

## Submit a Change Request

A change request can be submitted to update an open purchase order to update funding, pricing, quantity or add additional line items or cancel some line items.

A change request cannot be used for items ordered from a catalog. If additional quantities for a catalog order are needed a new requisition is required.

### Create Change Request

The screenshot shows the ShopUW+ interface for a Purchase Order. The breadcrumb is 'Purchase Order • LAC0004917 Revision 0'. A dropdown menu is open, listing several actions: 'Add Comment', 'Create Change Request' (highlighted in yellow), 'Add Notes to History', 'Finalize Revision', 'Create Quantity Receipt', 'Create Cost Receipt', 'Print Fax Version', 'Soft Close PO', 'Close PO', and 'Add Non-Catalog Item'. The background shows the 'General Information' section of the PO, including PO/Reference No. (LAC0004917), Revision No. (0), Purchase Order Date (1/5/2022), Priority (Normal), and Supplier Name (BOYS & GIRLS CLUBS OF GREATER LA CROSSE).

### Add Change Request Reason

The screenshot shows the 'Change Request Reason' section in the ShopUW+ interface. The breadcrumb is 'Change Requests • 155489248'. The 'Change Request Reason' field is highlighted in yellow and contains the text 'no value'. A dropdown arrow is visible on the right side of the field. Above the field, there is a message: 'Changes will not be sent to the Supplier.'

## Add a Line to an Existing PO

When entering the Change Request, to add the new line click the three highlighted dots across from the Supplier and select Add Non-Catalog Item.

The screenshot shows a PO line item for 'Unknown Supplier / No Active Supplier Record' with 5 items and a total of 250.00 USD. The item description is 'UWL La Crosse Collections Framed Artwork by Phyllis Martino'. A menu is open, showing 'Add Non-Catalog Item' as an option.

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Est. Price
1	UWL La Crosse Collections Framed Artwork by Phyllis Martino		EA	50.00	5 EA	250.00

## Update Price or Quantity

Click on the Item description that you want to change the price or quantity. This will open a dialog box where you can change those fields.

The screenshot shows a PO line item for 'TIERNEY BROTHERS INC' with 2 items and a total of 111,295.07 USD. The item description is 'Provide and install AV equipment per quote 217407 dated 9/28/2021'. A dialog box titled 'Non Catalog Item' is open, allowing the user to edit the item description, quantity, and price.

Status	Item	Catalog No.	Size/Packaging	Unit Price
1	Provide and install AV equipment per quote 217407 dated 9/28/2021		LO	111,239.18

**Non Catalog Item**

Contract: no va  
Asset ID: no va TIERNEY BROTHERS INC

**Fulfillment Address**  
ACH - PO BOX 858255, MINNEAPOLIS, Minnesota 55485-8255 United States

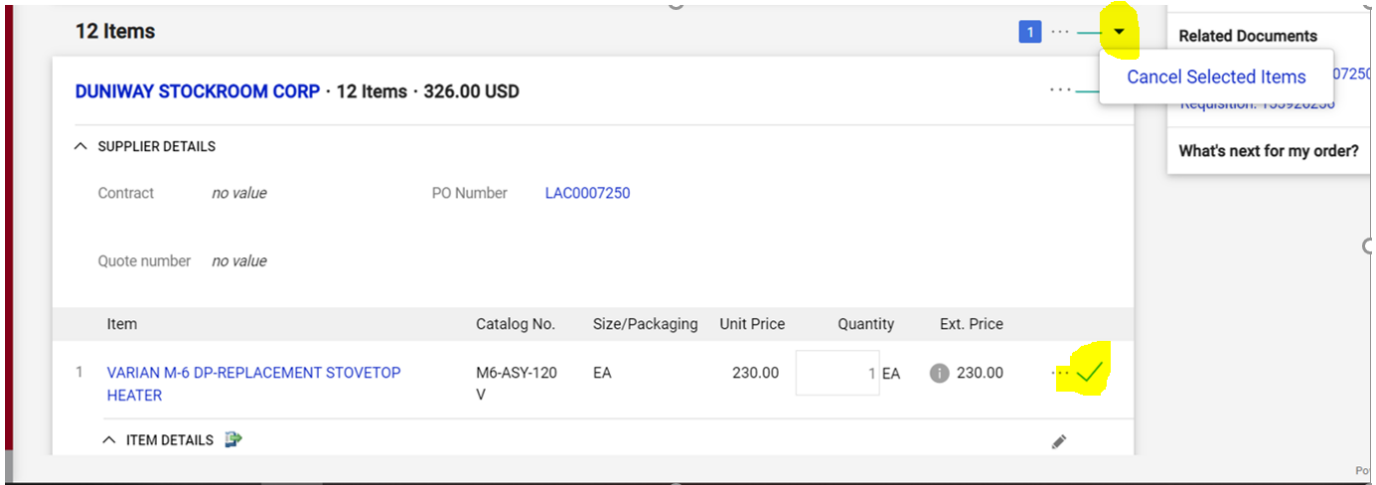
**Item**

Description ★	Catalog No.	Quantity ★	Price
Provide and install AV equipment per quote 217407 189 characters remaining		1	111,239.18

**Additional Details**

## Cancel/Delete an Item

Click the box next to the three dots on the item line you want to cancel/delete. Click the dropdown arrow shown below. This will open a dialog box where you select to cancel the selected items.



The screenshot displays a procurement system interface. At the top, it shows '12 Items' and a total value of '326.00 USD' for 'DUNIWAY STOCKROOM CORP'. Below this, there are sections for 'SUPPLIER DETAILS' and a table of items. The first item in the table is 'VARIAN M-6 DP-REPLACEMENT STOVETOP HEATER' with a unit price of 230.00 and a quantity of 1 EA. A yellow highlight is placed on the three-dot menu icon to the right of this item. A dropdown menu is open, showing the option 'Cancel Selected Items' highlighted in yellow. Other options in the menu include 'Related Documents' and 'What's next for my order?'. The 'ITEM DETAILS' section is partially visible at the bottom.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 VARIAN M-6 DP-REPLACEMENT STOVETOP HEATER	M6-ASY-120 V	EA	230.00	1 EA	230.00