

Change Requests

At the University of Louisville, Change Requests will be initiated by the requestor. The buyer may also receive similar requests from vendors in order to update PO information. Any requests resulting in a price or quantity change will be routed to the appropriate department for approval.

**Please note that change requests do not impact or update the referenced requisition, and therefore need further approval for some changes (resulting in price change) prior to updating the corresponding Purchase Order.

it is important to understand what a change request is in eProcurement and when the functionality is available.

Even though change requests are initiated at the requisition level via eProcurement's Manage Requisitions page – these transactions are actually requests to change Purchase Orders associated with the eProcurement requisitions. If approved, change requests feed the PO Change Order process and update the Purchase Orders accordingly. Since we are requesting a change to a PO – The Change Request option is only available in the dropdown for Purchase Orders in a Dispatched status. If a requisition has not yet been processed, the edit requisition functionality would be used instead.

To Approve a Change Request at Department Level

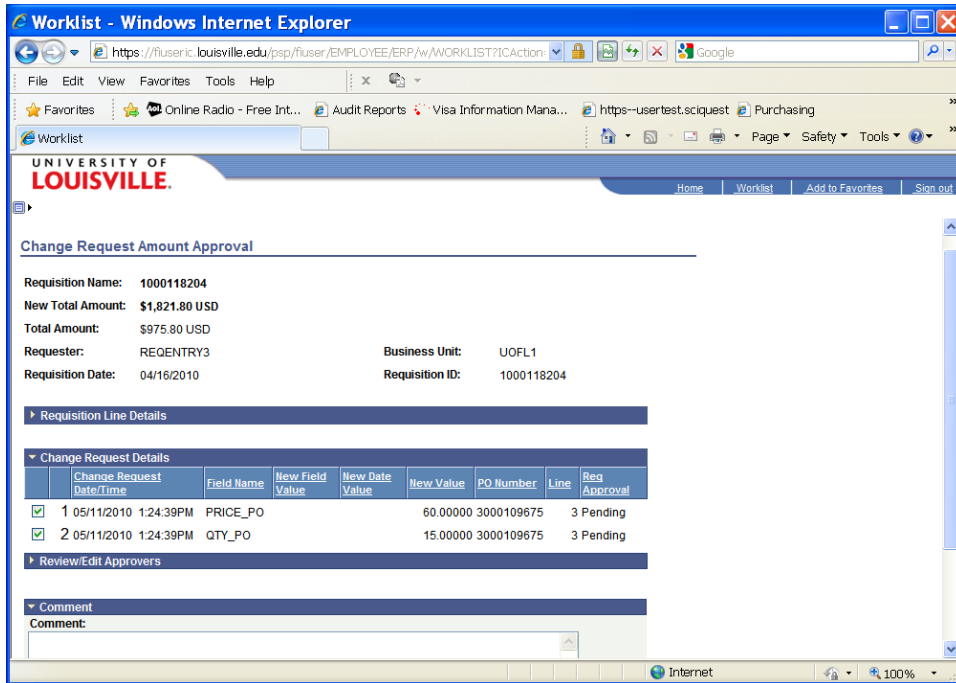
Log into PeopleSoft

Click on your worklist

REQENTRY3	05/11/2010	Approval Routing	Approval Workflow	2-Medium ▼	ePro Change Req Amt Appr. 301, BUSINESS UNIT:UOFL1 REQ ID:1000118218
REQENTRY3	05/11/2010	Approval Routing	Approval Workflow	2-Medium ▼	ePro Change Req Amt Appr. 311, BUSINESS UNIT:UOFL1 REQ ID:1000118204

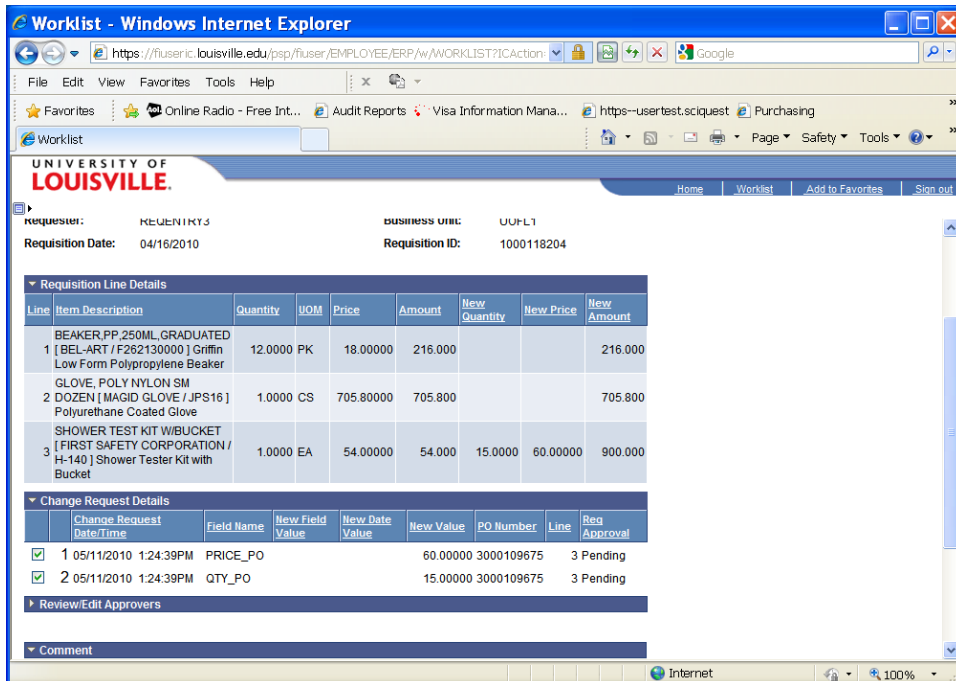
Note: The link will say ePro Change Req.

Click on the link



Note: New Total Amount of Requisition and Total Amount (original amount of req before change)

Click on arrow **Requisition Line Details** to see line details



Note Change Request Details

Original lines on the requisition with detail information

Change Request Details

There were two changes made.

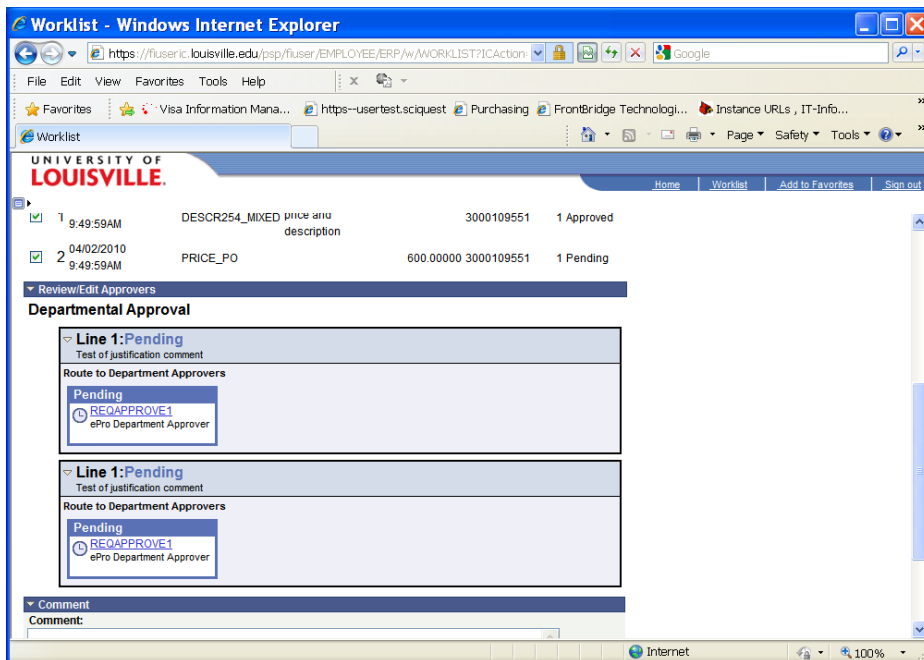
The first change was made to the price, the new price is noted and the approval is pending.

The second change was made to the quantity, the new quantity is noted and the approval is pending.

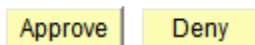
▶ Review/Edit Approvers

The second change Click on the arrow to view the approvals required.

This is the same screen to see for requisition approvals.



Comment box is available just as in requisition approval



Click on Approve or Deny as appropriate

	Change Request Date/Time	Field Name	New Field Value	New Date Value	New Value	PO Number	Line	Req Approval
<input checked="" type="checkbox"/>	1 04/08/2010 2:52:05PM	QTY_PO			2.00000	3000109531	1	Pending

Review/Edit Approvers

Departmental Approval

Line 1: **Approved**
 Latitude E6500;IntelREG CoreTM 2 Duo P8700 with VT (2.53GHz, 3M L2 Cache, 1066MHz FSB)

Route to Department Approvers

Approved
 [REQAPPROVE1](#)
 ePro Department Approver
 4/8/2010 - 3:32 PM

Comment

Comment:

Shows approved