Purchasing Activities
Creating a Change Request

Overview:

Understanding the Change Request Creation Process

This tutorial provides instructions for creating change requests.

The ability to create changes in OMNI will depend on the status of your order as well as the type of order. If you are having trouble submitting your change through OMNI, you may need to submit a paper change request (http://purchasing.fsu.edu/content/download/43463/299357) form located on the Purchasing Web Site.

Once a PO is created changes to Budget Information, adding a line and Vendor must be done using the change request form.

Scenario:
In this topic, you will learn the steps to create a change request.

Key Information:
Requisition Number
Information to be updated
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Financials 9.1 link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Main Menu button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the eProcurement menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Manage Requisitions link.</td>
</tr>
<tr>
<td>5.</td>
<td>Find the desired Requisition and click the Edit Requisition list item for the corresponding Requisition.</td>
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</table>
6. **Click the Go button.**

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7. **You will receive this pop up message once your requisition has entered approval workflow.**

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   **Click the OK button to proceed.**

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8. Click the **Description** link.

**NOTE:** If this is an eMarket order it may punch back out to eMarket. You cannot make changes on eMarket orders and will need to contact Purchasing for assistance.
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<td>9.</td>
<td>Enter the desired <strong>Price</strong>. Scenario: The vendor has contacted you and your price was from an old catalog. For the purpose of this example enter &quot;15&quot; into the <strong>Price</strong> field.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
11. Click in the Comments Field.

For the purpose of this example enter the reason for the change, date of the change initials of the person creating the change and if you would like this to be dispatched to the vendor.

Enter: "Ordered from old catalog, 2/17/11, SS, resend this to the vendor ".

Note: Always specify here if this should dispatch to the vendor again or not.

12. Enter an explanation of the change into the Comments Field.

13. If you wish for these comments to print on the PO, click the Send to Vendor option.

14. Click the Approval Justification option.

This will allow the approvers and buyers to see the comments for your change request.

15. Click the Save & submit button.
16. Click the **Home** link.

17. **Congratulations!**
   You have completed this topic.