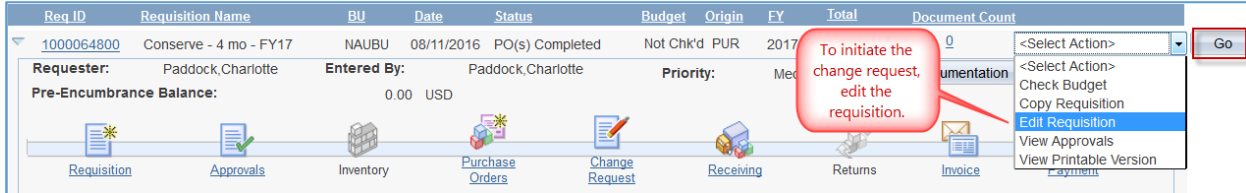


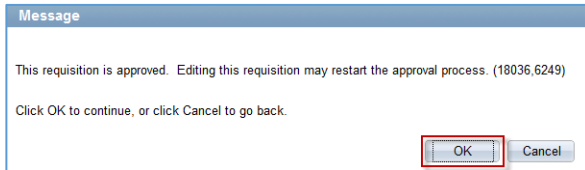
Adding additional funds to your current Requisition/PO line.

To initiate the change request, select 'Edit Requisition' from the dropdown under <Select Action> and click on the 'Go' Button.



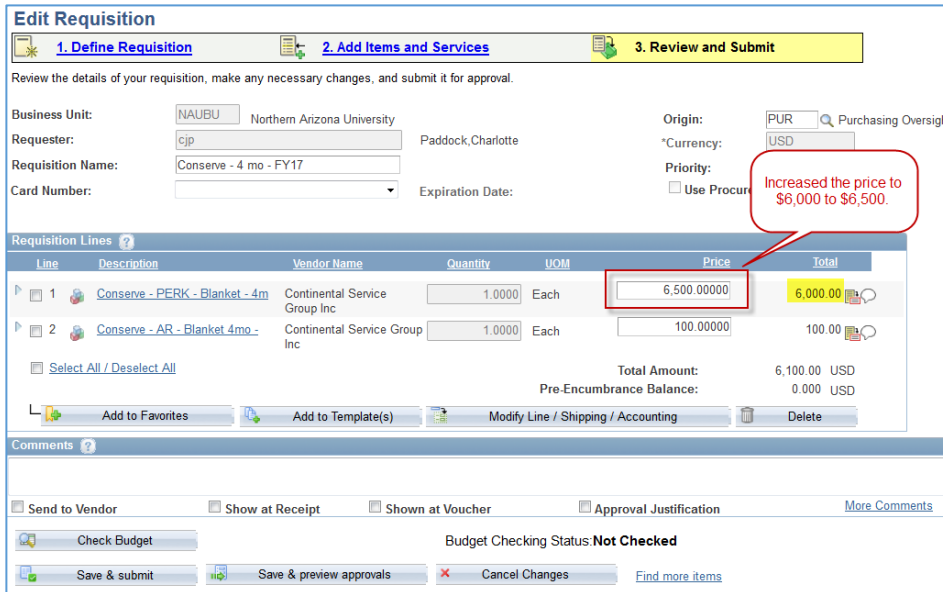
The screenshot shows a requisition for 'Conserve - 4 mo - FY17' with a status of 'PO(s) Completed'. A dropdown menu is open under the 'Document Count' column, with 'Edit Requisition' highlighted. A red callout box points to this option with the text: 'To initiate the change request, edit the requisition.' The 'Go' button is also highlighted with a red box.

Click 'OK' on the message indicating approval will be restarted.



The message box contains the following text: 'This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)'. Below the text, it says 'Click OK to continue, or click Cancel to go back.' The 'OK' button is highlighted with a red box.

To change the price, enter the amount you want to increase your total price to in the Price field. In this example below, we changed the price from \$6,000 to \$6,500.



The screenshot shows the 'Edit Requisition' page with three tabs: '1. Define Requisition', '2. Add Items and Services', and '3. Review and Submit'. The '2. Add Items and Services' tab is active. The 'Requisition Lines' table is visible, with the following data:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Conserve - PERK - Blanket - 4m	Continental Service Group Inc	1.0000	Each	6,500.00000	6,000.00
2	Conserve - AR - Blanket 4mo -	Continental Service Group Inc	1.0000	Each	100.00000	100.00

A red callout box points to the 'Price' field of line 1, stating: 'Increased the price to \$6,000 to \$6,500.' The 'Total Amount' is 6,100.00 USD and the 'Pre-Encumbrance Balance' is 0.000 USD. The 'Budget Checking Status' is 'Not Checked'.

Click on the Budget check

**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: NAUBU Northern Arizona University      Origin: PUR Purchasing Oversight  
 Requester: cjp Paddock,Charlotte      \*Currency: USD  
 Requisition Name: Conserve - 4 mo - FY17      Priority: Medium  
 Card Number:      Expiration Date:       Use Procurement Card

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Conserve - PERK - Blanket - 4m	Continental Service Group Inc	1.0000	Each	6,500.00000	6,000.00
2	Conserve - AR - Blanket 4mo -	Continental Service Group Inc	1.0000	Each	100.00000	100.00
<b>Total Amount:</b>						6,100.00 USD
<b>Pre-Encumbrance Balance:</b>						0.000 USD

Send to Vendor    Show at Receipt    Shown at Voucher    Approval Justification    [More Comments](#)

**Check Budget**      Budget Checking Status: **Not Checked**

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

A message will appear regarding budget checking this increase will submit your changes to be submitted for approval. Click Ok.

Message

Check Budget will save and submit the requisition for approval (18036,12107)

**OK**    Cancel

Click on the 'Save & Submit' button.

**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: NAUBU Northern Arizona University      Origin: PUR Purchasing Oversight  
 Requester: cjp Paddock,Charlotte      \*Currency: USD  
 Requisition Name: Conserve - 4 mo - FY17      Priority: Medium  
 Card Number:      Expiration Date:       Use Procurement Card

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Conserve - PERK - Blanket - 4m	Continental Service Group Inc	1.0000	Each	6,500.00000	6,000.00
2	Conserve - AR - Blanket 4mo -	Continental Service Group Inc	1.0000	Each	100.00000	100.00
<b>Total Amount:</b>						6,100.00 USD
<b>Pre-Encumbrance Balance:</b>						0.000 USD

Send to Vendor    Show at Receipt    Shown at Voucher    Approval Justification    [More Comments](#)

Check Budget      Budget Checking Status: **Not Checked**

**Save & submit**    Save & preview approvals    Cancel Changes    [Find more items](#)

The approver expands the “change request lines” to view the “change request details”. Then they can approve the requisition.

Requisition Approval Documentation

Business Unit: NAUBU  
 Requisition ID: 1000064800  
 Requisition Name: Conserve - 4 mo - FY17  
 Requester: [Paddock, Charlotte](#)  
 Entered on: 08/11/2016  
 Status: Pending Total Amount: 6,600.00 USD  
 Priority: Medium  
 Budget Status: Valid

Requester's Justification:  
*No justification entered by requester.*

[View printable version](#)

---

**Line Information** Personalize | Find | First 1-2 of 2 Last

Line	Item Description	Vendor Name	Quantity	UOM	Price	
<input checked="" type="checkbox"/>	1 Conserve - PERK - Blanket - ...	CONTINENTA-004	1.0000	EA	6500.00000	USD
<input type="checkbox"/>	2 Conserve - AR - Blanket 4mo ...	CONTINENTA-004	1.0000	EA	100.00000	USD

Select All / Deselect All

---

**Change Request Line(s)** Personalize | Find | First 1-2 of 2 Last

Line	Sched	Field Name	New Field Value	Prior Value	Reason Code
1		1 Requisition Price	6500.00000	6000.0000	

After the approver has approved the requisition; the requestor/buyer will receive an email prompting them to approve the change order. Change orders on DPT requisitions will be approved by the established departmental requisition approver. Change orders on PUR requisitions will be approved by the Purchasing Buyer. PUR change orders will need to have supporting backup sent to the Buyer for the file.

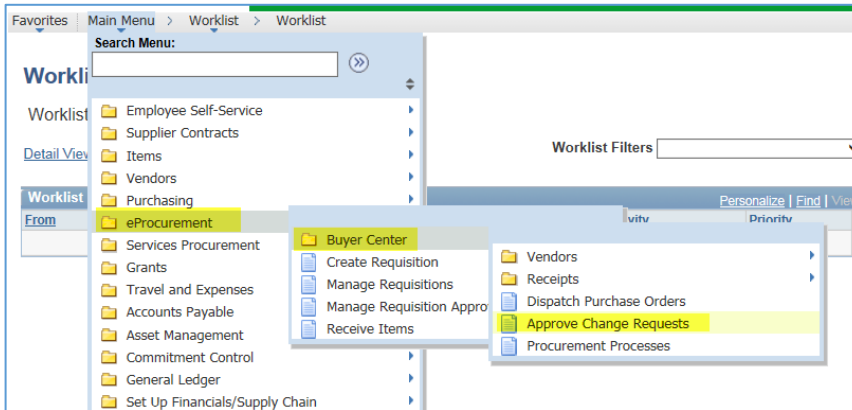
The following requisition has been "Approved".

Requester: cjp  
 Business Unit: Northern Arizona University  
 Requisition ID: 1000064800  
 Requisition Name: Conserve - 4 mo - FY17  
 Date: 2016-08-11

You can navigate directly to the approval page for more information by clicking the link below.

[https://financials.peoplesoft.nau.edu/psp/pf9101/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU.PV\\_REQ\\_APPROVAL.GBL?Action=U&BUSINESS\\_UNIT=NAUBU&REQ\\_ID=1000064800](https://financials.peoplesoft.nau.edu/psp/pf9101/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=NAUBU&REQ_ID=1000064800)

Requestors will also receive the regular approval email. After receiving the email the requestor/buyer will navigate to the worklist and open the change request or navigate directly to eProcurement > Buyer Center > Approve Change Requests.



Enter the PO Number and click 'OK'

**Selection Criteria**

Business Unit:

PO Number:

\*Vendor:

Vendor ID:

Vendor Name:

Buyer:

Purchase Order Reference:

Review Complete:

PO Updated:

Change Order Source:

After opening the “approve change request” page, change the approval status to “Approved” and save the page.

**Approve Change Requests**

Approve Change Requests Personalize | Find | View All | First 1-2 of 2 Last

Change Header	Change Reason								
Sel	Business Unit	PO ID	*Approval Status	Change Order	Change Order Source	Date/Time	Reviewed	Reviewed On	Modified By
<input checked="" type="checkbox"/>	NAUBU	2000061650	Approved	1	ePro	11/09/2016 2:36:26PM	<input type="checkbox"/>		cjp
<input type="checkbox"/>	NAUBU	2000061650	Denied	1	ePro	10/11/2016 4:01:16PM	<input type="checkbox"/>		geb9

Search [Show Detail Entry](#) [Purchase Order Inquiry](#)

After approving the PO change request, the change order process (for DPT) will run during these specific times: 7:30am, 9:30, 11:30, 1:30pm and 3:30. For PUR change orders, the purchasing buyer assigned to your PO, will process your change request after review of your supporting documentation.



After processing the change order, the PO is updated. The PO will need to be dispatched again.

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

**Purchase Order** Documentation

Business Unit: NAUBU  
 PO ID: 2000061650  
 Change Order: 2  
 Copy From:

PO Status: Approved   
 Budget Status: Valid 

Hold From Further Processing

---

**Header**

\*PO Date: 08/11/2016  Vendor Search  
 \*Vendor: CONTINENTA-004  Vendor Details  
 \*Vendor ID: 0000001247  Continental Service Group Inc.  
 \*Buyer: cjp  Paddock, Charlotte  
 PO Reference:



Doc Tol Status: Valid  
 Backorder Status: Not Backordered [Create BackOrder](#)  
 Receipt Status: Partial  
 \*Dispatch Method: Print  [Dispatch](#)

**Amount Summary**

Merchandise: 6,600.00  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 6,600.00 USD  
 Encumbrance: 5,479.55 USD  
 Balance:

**Add Items From**  
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

**Select Lines To Display**  
 Line:  To:  [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Conserve - PERK - Blanket - 4mo - June/July/Aug/Sept - FY17	1.0000	EA	94633	6,500.00000	6,500.00	Approved
2		Conserve - AR - Blanket 4mo - June/July/Aug/Sept- FY17	1.0000	EA	94633	100.00000	100.00	Approved

The PO has been updated with the new amount as shown above.

You can also view the status of your Change Request by clicking on the 'Change Request' symbol.

1000064800 Conserve - 4 mo - FY17 NAUBU 08/11/2016 PO(s) Completed Valid PUR 2017 6,500.00 0 <Select Action> [Go](#)

Requester: Paddock,Charlotte Entered By: Paddock,Charlotte Priority: Medium Documentation

Pre-Encumbrance Balance: 0.00 USD











**Request Lifespan:**

Line	Description	Status	Price	Quantity	UOM	Vendor
1	Conserve - PERK - Blanket - ...	Completed	6,500.00	USD	1.0000 EA	Continental Service Group Inc
2	Conserve - AR - Blanket 4mo ...	PO Completed	100.00000	USD	1.0000 EA	Continental Service Group Inc

It will show the details of each line that has a change request. When the Change request Status shows 'Completed,' then the change has been fully processed.

Requisition ID	Requisition Name	Purchase Order	Change Date/Time	Requisition Approval Status	Change Request Status	Processing Error
1000064800	Conserve - 4 mo - FY17	2000061650	10/27/2016 6:15:26PM	Approved	Completed	

Requester: Paddock,Charlotte Entered By: Paddock,Charlotte

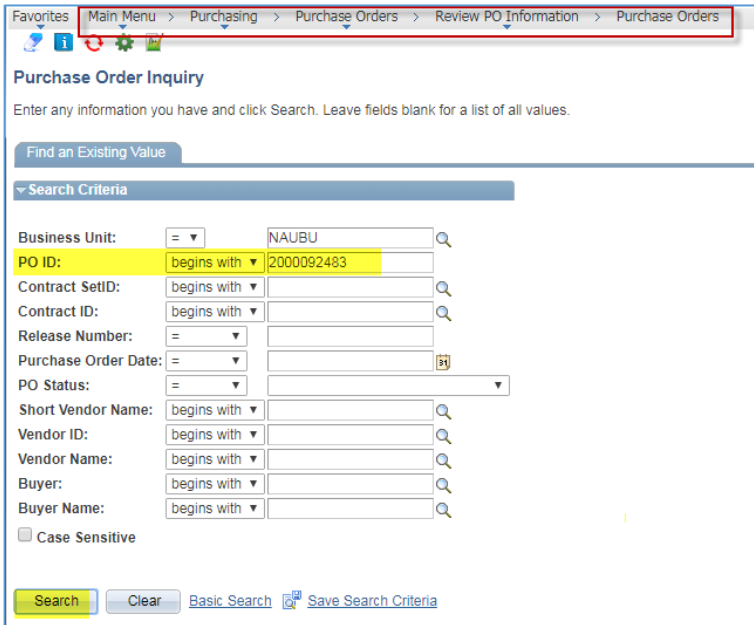
**Change Request Details** Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Change Date/Time	Item Description	Change Type	Field	Prior Value	Changed Value	Requisition Approval Status	Change Request Status
1	1	10/11/2016 3:50:23PM	Conserve - PERK - Blanket - 4m	Change	Requisition Price	6,000.00	6,500.00	Approved	Completed

If you cannot dispatch your change request even though the status shows 'Completed,' then please navigate to the PO to make sure the budget is Valid.

Navigation is Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Enter the PO number and click on the search button:



**Purchase Order Inquiry**  
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: = NAUBU

PO ID: begins with 2000092483

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

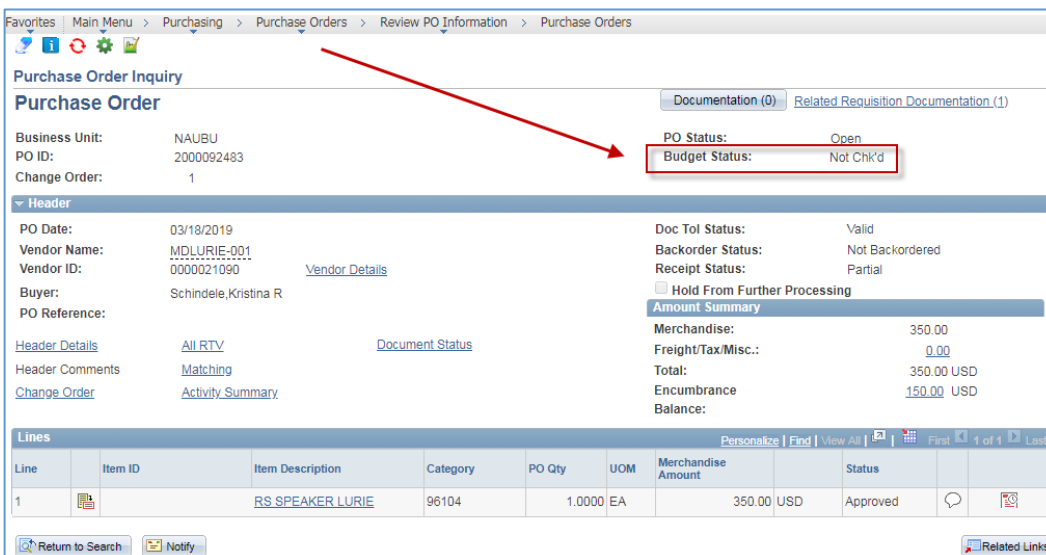
Buyer: begins with

Buyer Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

If the Budget Status shows 'Not Chk'd' as shown below, you will need to email Purchasing at [nau-purchasing@nau.edu](mailto:nau-purchasing@nau.edu) to budget checked this PO for you. After this PO budget status is 'Valid,' you can finally dispatch your PO.



**Purchase Order Inquiry**

**Purchase Order**

Documentation (0) Related Requisition Documentation (1)

Business Unit: NAUBU  
PO ID: 2000092483  
Change Order: 1

PO Status: Open  
Budget Status: Not Chk'd

Header

PO Date: 03/18/2019  
Vendor Name: MDLURIE-001  
Vendor ID: 0000021090  
Buyer: Schindele, Kristina R  
PO Reference:

Doc Tol Status: Valid  
Backorder Status: Not Backordered  
Receipt Status: Partial  
 Hold From Further Processing

Amount Summary

Merchandise:	350.00
Freight/Tax/Misc.:	0.00
Total:	350.00 USD
Encumbrance	150.00 USD
Balance:	

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		RS SPEAKER LURIE	96104	1.0000	EA	350.00 USD	Approved

Return to Search Notify Related Links