 characters remaining

Additional Details

Commodity Code

Add Internal Attachments

Add Internal Attachments

8 Click "Save"

The screenshot shows a software interface with a modal window. At the top left of the modal is a dropdown menu with 'EA' selected. Below it are several empty rows. At the bottom of the modal, there are three buttons: 'Save' (highlighted with an orange circle), 'Save And Add Another', and 'Close'. To the right of the modal, a sidebar shows a total of 500.00 and a 'Draft Active' status. The background interface includes a search bar, a shopping cart icon with '0.00 USD', and a 'Submit Request' button (highlighted with an orange circle in the next step).

9 Click "Submit Request"

The screenshot shows a software interface with a top navigation bar. The navigation bar includes a 'Got Feedback?' link, a dropdown menu with 'All', a search bar with 'Search (Alt+Q)', a shopping cart icon with '0.00 USD', a heart icon with '5', and a notification icon with '19'. Below the navigation bar, there are several icons: an eye, a printer, a question mark, and a three-dot menu. The 'Submit Request' button is highlighted with an orange circle. Below the navigation bar, there is a 'Billing' section with a 'Bill To' field containing the address: 'Lewis-Clark State College, Controller's Office, 500 8th Avenue, Lewiston, ID 83501'. To the right, there is a 'Summary' section with a 'Draft' status and a 'Total (590.00 USD)' section. The summary section includes a description: 'Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.' Below this, there is a 'Subtotal' of 590.00 and a total of 590.00. At the bottom, there is a 'Related Documents' section.

10

The added line can be viewed on the Change Request and will appear on the PO after approvals have been completed.

The screenshot displays a Change Request interface with two line items and a workflow sidebar on the right.

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	test		EA	100.00	5 EA	500.00
ITEM DETAILS						
Contract:	no value	Internal Note	no value	Internal Attachments	Add	
Commodity Code	no value	External Note	no value	Attachments for supplier	Add	

This line item has been added

2	test		EA	45.00	2 EA	90.00
ITEM DETAILS						
Contract:	no value	Internal Note	no value	Internal Attachments	Add	
Commodity Code	no value	External Note	no value	Attachments for supplier	Add	

Related Documents

- Purchase Order: PJT00844
- Requisition: 3978186

What's next?

Workflow

- Show skipped steps
- Submitted: 3/26/2024 10:58 AM, Diana Higgins
- Level 1 Approval** (Active)
- Create PO (Future)
- Finish (Future)