How to Create a Change Request Document

- 1. What is a Change Request?
 - **A.** A Change Request is made when a department requests that the dollar value of a purchase order be increased or decreased.
 - **B.** A Change Request is made when a department requests that the quantity of items ordered on a purchase order be increased or decreased.
 - **C.** A Change Request is made when an account number on a purchase order needs to be updated.

2. Create a Change Request

A. Search for the Purchase Order for which you wish to create a Change Request.

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-	Simple Advanced		Go to: Non-	Catalog Item Favorites For	ms Shop Trady lick (order Browse: Sug	pliers Categories	Contracts Chemicals	
6	Search for products, suppliers, forms, part number, etc.							٩	
8		Office Supplies / Furniture /	Books/Promotional					~	
Â		a			Company				
⊖ _≘ Jat	Welcome to Texas A&M International University's purchasing and e-commerce website!	Staples HUB Partner	Steelcase HUB Partner	ClubiColore	HUB				

B. Click the Change Request tab on Purchase Order

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E	Purchase Order • TEXAS FORENS	IC NURSE EXAMINERS • AB0865353 Revision 0			۲	🖶 🕐 … 1 of 1 Results 🔹	• < >
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C. Click on the cross to create a Change Request.

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8		Records	found: 0								+	Summary		Completed			→
±		No change	requests have been o	created								Details Supplier St	atus				~

D. Go to the line item you request to be modified and click the line-item description.

Summary Taxes/S&H	PO Preview External Communication	Comments	Attachments 2	History					
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Internal Notes and Attachments		*	External Notes and A	ttachments			ø	Change Request Reason Required	
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~ SUPPLIER DETAILS								Subtotal	10,
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TAMIU and TXENE. Year 3 has	a period of performance of July 1, 2023 to de clinical experience & precentorship. See					•	-	Purchase Order: AB0865353	
fully executed PSA.	A se clinical exterioris a preseptior amp, dee							Requisition: 178837047	
ITTALOFTANE IN								What's pert for my order?	

E. If you request that the unit price be modified, enter the new amount in the indicated space and save.

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o ⊡	Internal Notes	Item			_							~	1	
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F. If you request the quantity of items being ordered be modified, enter the new quantity in the indicated space and save.

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G. All Change Requests will require a reason for the request. Click the pencil to proceed and save once the reason has been added.



H. Once the Change Request is finalized, click <u>Submit Request</u>.

