

## 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**

**PO Activity Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: = ▾ EAGLE 🔍

PO Number: begins with ▾

Purchase Order Date: = ▾ 31

Purchase Order Reference: begins with ▾

Vendor ID: begins with ▾ 🔍

☐ Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

**Activity Summary**

Business Unit:	EAGLE	PO Status:	Dispatched
Purchase Order:	0000130874	Vendor:	FISHER SCIENTIFIC COMPANY LLC
Merchandise Amount:	10.00 USD		
Merchandise Receipt:	0.00 USD		
Merchandise Returned:	0.00 USD		
Merchandise Invoice:	0.00 USD		
Merchandise Matched:	0.00 USD		

Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Pipettes	EA	1.0000	10.000	USD	<input checked="" type="checkbox"/>

2. Navigation: **eProcurement > Manage Requisitions**. If you navigate to this page often, you can Add to Favorites for easy access.

**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon:  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000108495	0000108495	EAGLE	07/11/2019	PO(s) Dispatched	Valid	10.00 USD	<Select Action> Go

Requester: Stephen Quin Entered By: Stephen Quin Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	Pipettes	PO Dispatched	10.00000	1.0000	EA	FISHER SCIENTIFIC COMPANY LLC

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.*

**Message**

This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)

Click OK to continue, or click Cancel to go back.

OK Cancel

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.

**Edit Requisition**

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: EAGLE Boston College \*Currency: USD

Requester: QUIN Stephen Quin Priority: Medium

Requisition Name: 0000108495 Track Batch: 3

Requisition Lines ?

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Pipettes	FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	10.00000	10.00

Select All / Deselect All

Total Amount: 10.00 USD

Pre-Encumbrance Balance: 0.000 USD

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting Delete

Comments ?

☒ Send to Vendor ☒ Show at Receipt ☒ Shown at Voucher ☐ Approval Justification

Check Budget

Save & submit Save & preview approvals Cancel Changes

### Edit Requisition

1. Define Requisition   2. Add Items and Services   3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Special Request

Special Item

\*Item Description: 50mL Beaker

\*Price: 5.00000   \*Currency: USD

\*Quantity: 1   \*Unit of Measure: EA

\*Category: SUPPLIES\_LAB\_C   Due Date:

Buyer: SPEIKERS

Vendor ID: 0000000737

Vendor Name: FISHER SCIENTIFI

Vendor Item ID:

Mfg Item ID:

Additional Information

☒ Send to Vendor   ☒ Show at Receipt   ☒ Show at Voucher

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.

### Edit Requisition

1. Define Requisition   2. Add Items and Services   3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: EAGLE Boston College   \*Currency: USD

Requester: QUIN Stephen Quin   Priority: Medium

Requisition Name: 0000108495   Track Batch: 3

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Pipettes	FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	10.00000	10.00
2	50mL Beaker	FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	5.00000	5.00

Shipping Line: 1   Due Date:    Quantity: 1.0000   Price: 5.00000

Status: Active   \*Ship To: 12101125B   [Modify Onetime Address](#)

Attention To: Stephen Quin

\*Distribute By: Amt   SpeedChart:

Accounting Lines

Personalize | Find | View All | First 1 of 1 Last

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit
1	Open		BCMAIN	100.0000	5.00	EAGLE

☐ Select All / Deselect All

Total Amount: 15.00 USD  
Pre-Encumbrance Balance: 0.000 USD

6. Select the Comment bubble next to the new line. **Type Add to PO XXXXXX (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.

**Edit Requisition**

**Line Comments**

Line	Description	Quantity	Unit	Price
2	50mL Beaker	1.0000	Each	5.00000 USD

Add to PO 0000130874. Adding a 50mL beaker to this order.

☒ Send to Vendor
 ☒ Show at Receipt
 ☒ Show at Voucher

[Add Attachment](#)

[OK](#)
[Cancel](#)

7. On the Review and Submit page, Budget Check the requisition. Once the budget check clears, Save & Submit the requisition.

**Edit Requisition**

[1. Define Requisition](#)
[2. Add Items and Services](#)
[3. Review and Submit](#)

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Boston College
 \*Currency:

Requester:  Stephen Quin
 Priority:

Requisition Name: 
 Track Batch:

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input type="checkbox"/> 1	Pipettes	FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	10.00000	10.00
<input type="checkbox"/> 2	50mL Beaker	FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	5.00000	5.00
<input type="checkbox"/> <a href="#">Select All / Deselect All</a>						<b>Total Amount:</b> 15.00 USD <b>Pre-Encumbrance Balance:</b> 5.00 USD

[Add to Favorites](#)
[Add to Template\(s\)](#)
[Modify Line / Shipping / Accounting](#)
[Delete](#)

**Comments**

☒ Send to Vendor
 ☒ Show at Receipt
 ☒ Shown at Voucher
 ☐ Approval Justification

[Check Budget](#)

[Save & submit](#)
[Save & preview approvals](#)
[Cancel Changes](#)

### Confirmation

Requested For:	Stephen Quin	Number of Lines:	2
Requisition Name:	0000108495	Total Amount:	15.00 USD
Requisition ID:	0000108495	Pre-Encumbrance Balance:	<u>5.00</u> USD
Business Unit:	EAGLE		
Status:	Approved		
Priority:	Medium		
Budget Status:	<u>Valid</u>		

### Department Self-Approval

⏪
**Requisition 0000108495:Approved**
💬 View/Hide Comments

Department Self-Approval

Self Approved

Stephen Quin

Department Self-Approver

07/11/19 - 12:52 PM

▶
**Comment History**

Submit

Edit Requisition

Apply Approval Changes

Check Budget