

Supplier Info

Existing Supplier

Enter Supplier \*

Select Supplier

Enter Supplier Name correlating to the PO you want to make changes to

General Info

General Instructions

Use this form if you want to modify an existing Purchase Order (i.e. increase funds, add a line(s), change the PTA, cancel a PO, renew/extend an existing agreement, etc.). Attach any supporting documentation below. Please enter the original PO number into the Item No. field and reference the Requisition Number on all documents.

Form Type \*

Change Request

\*\*\*Please enter the PO NUMBER in the Item No. field below.\*\*\*

Item No. \*

n/a

Item Number: In this box, you will enter the PO number you wish to make changes to.

Product Description \*

Product description text area

240 characters remaining expand | clear

Product Description: In this box, you will enter a DETAILED description of the exact changes you wish to make to the PO and why. Here are some examples of what verbiage should be in this box based on what change is needed: "Please add funds to cover future invoices", "Please add funds per AP's request stating that there aren't enough funds to cover pending invoices", "Please update price of line \_\_, item #\_\_\_\_\_ from \$\_\_ to \$\_\_ due to vendor notifying us of a price increase", "Please update price of line \_\_, item #\_\_\_\_\_ from \$\_\_ to \$\_\_ to match the invoice AP received", "Please change PTA from \_\_\_\_\_ to \_\_\_\_\_", "Please add a new line for item \_\_ at a price of \$\_\_ per the updated attached quote the vendor sent".

If you need multiple changes, like wanting to add funds & change the PTA, put both of those instructions in this box. Please be as detailed as possible in this section, leaving little to no need for the buyer to reach out to you for clarification, which will delay us in processing your request. Any further details or instructions can be left in the "Note to Buyer" section below this area.

Quantity \*

1

Unit of Measure

0 EA - Each

Estimated Price \*

0.00

Estimated Price: If this change request is ONLY for a PTA change, you will leave the dollar amount as ZERO. Also, be sure the PTA entered in the POETA Codes section of the change request req matches the PTA you wish to change the PO to. If you are not changing the PTA and only adding funds, the PTA on the change request must match the PTA on the original PO. If this change request is to ADD FUNDS to a declining PO, please enter the amount of funds you wish to add. If this change request is to change the price of a current line item, please enter ONLY the difference of the current price to the new price. For example: the PO was generated for an item at a price of \$30 but the vendor let us know that the price increased to \$40, so in this box you would enter \$10, since the change we are making is adding funds in the amount of \$10 by increasing the item price from \$30 to \$40.