PO Change Requests (Standard POs Only)

Changes can include quantity/cost on standard non-catalog orders, account string and ship-to address ONLY PRIOR TO SHIPPING/INVOICE. This is not for use with any Form-based POs (i.e. Vendor Blanket or Contract).

Procedure: PO Owner or Department Buyer can submit request to the Help Desk including PO number and details of the change.

Change request will route to approvers like a requisition does but in the Change Request folder.

The Comments will indicate what the changes are.

We can optionally send to supplier.

The Change Request will be on the PO, Change Request tab:
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Click on the blue Change Request Number to view the details.