

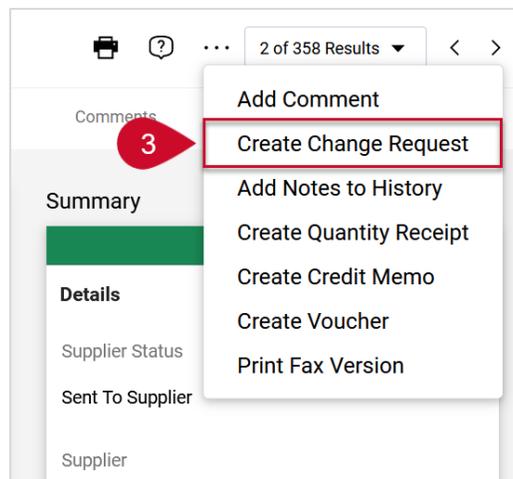
Purchase Order Change Request

Learn how to create a purchase order change request.

CREATE A PURCHASE ORDER CHANGE REQUEST

Follow the steps below to create a purchase order change request:

1. Navigate to **Orders > Search > Purchase Orders**.
2. Open the purchase order you want to update.
3. Select the **Document Actions** drop-down menu and select **Create Change Request**.



4. Select or enter the emails of the individuals you would like to notify.
5. Enter the reason for the change request.
6. Upload or link to a supporting document if needed.
7. Select **Create Change Request**.
8. Select the **Edit** tab to make updates to the order and select **Save**.
9. Select **Submit Request**.

Note: Once the change request is approved, it will merge with the current PO and be sent to the supplier and CFS if applicable.

Change Request Status

1. Select the **History** tab in a purchase order where there has been a change request made.
2. Expand the **Summary** panel to check whether the change request was sent to CFS and completed.