



Creating a Change Request:

Requestor:

Locate and open PO to change

Purchase Order – dropdown = Create Change Request

Select User to email and User with change request permission (typically the buyer)

Attach any supporting documentation

In description field, list all information that needs updated on the PO

Create

This only creates an email, not the actual change request.

The Procurement Buyer you selected will perform the updates requested and then resubmit the change request into the workflow for approvals.