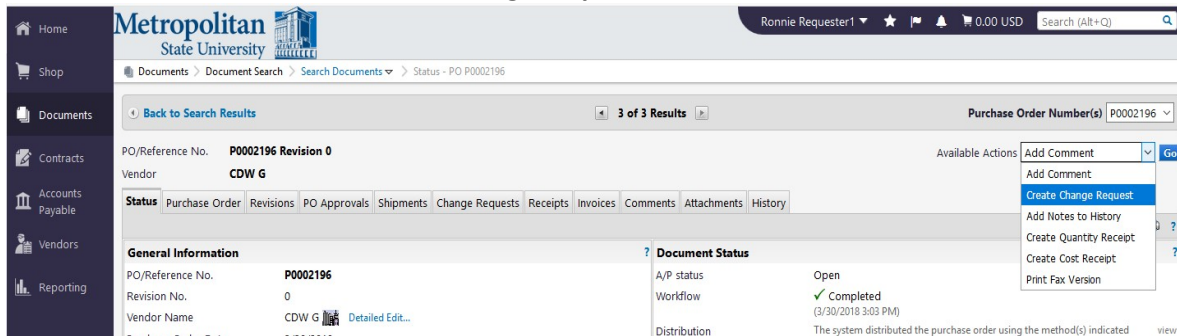# Marketplace | Change Request Form

Introduction

Change Request Form was developed so that requestors can make changes to an existing PO. Changes include; increase or decrease a quantity and/or pricing and line items. No changes to the vendor on a completed PO. When submitting a change request, it will automatically go back through workflow to the appropriate cost center approvers for the entire PO amount, including any funds invoiced for. **Quick Note**: You **do not** have the ability to create a change request on a fully invoiced PO – You will have to submit an expenditure correction.

How to submit a Change Request Form to an existing Purchase Order (PO).

Start by search for the PO you wish to change, then open the PO by clicking on the PO number and follow the directions below: Remember don't use the requisition number

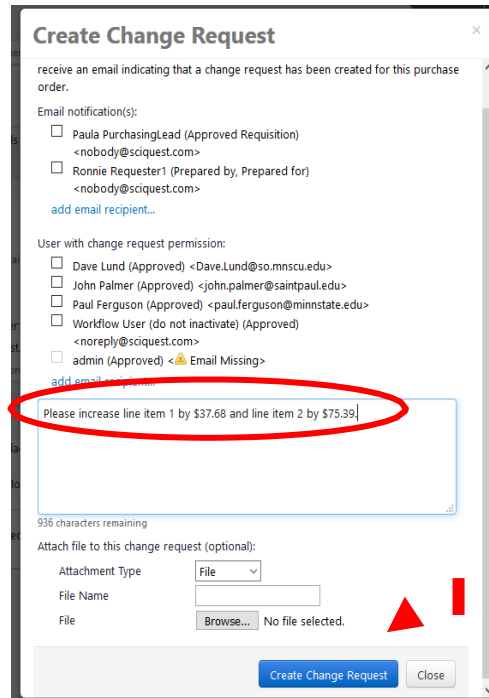**1.** In **Available Actions** select **Create Change Request** and click **Go**:

Select **your email and purchasing** to include more users. Don't add accounts payable to a change request as they don't work with these. Enter a description of the change in the text field and click **Create Change Request**:
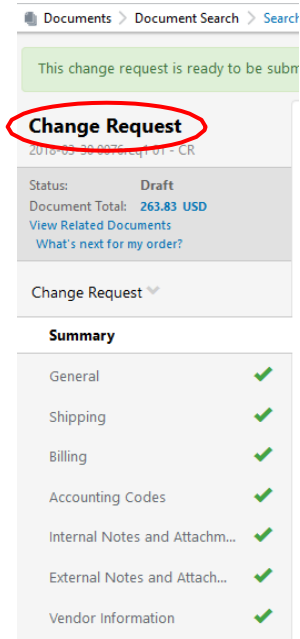
NOTE:

- **ALWAYS add a comment to explain why the change is needed.**
- **Example: Needing to add $100.00 to PO due to high shipping costs. Increase PO from $100.00 to $200.00. Or if increasing the quantity always list the original quantity and new quantity in the comment.**

2. On the top left of the page the requisition will say **Change Request**:
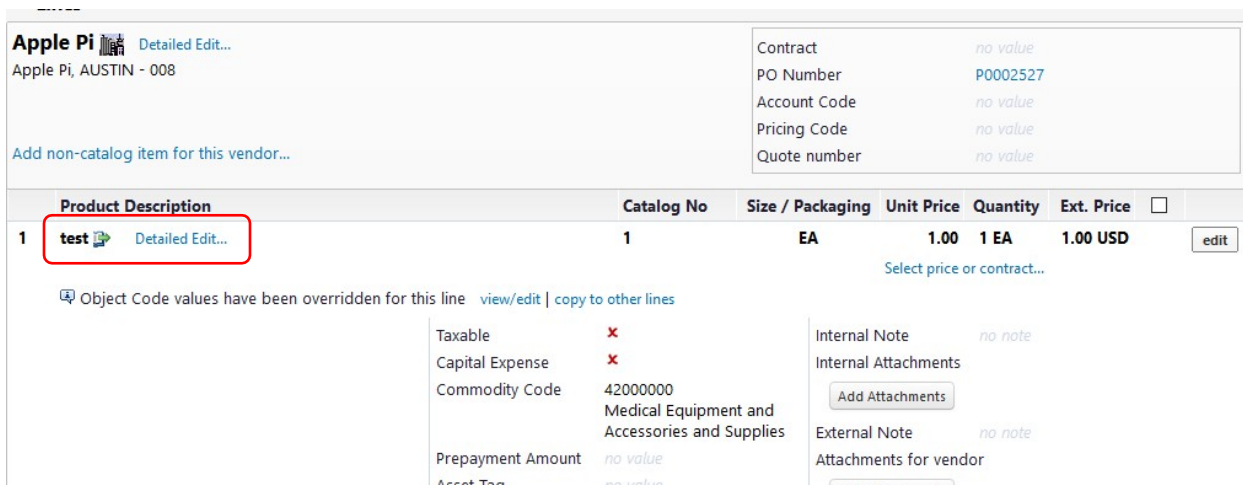
3. This is where you enter in the change for the amount or quantity to be changed.

==Changes on Non-Catalog Orders:==

Quantity or Pricing changes: Scroll down to **Lines**. Under **Lines** you will see the **Product Description** clicking on detailed edit.

Adjust the dollar amount or quantity in the **product description** section. Click **Go**. After the changes have been saved and click **Close**. **In the line you can make adjustments and** <mark>always remember to click save.</mark>
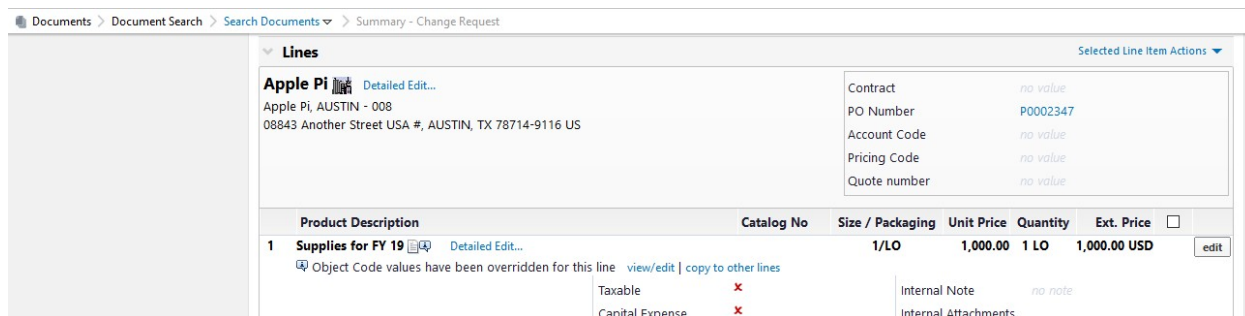
<mark>**Changes on Blanket Orders:**</mark>

Quantity or pricing changes: Scroll down to **Lines**. Under **Lines** you will see the **Product Description** clicking on detailed edit.

Change Request Form

Adjust the dollar amount or quantity in the **Blanket Order Amount** section. Click **Go**. After the changes have been saved and click **Close**.
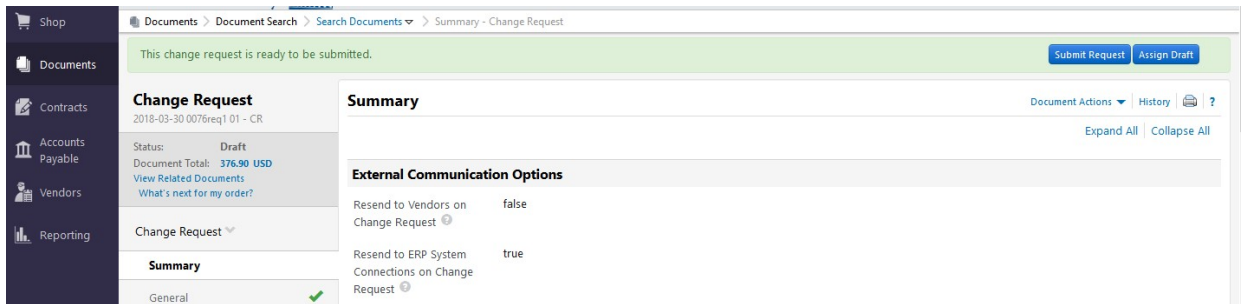

Scroll to the top of the page and click **Submit Request**:
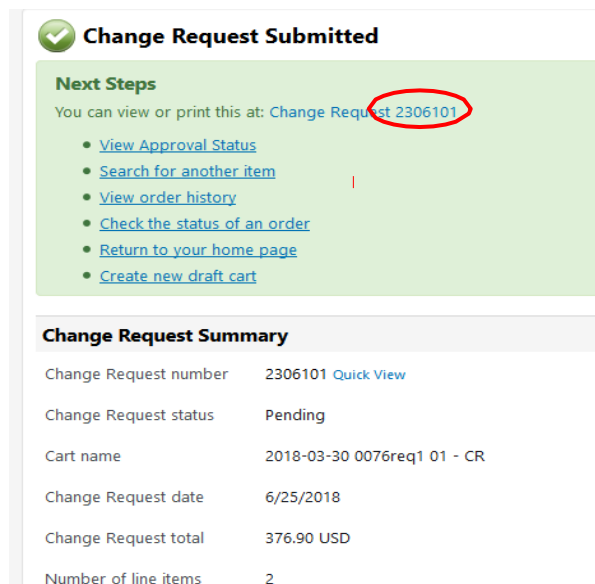
A Change Request number has been created. Click **View Approval Status** to view the workflow.