PROCUREMENT SERVICES – CHANGE REQUEST ADD A LINE

PURPOSE

Requesters will use this process to request additional lines to be added on requisitions and Purchase Orders that have already been dispatched.

Note: This process is only to be used for subawards. If you need to increase your PO value and it is not a subaward, please increase the existing line or create a new PO.

STEPS

1. Verify Encumbrance and Activity Summary on Purchase Order prior to making any changes. Navigation: Purchasing>Purchase Orders> Review PO Information> Purchase Orders > Activity Summary

2. Navigation: eProcurement > Manage Requisitions. If you navigate to this page often, you can Add to Favorites for easy access.
3. Search for the requisition you are looking to update. Status should be *PO(s) Dispatched*. Select the Pull down menu, then select Edit Requisition. Press Go. You will receive a message stating that editing the requisition may restart the approval process. Press OK.

4. To add a line, go to Add Items and Services. Click Special Item. On the Special Request page, add the item description, price, and quantity for the line you are adding to the Purchase Order. Click Add Item.
5. Click on the **Review and Submit** page. Click on the blue arrow next to the new line to expand the line details. If the new line needs to have a different Chart String from the original line(s) on the PO, click on **Chartfields2** to update the chartfield.

6. Select the Comment bubble next to the new line. Type **Add to PO XXXXXXX (PO number)** so the buyer knows how to dispatch the line. If you do not do this, the line will be sourced to a new PO. Also add
your change reason, attachments, and item description here. Click OK.

7. On the Review and Submit page, Budget Check the requisition. Once the budget check clears, Save & Submit the requisition.
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<th>Stephan Oun</th>
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**Department Self-Approval**

Requisition 0000108495: Approved

**Self Approved**

- Stephan Oun
- Department Self-Approver
- 07/11/19 - 12:52 PM