This document will walk you through how to create non-catalog and catalog orders, save “Requestor Favorites” and Template requisitions, create change requests for previously sourced requisitions, and manage your requisitions through their respective lifecycle.
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**Logging on to PeopleSoft eProcurement**

From the PeopleSoft Login page, enter the following information and click **Sign In**:

**USER ID:** REQENTRY1  
**PASSWORD:** REQENTRY1  
*Please note that these values are for training purposes only and that you will have your own login credentials in a live environment.*

After signing on, you will be presented with a menu for navigation purposes on the left side of your browser window. Navigate as follows: Click eProcurement
Lines can be added to Requisitions using 3 different methods: 1) Non- Catalog items, 2) Favorites lists, and 3) Previously defined Requisition Templates. The principals covered here are consistent to create a requisition with any of the 3 methods. In addition, please note that a requisition can contain lines that were added in any of these 3 methods simultaneously.

**Creating a Requisition**

**Navigate:** Select Create Requisitions

The Create Requisition page will appear. Enter the information as described below:
Creating a Non-Catalog Requisition

**Navigate:** eProcurement > Create Requisition. The Create Requisition page will appear. Enter the information as described below:

**Requisition Name** (optional) – This field is used to name your requisition for easy recall and eliminating the need for you to keep track of which Requisition ID corresponds to which request.

**Origin** - This field will default based on your user profile. You have the option of selecting a new origin, as necessary, based on the type of requisition being created. Click on the magnifying glass to access valid Origin values:

<table>
<thead>
<tr>
<th>APV</th>
<th>AP Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>BO</td>
<td>Blanket Order</td>
</tr>
<tr>
<td>CR</td>
<td>Construction/Renovation</td>
</tr>
<tr>
<td>EDI</td>
<td>Boise/Cardinal/Allied EDI</td>
</tr>
<tr>
<td>EST</td>
<td>eSettlements</td>
</tr>
<tr>
<td>NY</td>
<td>New Yr (Not blanket or prepay)</td>
</tr>
<tr>
<td>ONL</td>
<td>OnLine</td>
</tr>
<tr>
<td>PSC</td>
<td>Personal Services Contract POs</td>
</tr>
<tr>
<td>REG</td>
<td>Regular Order</td>
</tr>
<tr>
<td>RS</td>
<td>Reserved Purchase Order</td>
</tr>
<tr>
<td>SA</td>
<td>Student Administration</td>
</tr>
<tr>
<td>SUB</td>
<td>SubGrant</td>
</tr>
<tr>
<td>TIE</td>
<td>supplements/tie-to reqs</td>
</tr>
</tbody>
</table>

Click on the appropriate origin

**Line Defaults** – Click the yellow “triangle” on the left to expand the Line Defaults section of the page.

**Vendor** (Optional) – Enter a default vendor for your requisition lines if desired. Please note that this value may be overridden by line information added to your requisition.

**Vendor ID** - If you know your vendor ID, type it here. If not, select the magnifying glass to access the vendor search page. From here, you can search for valid U of L vendors by a number of attributes, including vendor name.
Attention – If you would like to have someone other than the requestor listed on the ship to information area of the purchase order, enter their name here. You can only one attention to name per purchase order.

***Once you have entered information in the Define Requisition panel and saved your requisition you cannot update those fields from that panel. Any changes would need to be entered on the actual line of the requisition.

**Vendor Search**

Vendor ID: [Editorial Note: Placeholder]
Name: [Editorial Note: Placeholder]
Short Vendor Name: [Editorial Note: Placeholder]
City: [Editorial Note: Placeholder]
Country: [Editorial Note: Placeholder]
Postal Code: [Editorial Note: Placeholder]

Enter search criteria to find a vendor.

Category – Select a default category value. Select the magnifying glass next to the category field. You will be transferred to the page below:

You can search categories in two ways:
- Type a portion of the Category ID that you may know and select the Lookup button
- Click on the drop down box next to Description and change it to “contains”. Type in a portion of the Category description and select the Lookup button to narrow your search (In this example, a Category that contained the word “Fabric” was searched – resulting in one returned value - Upholstery Fabrics).

Select a category value to add it to your non-catalog line item
Unit of Measure – Choose a default unit of measure for your requisition lines. Click on the magnifying glass next to Unit of Measure

Look Up Unit of Measure

Unit of Measure: begins with ▼

[Search Results]

<table>
<thead>
<tr>
<th>Unit of Measure</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVC</td>
<td>Average Cost Dollars</td>
<td>AvgCost</td>
</tr>
<tr>
<td>BBL</td>
<td>Barrel - Liquid Measure</td>
<td>Barrel</td>
</tr>
<tr>
<td>BOX</td>
<td>Box</td>
<td>Box</td>
</tr>
<tr>
<td>BSD</td>
<td>Bushel - Dry Measure</td>
<td>Bushel</td>
</tr>
<tr>
<td>C</td>
<td>Celsius</td>
<td>Celsius</td>
</tr>
<tr>
<td>CCM</td>
<td>Cubic Centimeters</td>
<td>Cu Centim</td>
</tr>
<tr>
<td>CDM</td>
<td>Cubic Decimeters</td>
<td>Cu Decim</td>
</tr>
<tr>
<td>CG</td>
<td>Centigrams</td>
<td>Centigram</td>
</tr>
<tr>
<td>CHN</td>
<td>Chain</td>
<td>Chain</td>
</tr>
<tr>
<td>CL</td>
<td>Centiliters</td>
<td>Centilier</td>
</tr>
</tbody>
</table>

Type in part of the description and click Look Up. Click on the appropriate unit of measure for the item being ordered.

Speed Type Key - Enter the Speed Type Key to quickly define default distribution information.
Navigate: Click the **Continue** button and you will be transferred to the (Step 2) page of the requisition.

**Navigate:** Select the **Non Catalog** hyperlink
Enter appropriate information for your purchase in the following fields:

**Item Description** – Enter the appropriate description for your line item. It is a good idea to be detailed in this description to avoid confusion and delay in the Supply Chain.

**Price** – Enter the unit price of your non-catalog item.

**Quantity** – Enter the quantity of this item you wish to purchase at this time.

If you did not enter the following on the defaults line, enter them here in the same manner.

**Unit of Measure**

**Category**

**Vendor ID**

**Additional Information** – Here you can add additional information respective to this line item. You can also identify whether you want this information to be available:

- **Send to Vendor**: Check box to send information to the vendor.
- **Show at Receipt**: Check box to see this information on the Receipt.
- **Show at Voucher**: Check box if you want this information to be available on the Voucher.
Navigate: Click the button to add more Non-Catalog lines to your requisition at this time. You can repeat the steps above as many times as needed. You must click the add item after each line. We suggest entering no more than 100 lines per requisition but the system will allow an undetermined number of lines.

Navigate: Click the link at the top of the page. You will be transferred to the ‘Review and Submit’ page, the last step in the requisition creation process.
From this page, the requestor can review the detail of the requisition, making any necessary modifications prior to budget checking, saving, and submitting the transaction for approval.

To review and/or modify schedule or distribution information for your line, select the triangle on the left side of that respective line.

From here you can modify the Shipto ID, Speed Type Key, etc., as necessary. For this training activity, enter ‘01044’ in the Speed Type Key field.
Now we will discuss splitting the distribution of the line you just added. At the distribution line level, select the icon to add a distribution.
Change the quantity on distribution line 1 to 5 and enter a SpeedType of 01044. Enter a quantity of 5 on distribution line 2 and enter a SpeedType of 01045. You have now distributed the line quantity across two departments – 5 each.

You can also distribute by percent in the same manner. Enter a percent of 50 on distribution line 1 and enter a speedtype 01044. Enter a percent of 50 on distribution line 2 and enter a speedtype of 01045. You have now distributed the percentages across two departments at 50% each.
The third way to distribute is by Amount. Click in the Distribute by: drop down and choose Amt. Enter a dollar amount on distribution line one and enter speedtype 01001. Enter a dollar amount on distribution line two and enter speedtype 01002. You have now distributed the amount for this line between two speedtypes, $300 and $75.

Click on the Chartfields2 Tab
Review the Fund, Dept and Program Numbers

At this point, you may also want to consider attaching comments to your requisition. This functionality is available both at the header (Justification Comments on Review and Submit page) or the line (by selecting the comments bubble next to your line. For this training activity, select the line comment bubble next to line one and enter a comment. You can type comments here or add a standard comment to be available to the vendor by checking the ‘Send to Vendor’ check box.
3. Review and Submit

Click **OK** to return to the previous page. Notice the comment bubble now contains lines within to indicate line comments exist.

Click on the line details icon

**Item Details**

- **Amount:** 500.00 USD
- **Category:** LABAN Laboratory Animals [View Hierarchy]
- **Buyer:** KLGRAV01 [Buyer Information]
- **Vendor:** 0000007378 [Suggest New Vendor]
- **Vendor Location:** AMERSHABEI
- **Vendor’s Catalog:**
- **Vendor Item ID:**
- **Manufacturer ID:**
- **Manufacturer’s Item ID:**
- **Physical Nature:** Goods

**Configuration Info**

**Contract**

- **Contract ID:**
- **GPO ID:**

**Note:** Category, Buyer and Vendor

If your requisition is a blanket order, check the **Amount Only** box
Entering Contract Information on eProcurement Requisitions

The following scenarios would warrant contract entry on an ePro requisition line:

- PSC (Personal Service Contract) Requisitions
- Requisitions with items that are on a University Contract
- Grant related requisitions (Sub-grants)

Click the triangle left to the section of the page to expand for contract entry. Enter the contract ID (ULRF 07-0805-03) or search for a contract by selecting the magnifying glass and using the search page. Once you have found your appropriate contract, select it. A pop up screen will appear:

Do you want to copy this contract id to all the lines? If Yes, all lines. If No, only one line. (30003,250)

Yes  No

Click the appropriate choice

You have now added a contract to the requisition line. Now you can click on the contract icon to review the contract details. Once finished reviewing, click the red X to close the page.

Click the OK button on the line details page to return to the page.

You have now added a contract to an eProcurement requisition line.
Navigate: Click the **Save & preview approvals** button to preview the approval chain.
Note the number of requisition lines. Click on the arrow to scroll through the lines.

Click the button to budget check your requisition. Budget Checking will process in the background for a moment. Please be patient during this processing time. Upon completion, the Confirmation page will show a budget checking status of Valid. If your Budget Status is error, click on the link to identify the error and take the necessary steps to resolve.
Click the **Submit** button to submit your requisition for approval.

Depending on your requisition, different approval routings will be required. At this point, your requisition has been successfully saved and routed for approval.
Navigate: Select the Manage Requisitions hyperlink in the menu on the left side of your screen to be transferred to the Manage Requisitions page.

Note that the requisition we just created is the first in the list. From here, you can view and interact with the lifecycle of your requisition. We will cover the Manage Requisitions functionality later in this document.
Creating a Requisition Using Favorites

In order to demonstrate creating a requisition line from ‘Favorites’, we will first add our previously created line (Non-Catalog line created above) as a favorite. To do this, we will edit the requisition from the Manage Requisitions page.

Locate your requisition on the Manage Requisitions page. On the right hand side of the line, select ‘Edit Requisition’ from the drop down list and then select Go.

You will receive the following warning message. Select OK.

You will be transferred to the 3. Review and Submit page for your requisition.
Select the line to add to Favorites by ‘checking’ the box [ ] to the left of the line.

Select the Add to Favorites button to add the item to your Favorites list for later use. The following pop-up window will appear.

Click the Close button. Favorite Item(s) are successfully added.

Now we are ready to create our requisition using our new ‘Favorite’ item. To do so,
**Navigate:** eProcurement > Create Requisition

**You will receive a pop-up warning message. Click [Cancel] to continue.**

Repeat the process discussed above on the [Define Requisition] tab to complete step 1 of the requisition creation process and select the [Add Items and Services] link.

From the [Add Items and Services] page, click on the [Favorites] tab to view your favorites. You will see item you just added in the list. (Please note that ‘Favorites’ are requestor specific. So, in a training environment with everyone using the same requestor id, you may see a larger than expected list. In a production environment, you will only see those favorites associated with your requestor id)

Select the ‘Favorite’ item by checking [ ] to the left. Click on the [Add] button at the end of the line to add the favorite to your requisition. (Note that you can change the quantity to add more than the originally purchased quantity if you wish)
Once you have added your ‘Favorite’ Items to the requisition, select the  

3. Review and Submit  

hyperlink to be transferred to the ‘Review and Submit’ page. You will notice that your favorite item that was saved in the exercises above has now been added to your new requisition via the Favorites functionality.

On the screenshot captured above, it is also helpful to know that you can also manage your favorites as needed by adding favorites to ‘Favorites Groups’ and deleting items from the favorites list that you no longer need.
Now that you have the desired line item added to your requisition, select your line and click on the
button. (A Template may contain one or more lines) The Add Selected Items to Templates page will appear.

**Add Selected Items to Template(s)**

You have no Personal Template(s).
Here we are able to name and describe our template for use in the next exercise. For the purpose of this exercise, type in a template name and description that you will recognize as your own and click the **OK** button.

You are now ready to Review, Budget Check, and Submit your Requisition for approval as previously discussed in this document. Save and Submit this requisition for future use.
Creating Requisitions Using Templates

In the previous section, we saved our requisition as a template. This will allow us to now use this template in order to quickly create a new requisition. This functionality is very helpful for ‘regular’ orders that are repeated frequently. The template gives you a baseline for a requisition to use as-is, or to modify as needed.

To create our requisition from a template, **Navigate**: eProcurement > Create Requisition. Repeat the steps discussed in the above section to complete the **1. Define Requisition** tab to prepare to add your line.

From **2. Add Items and Services** page, select the **Templates** tab to view your valid templates. You should see the template created previously in the list. You can expand the template to view the lines by selecting the yellow triangle. Type ‘1’ in the quantity field and select the ‘Add’ button.

The template is added to your new requisition in the form of requisition line(s). Select the **3. Review and Submit** hyperlink to review your line items, add a ‘Speedtype’, budget check, and submit your requisition for approval as previously discussed in this document. Please save and submit this requisition for future use.
Congratulations, you have learned how to add items to your requisition using the 3 possible methods.
Manage Requisitions

Now that you know how to create requisitions, we will learn how to view and interact with those requisitions throughout their respective lifecycle. With eProcurement Manage Requisitions functionality, we can:

- View Requisition Status and Detail
- View Related Transaction (Change Request, Purchase Order, Invoice, etc.) Status and Detail
- Edit Existing Requisitions
- Budget Check Requisitions
- Cancel Requisitions
- Copy Requisitions
- View Approvals
- Submit Change Requests (See Next Section in this document)
- Receive Purchase Orders
- Create Return to Vendor Transactions

To access the Manage Requisitions page:

**Navigate:** eProcurement > Manage Requisitions

![Manage Requisitions interface](image)

Certain search criteria will default for you, including business unit, status, date range, and requestor. However, can change any of these defaults and add additional criteria to refine your results. You should see the requisitions you created today in the list (Note that in a training environment where a common
requestor ID is used, you will see other’s requisitions as well. In a production environment, you will see only your requisitions by default).

Select the yellow triangle on the left side of the first returned result. This will expand the line for you to view high level line detail as well as a pictorial ‘life cycle’ of the requisition.

Notice that the points in the lifecycle that your requisition has reached (icons) are highlighted and those that it has not remain grey. You can click on any highlighted icon along the lifecycle to drill down for additional detail. For the purposes of this exercise, select the Approvals icon.
In this example, you can see that the transaction has been approved by the Department Approver, but still requires approval by the ePro Buyer Assistant user.

Note: If there are more lines that show on this screen, click the to scroll through all lines of the requisition.

Click the Hyperlink at the bottom of the page to return.

Click the icon or the link.
This page provides requisition detail. From this page you can Requisition Schedule and Distribution to drill down on the requisition schedule and distribution for further information.

Requisition Schedule and Distribution

Business Unit: UOFL1
Requester: REQUENT
Requisition ID: 1000110722
Total Amount: 500.00 USD
Status: Pending
Date: 03/02/2009

Line: 1

Lab_items

Quantity: 1.0000
UOM: EA
Price: 500.00000 USD

Sched: 1
Ship To: CENT_OUTSD
Due: 
Attention: REQUENT
Quantity: 1.0000
Price: 500.00000 USD
Amount: 500.00 USD

Distribution Details

Dist # Status Dist Type Location Req Qty Amount Percent GL Unit Entry Event Account
1 Open CENT_OUTSD 1.0000 500.00 100.0000 UOFL1 541150

Return to Previous Page  Return to Manage Requisitions

Click on the Return to Manage Requisitions hyperlink.
Click on the Drop Down list on the right side of the page. The status of your requisition may result in different or additional options than you see in the screenshot below.
For the purposes of this exercise, select the Cancel Requisition Option from the drop down list and click the button. You will be transferred to a requisition detail page as captured here:

![Requisition Details](image)

This page will allow you to view some header and line level detail prior to confirming cancellation of the line. Click the **Cancel Requisition** button to proceed. You will be transferred back to the Manage Requisitions page. Note that the status of your requisition has been updated to ‘Cancelled’. Select the Budget Check option from the drop down and select **Go** to budget check the transaction.
Now select the 'Copy Requisition' from the drop down and select Go.
You will receive the following warning. Select **OK**.

You are transferred to the Requisition. Preview, Budget Check, and Submit this requisition as discussed in the sections above.
**Navigate:** eProcurement > Manage Requisitions

Select 'Edit Requisition' from the drop down list for the first requisition.

In the Select Action box chose Edit Requisition and click on GO.

You may receive the following warning message, depending on the status of your requisition. Click **OK**.
You are transferred to the Requisition. Preview, Budget Check, and Submit this requisition as discussed in the sections above.
The Manage Requisitions functionality provides the University efficiencies by pushing relevant information to the University community, reducing time spent by all parties is status calls, requests for change, etc. Take some time now to look at requisitions in different statuses to familiar yourself with navigation, the available information, and the available actions.

Congratulations!! You now know how to use the Manage Requisitions functionality to manage the lifecycle of your requisitions.

**Receiving in eProcurement**

We are now ready to discuss the Receiving component in eProcurement. To start:

**Navigate:** eProcurement > Receive Items

A page will appear that will list all of the Purchase Order lines available for you to perform receipts.

Select the first row by checking the box on the left and select the `Receive Selected` button. (*Note that you are able to receive multiple lines at a time, but they must be from the same vendor.*)
The Receive Items page appears with the line item(s) available. Enter the appropriate ‘Received Qty’ in the appropriate box.

A comment can be added by clicking on the Bubble icon at the end of the line.
While the majority of your receipts will only require you to enter the received quantity and save, you also have the ability to review receiver information (defaults for Purchase Order).
Select the line details icon to view additional details.
Click the **Return to Previous Page** link.
Enter a quantity of 1 in the ‘Received Qty’ field and click the **Save Receipt** button.

Congratulations!! You now know how to create a receipt using eProcurement. Please note that in addition to the navigation documented above, you can also enter the Purchase Order Receipt component via Manage Requisition as discussed in earlier sections of this document.
**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.**

In the previous section we discussed Manage Requisition functionality, including the ability to initiate a change request. In this section, we will discuss how to create change requests in detail and which fields are available for change.

Before discussing how to create a change request, 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.

**Initiating a Change Request**

**Navigate:**  eProcurement> Manage Requisitions

Enter the search criteria to search the desired Requisition to initiate a change request. **The Requisition must have resulted in a Dispatched PO to be available.**
Select Change Request option from the drop down and click on the Go Button.

Select Requisition lines for Change Request by clicking on the button.

Create Change Request

PO Date: 12/19/2008  Buyer: TRATWE01
Vendor: Apple Computers Inc

Create Change Request
Click on the **Justification Comments** Link to enter any comments if applicable.

Click on the **Show All PO Lines** Button to see all the lines of the PO associated with the Requisition.

If canceling PO Line select the Cancel PO Line field.

Click on the button to make changes to PO Line.

### Change Request Line

<table>
<thead>
<tr>
<th>Business Unit: UOFL1</th>
<th>Purchase Order: 3000100629</th>
<th>Requisition: 1000100156</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Line: 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit of Measure: Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: iPod nano, 8GB - Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Description:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PO Schedules**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Due Date</th>
<th>Ship To</th>
<th>Merchandise Amt</th>
<th>Cancel PO Ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/19/2008</td>
<td>CENT_OUTSD</td>
<td>149.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

*Save Page to Submit Change/Cancel Request*

To cancel the entire PO, check all "Cancel PO Line" boxes on the header page.

Copy and paste the original description and add the change order amount and the new grand dollar total for the PO in front of the original description.

**For example:**

**Original description** – iPod nano, 8gb – black

**New description** – Add $500.00 – iPod nano, 8 gb – black.

If adding to a blanket order, copy description and add statement, adding additional $500(amount you are adding) and the date.

If this is the only change, save the page to initiate the change request.
Click OK

To change a second line, repeat actions.

Select the Cancel PO Ship field if canceling the PO Schedule.
Click on the button to make changes to PO Schedule, quantity or price.

**Change Request Schedule**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UOFL1</th>
<th>Purchase Order</th>
<th>3000100629</th>
<th>Requisition</th>
<th>1000108156</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>12/19/2008</td>
<td>New Due Date:</td>
<td>01/07/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship To</td>
<td>Central Receiving Dock</td>
<td>New Ship To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>1.0000</td>
<td>New Quantity:</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td>149.0000</td>
<td>New Price:</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>149.00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Save Page to Submit Change/Cancel Request*

To cancel the entire PO, check all "Cancel PO Line" boxes on the header page.

**Return to Change Request Line**

Enter the data as applicable in the fields it is not necessary to enter a New Due Date as that field will auto populate.

In the example above, the original price was $149.00 and the new price is $500

If adding to a blanket and the original amount is $1,000 and you want to add an additional $500, the new price would be $1500

**There is no need to enter a New Due Date.**

**Requisition Approval for Change Request**

Increase in quantity and/or price will trigger the requisition approval workflow for this change request.

Press **Continue** to save the change request and proceed to submit the requisition for approval.

Press **Cancel** to return to the previous page without saving.

**Continue**  **Cancel**

Click Continue
Click "Submit For Change Approval"
After the page is saved Workflow notification will go out for approval since these changes result in a new price (quantity and price changes). Change requests (if approved where required) will be processed by the PO Change Order process and update the corresponding Purchase Orders with the new data.

**If you need to cancel a change order that is in process have your department approver to deny it from their work list. If the department approver has already approved have the associated buyer on the PO to deny it from their work list.

To Approve a Change Request at Department Level

Log into PeopleSoft

Click on your worklist

<table>
<thead>
<tr>
<th>REQENTRY3</th>
<th>05/11/2010</th>
<th>Approval Routing</th>
<th>Approval Workflow</th>
<th>2-Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQENTRY3</td>
<td>05/11/2010</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2-Medium</td>
</tr>
</tbody>
</table>

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.

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

Approve  Deny

Click on Approve or Deny as appropriate
Shows approved