

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

no value

[Add](#)

Summary

Draft

Total (250.00 USD)

Related Documents

Purchase Order: PJT00736

Requisition: 3882585

What's next for my order?

Next Step Level 1 Approval

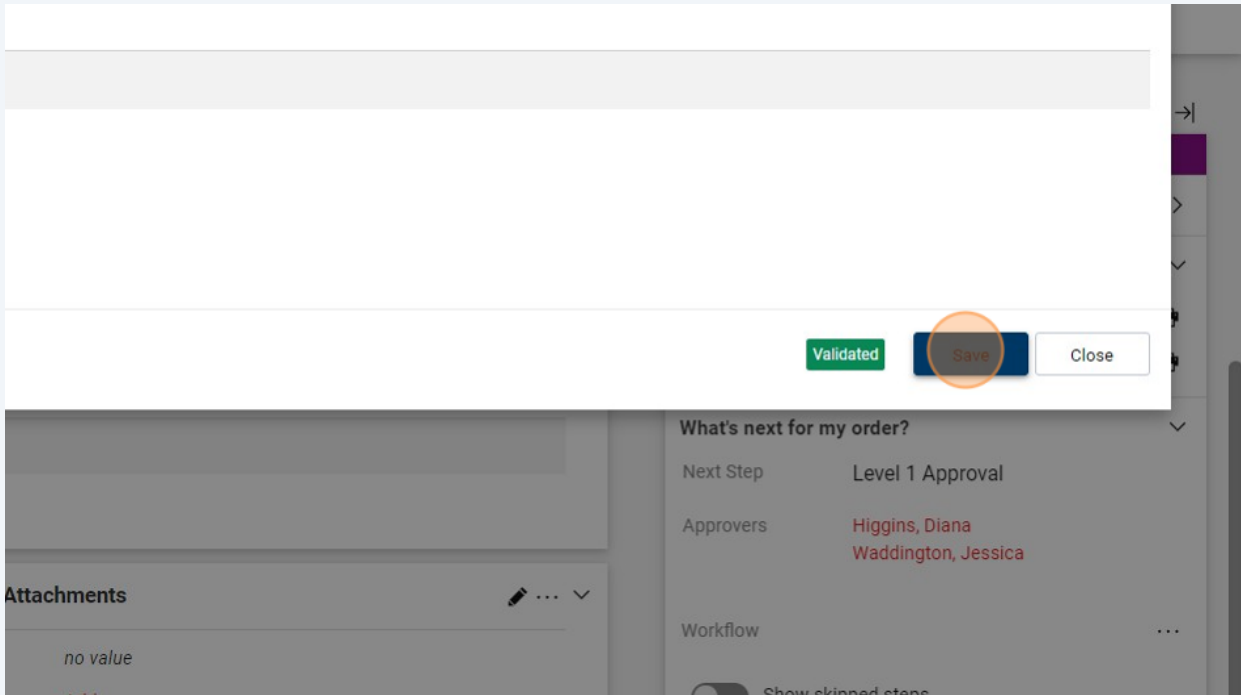
Approvers Higgins, Diana
Waddington, Jessica

Workflow

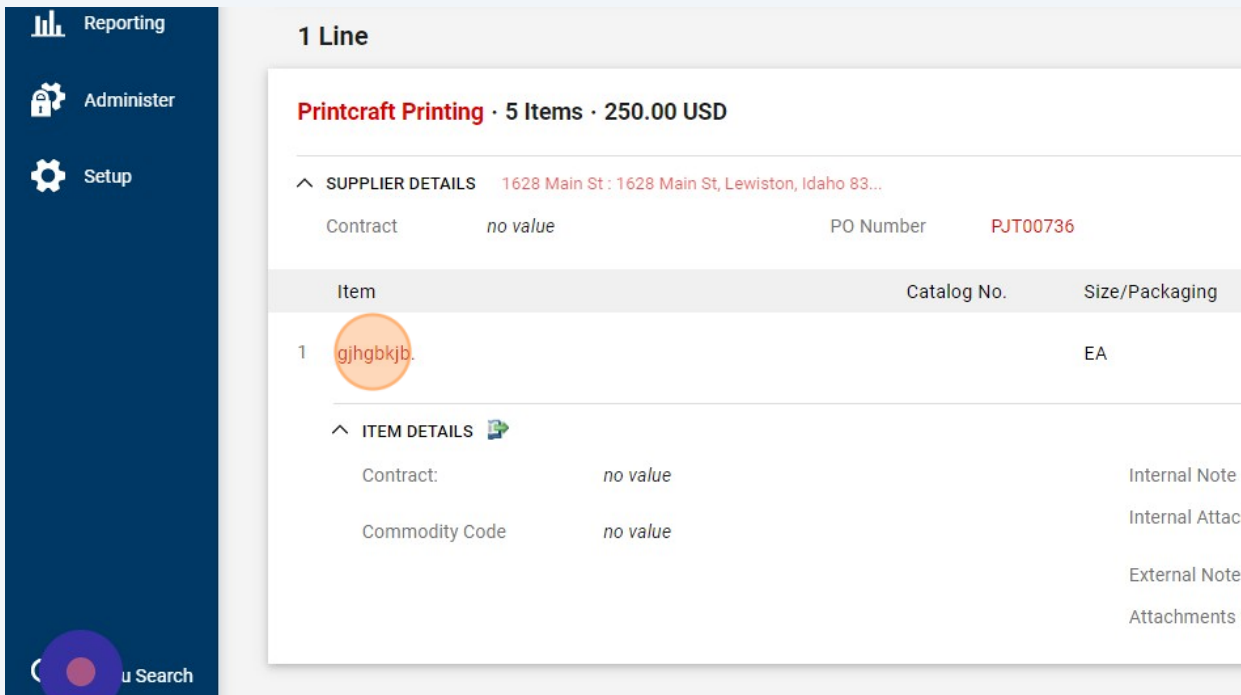
Show skipped steps

[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
<input type="text" value="gjhgbkjb."/> 245 characters remaining	<input type="text"/>	<input type="text" value="5"/>	<input type="text" value="50.00"/>	<input type="text" value="EA"/>

ditional Details

modity Code

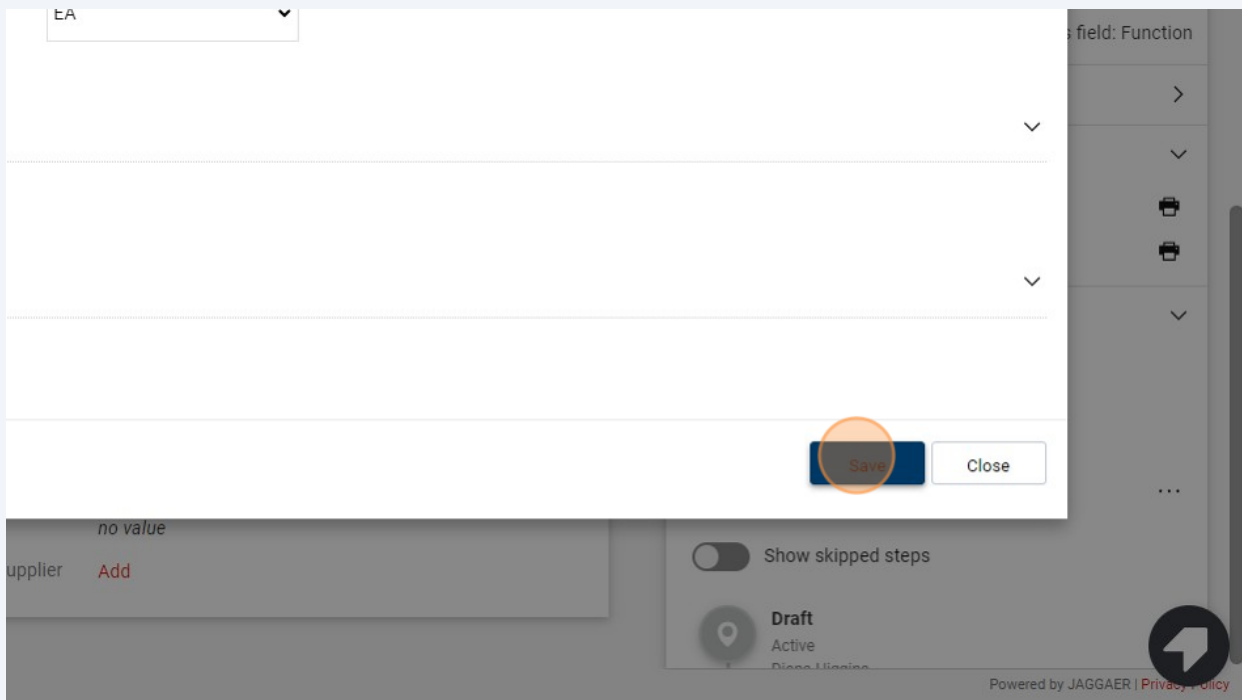
Internal Attachments

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

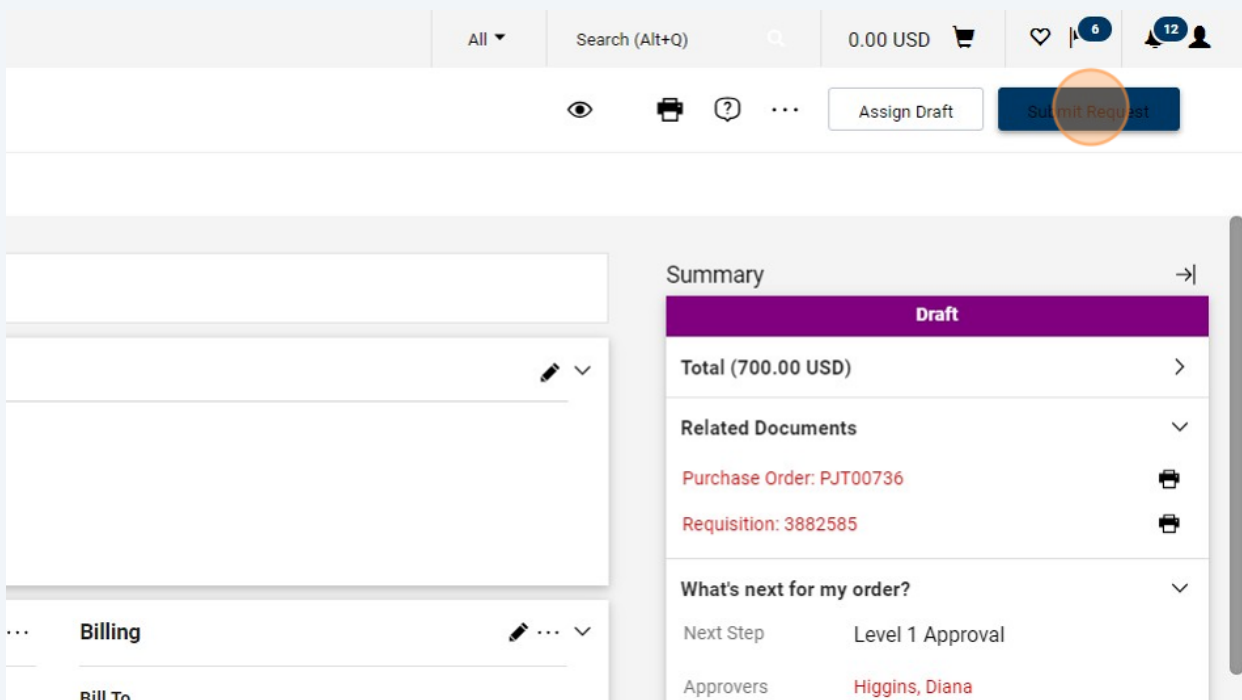
in St, Lewiston, Idaho 83501 United States

Catalog No.	Quantity ★	Price Estimate ★	Packaging
<input type="text"/>	<input type="text" value="7"/>	<input type="text" value="50.00"/>	<input type="text" value="EA"/>

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	Print
Change Request	Change Request number: 3882712	Recent orders
Cart name	2023-10-17 0290719 06 - CR	Return to your hom
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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When the approvals are complete, the PO will update according to your changes