






Request a Change to a Purchase Order

	<p>This job aid instructs the user on how to request a change to a purchase order. The following objective will be covered:</p> <ul style="list-style-type: none"> ◆ Inquire on a Requisition to determine its status and Purchase Order number ◆ Determine what activity has occurred on a Purchase Order ◆ Create a Change Request to modify a Purchase Order that has been Dispatched
	<p>What is a Change Request? When is a Change Request Necessary? Once a requisition has been sourced to a purchase order (status is POs Created, POs Dispatched and Received), if a change is necessary, the change must be made to the purchase order by central staff. Operators may request changes by entering a Change Request Requisition.</p> <p>The Change Request Requisition is used to request the following:</p> <ul style="list-style-type: none"> ◆ Increases to purchase orders ◆ Decreases to purchase orders ◆ Add Lines ◆ Cancel Lines ◆ Change Budget <p>To accommodate Change Requests, a special eProcurement Requisition form has been created that users can access in the eProcurement Requisition pages.</p> <p>The Change Request eProcurement Requisition serves two main purposes:</p> <ol style="list-style-type: none"> 1. As the means to Inform central staff that a change needs to be made to a purchase order 2. As the vehicle to authorize the change(s) through Approval Workflow. <p>Change Requests are not pre-encumbered and will not budget check. Change Requests are approved at the department level and then go to a central staff person, where they are reviewed. Approved Change Requests are then manually input into their corresponding purchase orders. Central staff will document the Change Request in the Header Comments on the purchase order. The Purchase Order will then be budget checked. The Change Request Requisition will be canceled, but will remain in the system for audit purposes.</p> <p>The policy for who is responsible for following up on budget checking errors when they occur on purchase orders may vary by campus.</p>
	<p>The policy for the business process to Close purchase orders (purchase order has had some vouchering activity against it) or Cancel purchase orders (purchase order has had no vouchering activity against it) varies by campus. Your trainer should be able to explain the policy for your campus.</p>

Step 1.	Log into the e*mpac Application with your FIN Username and Password.														
	<p>Navigate to the following path:</p> <p style="text-align: center;">eProcurement → Manage Requisitions</p>														
Step 2.	<p>The Manage Requisitions page appears.</p> <div data-bbox="394 573 1401 940" style="border: 1px solid black; padding: 5px;"> <p>Manage Requisitions</p> <p>▼ Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: <input type="text" value="UMAMH"/> <input type="button" value="Q"/> Requisition Name: <input type="text"/></p> <p>Requisition ID: <input type="text"/> <input type="button" value="Q"/> Request Status: <input type="text" value="All but Complete"/> Budget Status: <input type="text"/></p> <p>Date From: <input type="text" value="09/14/2006"/> <input type="button" value="BT"/> Date To: <input type="text" value="09/21/2006"/> <input type="button" value="BT"/></p> <p>Requester: <input type="text" value="stomasine"/> <input type="button" value="Q"/> Entered By: <input type="text"/> <input type="button" value="Q"/> PO ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Clear</p> <p>Requisitions</p> <p>To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾</p> <p>To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Req ID</th> <th style="width: 40%;">Requisition Name</th> <th style="width: 10%;">BU</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Budget</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Req ID	Requisition Name	BU	Date	Status	Budget	Total							
Req ID	Requisition Name	BU	Date	Status	Budget	Total									
Step 3.	<p>Click the Clear button to clear all requisition search criteria.</p> <div data-bbox="394 1041 1401 1297" style="border: 1px solid black; padding: 5px;"> <p>Manage Requisitions</p> <p>▼ Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: <input type="text"/> <input type="button" value="Q"/> Business Unit</p> <p>Requisition ID: <input type="text"/> <input type="button" value="Q"/> Requisition ID</p> <p>Date From: <input type="text"/> <input type="button" value="BT"/> Date To: <input type="text"/> <input type="button" value="BT"/></p> <p>Requester: <input type="text"/> <input type="button" value="Q"/> Entered By: <input type="text"/> <input type="button" value="Q"/> PO ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>														
Step 4.	<p>Enter the following fields:</p> <ul style="list-style-type: none"> ◆ Business Unit ◆ Requisition ID 														
	<p>At a minimum, in Production, your search criteria must contain your Business Unit.</p>														
Step 5.	<p>Click the Search button.</p>														

The **Manage Requisition** page is updated and Requisition is displayed.

Manage Requisitions

▼ Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: **Requisition ID**

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions
To view the lifespan and line items for a requisition, click the Expand triangle icon: ▶
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
▶ 000000224	Research Project Laptop	UMAMH	09/11/2006	PO(s) Dispatched PO Status	SD	<Select Action..> Go



The PO Status for **Requisition** is PO(s) Dispatched (dispatched). Any change must be requested using the Change Request Requisition form.

Step 6.

Click the **Requisition ID** link for the **Req ID** to locate the **PO ID**.

The **Requisition Details** page appears.

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
Research Project Laptop	000000224	UMAMH	09/11/2006	PO(s) Dispatched	499.99

Line	Item Description	Source Status	Qty	Price	Total
1	IBM THINKPAD T23 1.13 GHZ PE...	Sourcing Complete	1.0000	Each 499.990 USD	499.99

Line Comments:
<< - WINDOWS XP PRO - 30 GB HARD DRIVE - 128 MB RAM - DVD-ROM, CD-RW DRIVE - 14.1 IN SCREEN - BATTERY LIFE: 3.5 HRS - 5.5 LBS >>

▶ **PO Information**

Expand PO Info

i PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.

[Return to Manage Requisitions](#) [Requisition Schedule and Distribution](#)

Step 7.

Click the **Expand Section** icon (▶) for the **PO Information** section of the page.


The **PO Information** section expanded.

PO No.	PO Status	Vendor	Receipt Status
0000000260	Dispatched	IBM	PO Not Received

PO Line	Sched #	Due Date	Ship To	PO Qty	Price	
1	1	09/11/2006	GDA0400405	1.0000	499.99000	USD

Step 8. Note the **PO Number**: _____


Look Up PO Activity


 Navigate to the following path:
eProcurement → Buyer Center → Inquiries and Reports → PO Inquiry


The **PO Inquiry Search Criteria** page opens.


Purchase Order Inquiry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


Business Unit: = 

PO ID: begins with  PO ID

Contract SetID: begins with 

Contract ID: begins with 


Release Number: =


Purchase Order Date: = 


Step 9. Enter the **PO ID** you want to Inquire about.


Step 10. Scroll to the bottom of the page, if needed, and Click the **Search** button.

PO Status: =

Short Vendor Name: begins with 


Vendor ID: begins with 

Buyer: begins with 

Buyer Name: begins with 

PO Type: =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

The **Purchase Order Inquiry** page appears. A Change Order has already been done on this PO.

PO Info

Header

Lines

Purchase Order Inquiry

Purchase Order

Unit: UMAMH PO Status: Dispatched
 PO ID: 0000000260 Budget Status: Valid
 Change Order: 1

Header

PO Date: 09/11/2006 Backorder Status: None
 Vendor: IBM-001 Receipt: Not Recvd
 Vendor ID: 0000000001 [Vendor Details](#) Hold From Further Processing
 Buyer: stomasine

Amount Summary

Merchandise: 499.99
 Freight/Tax/Misc.: 0.00
 Total: 499.99 USD


Select Lines To Display

PO Reference:

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments](#) [Document Status](#)
[Change Order](#) [PO Snapshot](#)

Lines

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		IBM THINKPAD T23 1.13 GHZ PENT	741400	1.0000	EA	499.99 USD	Active

 This Purchase Order has only one **Line item**.


Step 11. Examine the *Purchase Order* section of the page.

Purchase Order Inquiry

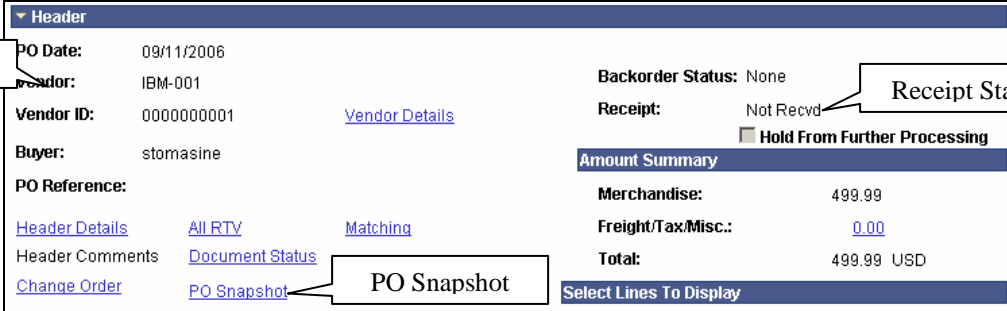

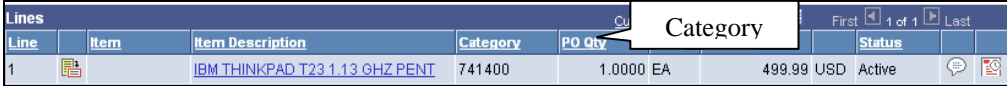


Purchase Order

Unit: UMAMH PO Status: Dispatched
 PO ID: 0000000260 Budget Status: Valid

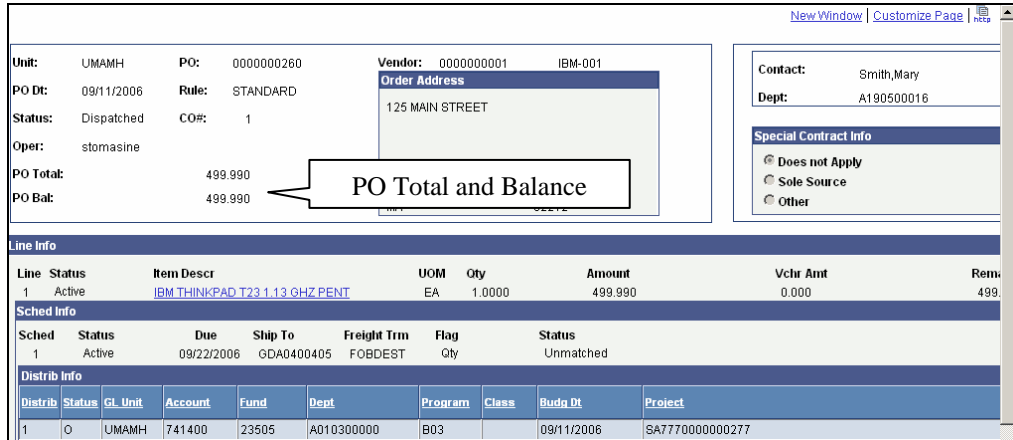
PO Status

 The **PO Status** is **Dispatched**.

Step 12. Examine the *Header* section of the page.

	
	<p>The Receipt Status is Not Recvd (not received).</p>
<p>Step 13.</p>	<p>Note the Vendor and Vendor ID below:</p> <ul style="list-style-type: none"> ◆ Vendor: _____ (this is the Vendor Short Name). ◆ Vendor ID: _____.
<p>Step 14.</p>	<p>Examine the Lines section of the page.</p> 
	<p>The Category is displayed for Line 1. The Category column displays the Item Category for every Line on the PO.</p>
<p>Step 15.</p>	<p>Note the Category for Line 1 below:</p> <ul style="list-style-type: none"> ◆ Category: _____
	<p>The Category and Account Code that you assign to a Change Request Requisition should be the same category and account code that is currently assigned to Line 1 on the Purchase Order. This is for workflow purposes.</p>
<p>Step 16.</p>	<p>Click the PO Snapshot link (Header section of the page).</p>

The **PO Snapshot** page appears for the PO. Note that the PO Total and the PO Balance are the same, which is an indication that there has been no vouchering activity on the PO.



Unit: UMAMH PO: 000000260 Vendor: 000000001 IBM-001
 PO Dt: 09/11/2006 Rule: STANDARD Order Address: 125 MAIN STREET
 Status: Dispatched CO#: 1
 Oper: stomasine
 PO Total: 499.990
 PO Bal: 499.990

Contact: Smith, Mary
 Dept: A190500016

Special Contract Info
 Does not Apply
 Sole Source
 Other

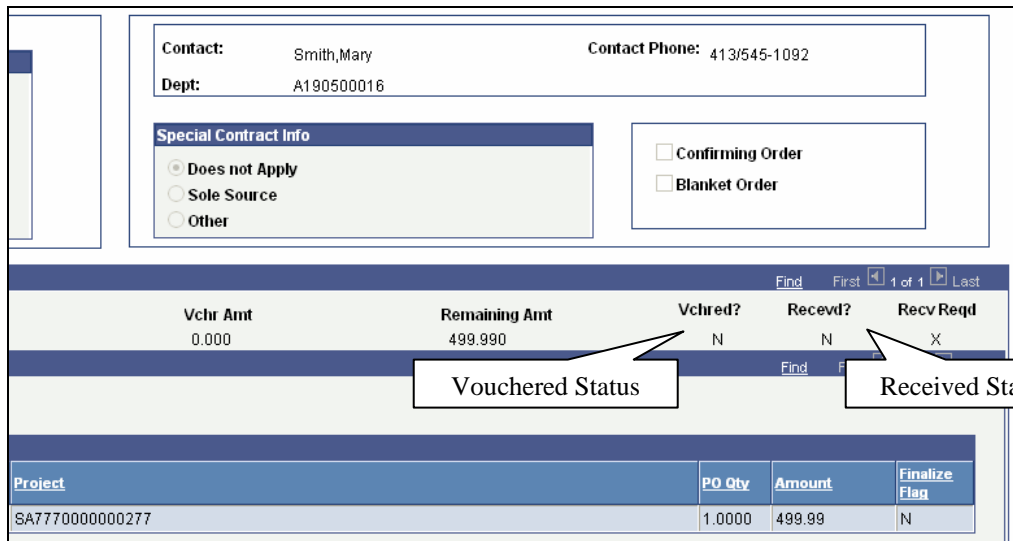
Line	Status	Item Descr	UOM	Qty	Amount	Vchr Amt	Rem
1	Active	IBM THINKPAD T23 1.13 GHZ PENT	EA	1.0000	499.990	0.000	499.

Sched	Status	Due	Ship To	Freight Trm	Flag	Status
1	Active	09/22/2006	GDA0400405	FOBDEST	Qty	Unmatched

Distrib	Status	GL Unit	Account	Fund	Dept	Program	Class	Budg Dt	Project
1	O	UMAMH	741400	23505	A010300000	B03		09/11/2006	SA7770000000277

Step 17. Scroll to the right to view the right side of the **PO Snapshot** page for the PO.

The **right-side** of the **PO Snapshot** page.



Contact: Smith, Mary Contact Phone: 413/545-1092
 Dept: A190500016

Special Contract Info
 Does not Apply
 Sole Source
 Other

Confirming Order
 Blanket Order

Vchr Amt	Remaining Amt	Vchred?	Recevd?	Recv Reqd
0.000	499.990	N	N	X

Project	PO Qty	Amount	Finalize Flag
SA7770000000277	1.0000	499.99	N



There has been no vouchering activity on this PO:

- ◆ The **Recevd Status** (Received status) is **N** (not received).
- ◆ The **Vchred Status** (Vouchered status) is **N** (not vouchered).

Step 18. Scroll to the left to view the left-side of the **PO Snapshot** page for the PO.

The **Line Info** (Line Information) section of the page.

Line Info

Line Info										
Line	Status	Item Descr				UOM	Qty	Amount	Vchr Amt	
1	Active	IBM THINKPAD T23 1.13 GHZ PENT				EA	1.0000	499.990	0.000	
Sched Info										
Sched	Status	Due	Ship To	Freight Trm	Flag	Status				
1	Active	09/22/2006	GDA0400405	FOBDEST	Qty	Unmatched				
Distrib Info										
Distrib	Status	GL Unit	Account	Fund	Dept	Program	Class	Budg Dt	Project	
1	O	UMAMH	741400	23505	A010300000	B03		09/11/2006	SA7770000000277	


Distribution Info

Step 19. **Note** the Line information below:

- ◆ Line No.: _____.
- ◆ Item Descr: _____ (Item Description).
- ◆ Quantity: _____.
- ◆ Amount: _____.

The **Distrib Info** (Distribution Information) section appears in the **Line Info** section.

Distrib Info									
Distrib	Status	GL Unit	Account	Fund	Dept	Program	Class	Budg Dt	Project
1	O	UMAMH	741400	23505	A010300000	B03		09/11/2006	SA7770000000277



The **Chartfields** information is displayed in the **Distrib Info** section of the page.


Step 20. **Make** note of the Chartfields Information below.

- ◆ GL Unit: _____.
- ◆ Account: _____.
- ◆ Department: _____.
- ◆ Fund: _____.
- ◆ Program: _____.
- ◆ Project: _____ (a Grant Account).

Step 21. **Scroll** to the bottom of the page.


Step 22. Click the Return button to return to the **PO Inquiry** page.

Create Change Request Requisition

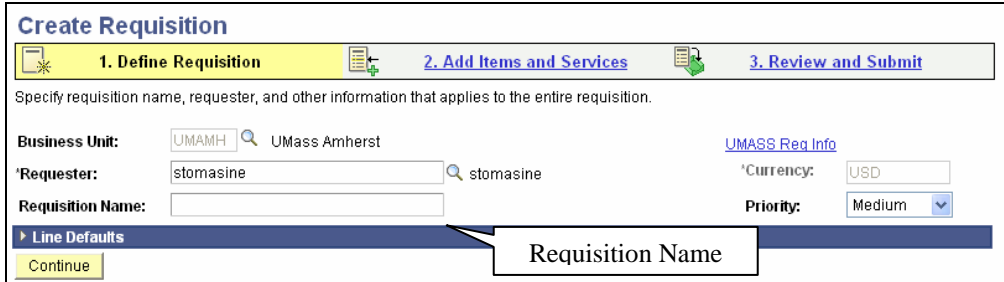

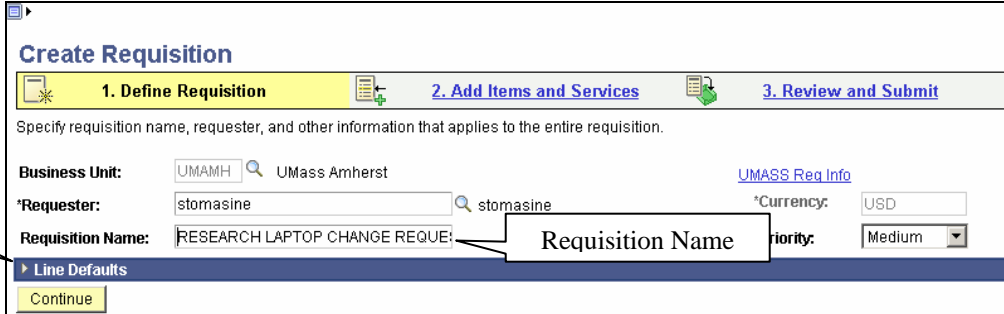


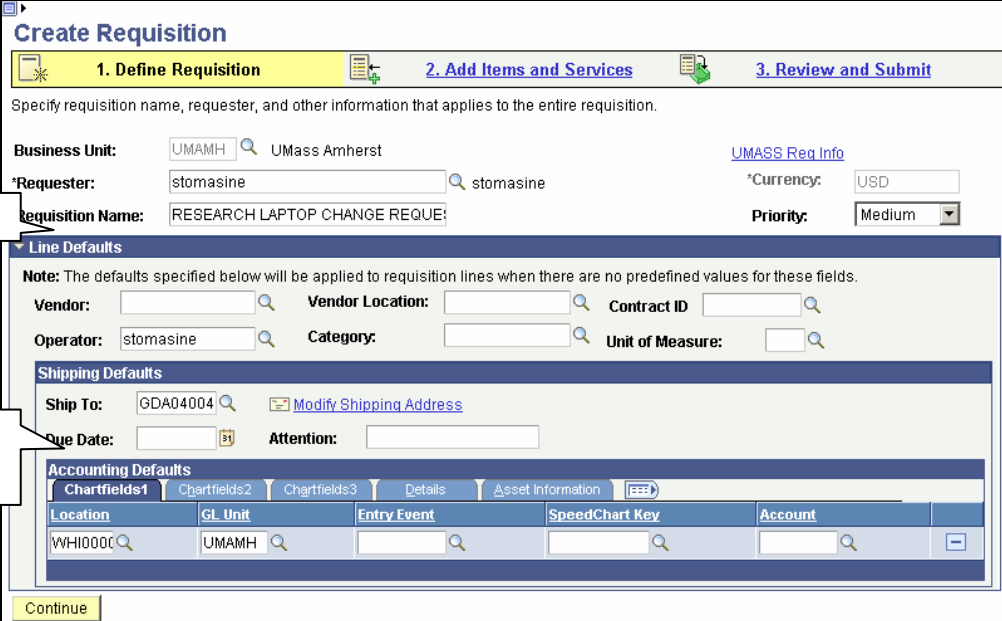

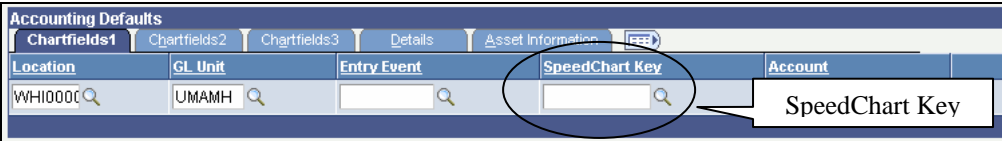

Navigate to the following path:


eProcurement → Create Requisitions


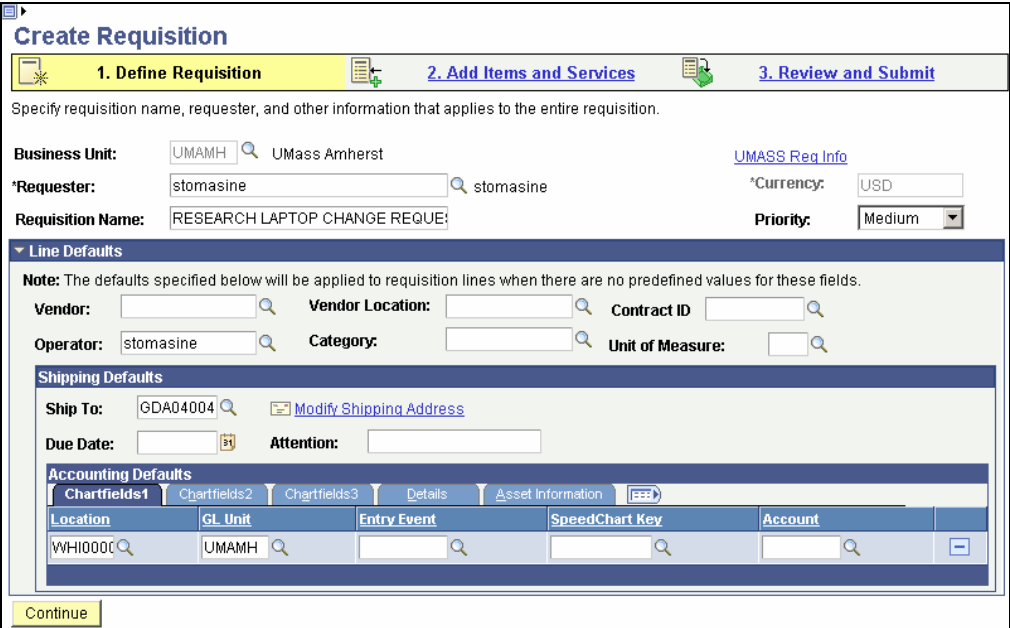



You will now create a **Change Request** using the **Change Request Requisition Form** and the information you previously collected in this exercise. The process for using the **Change Request Requisition Form** is somewhat similar to entering a **Description Only Requisition**.

	<p>The Create Requisition page opens.</p> 
<p>Step 23.</p>	<p>Type in the Requisition Name field.</p>
	<p>You may name the request anything you want, but you should include the words “Change Request” somewhere in your description, to make it easier for everyone to differentiate the Change Request from a regular requisition.</p>
<p>Step 24.</p> <p>Expand Section</p>	<p>Updated Define Requisition Tab on the Create Requisition page.</p> 
<p>Step 25.</p>	<p>Click the Line Defaults Expand Section icon (▶).</p>

<p>Line Defaults</p> <p>Accounting Defaults</p>	<p>The Line Defaults section of the Create Requisition page expands.</p> 
	<p>Caution: All requisitions, including Change Requests, require that Chartfield information be entered or the Requisition cannot be saved (and your Change Request may be lost).</p>
<p>Step 26.</p>	<p>Entering a SpeedChart is the fastest way to enter Chartfield information.</p> <p>Scroll down to the Accounting Defaults section.</p> 
	<p>Note: (1) If the change is to request, or includes a request, that the budget charged on the purchase order be changed to a different budget, Enter the SpeedChart Key (SpeedChart number) for the new Chartfield in the Accounting Defaults section of the page, and then Tab out of the field.</p> <p>(2) If the change is to request any other type of change to the purchase order, enter the SpeedChart number for the Chartfield that is currently on the purchase order in the Accounting Defaults section of the page, and then Tab out of the field.</p> <p>This is to insure that the proper workflow is initiated at the department level to authorize the Change Request and that it is then routed it to the appropriate central staff person.</p>
<p>Step 27.</p>	<p>Enter the SpeedChart Number.</p>

<p>Step 28.</p>	<p>Tab out of field.</p>
<p>Step 29.</p>	<p>Click the <i>UMASS Req Info</i> link.</p> <div data-bbox="397 422 1399 699" style="border: 1px solid black; padding: 5px;"> <p>Create Requisition</p> <p>1. Define Requisition 2. Add Items and Services 3. Review and Submit</p> <p>Specify requisition name, requester, and other information that applies to the entire requisition.</p> <p>Business Unit: <input type="text" value="UMAMH"/> UMass Amherst</p> <p>*Requester: <input type="text" value="stomasine"/> <input type="text" value="stoma"/> UMASS Req Info Currency: <input type="text" value="USD"/></p> <p>Requisition Name: <input type="text" value="RESEARCH LAPTOP CHANGE REQUE!"/> Priority: <input type="text" value="Medium"/></p> <p>▶ Line Defaults</p> <p><input type="button" value="Continue"/></p> </div> <p>The UMASS Req Info page opens.</p> <div data-bbox="397 793 1399 1234" style="border: 1px solid black; padding: 5px;"> <p>UMASS Req Info</p> <p>Business Unit: <input type="text" value="UMAMH"/> Requisition ID: <input type="text" value="NEXT"/> Contact Name Contact Phone</p> <p>*Contact Name: <input type="text"/> *Contact Phone: <input type="text"/></p> <p>*Department <input type="text"/> <input type="text"/> Department</p> <p>Special Contract Info</p> <p><input checked="" type="radio"/> Does not Apply <input type="radio"/> Sole Source <input type="radio"/> Other</p> <p><input type="checkbox"/> Confirming Order <input type="checkbox"/> Blanket Order <input type="checkbox"/> State PO Flag</p> </div>
<p>Step 30.</p>	<p>Type the information in the following fields with no spaces:</p> <ul style="list-style-type: none"> ◆ Contact Name: LastName,FirstName (for example, Smith,Mary). ◆ Contact Phone: Your Department Telephone (for example, 4135459999). ◆ Department: Dept ID that best describes the name of your department. <p>The updated UMASS Req Info page.</p> <div data-bbox="397 1581 1399 1770" style="border: 1px solid black; padding: 5px;"> <p>Business Unit: <input type="text" value="UMAMH"/> Requisition ID: <input type="text" value="NEXT"/></p> <p>*Contact Name: <input type="text" value="Smith,Mary"/> *Contact Phone: <input type="text" value="4135459999"/></p> <p>*Department <input type="text" value="A190500016"/> <input type="text"/></p> </div>
	<p>This information is required. Because this is a Change Request, no other information is needed on this page.</p>

<p>Step 31.</p>	<p>Scroll to the bottom of the page.</p>
<p>Step 32.</p>	<p>Click the  button.</p> <p>The Create Requisition page reappears.</p> <div data-bbox="396 527 1401 1150">  </div>
<p>Step 33.</p>	<p>Click the Add Items and Services Tab link.</p> <div data-bbox="396 1241 1401 1331">  </div>

The **Add Items and Services** page appears.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

[Catalog](#) [Favorites](#) [Templates](#) [Forms](#) [Web](#) [Special Request](#)

Select a Request Type

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)


Step 34. Click on the **Forms** Tab.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

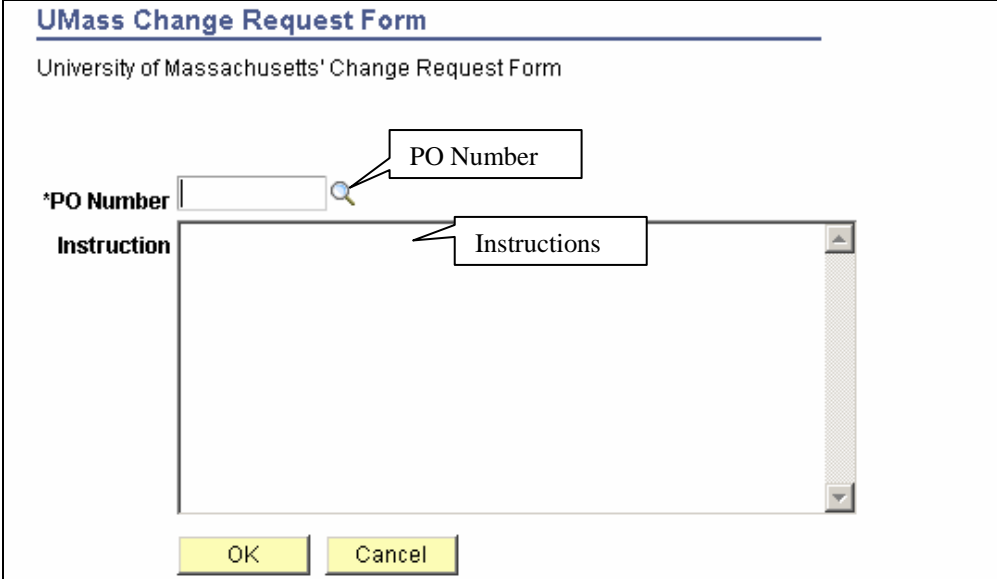


Search:

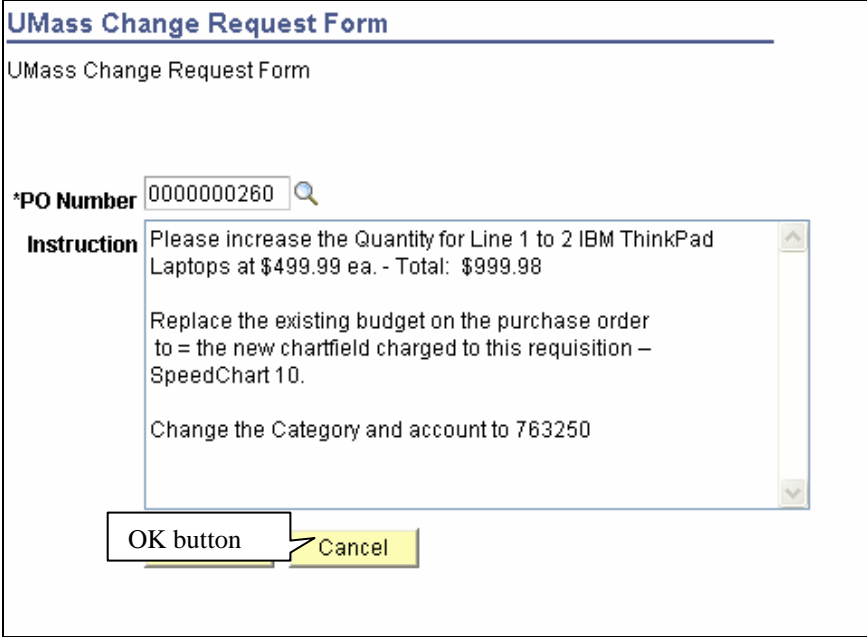

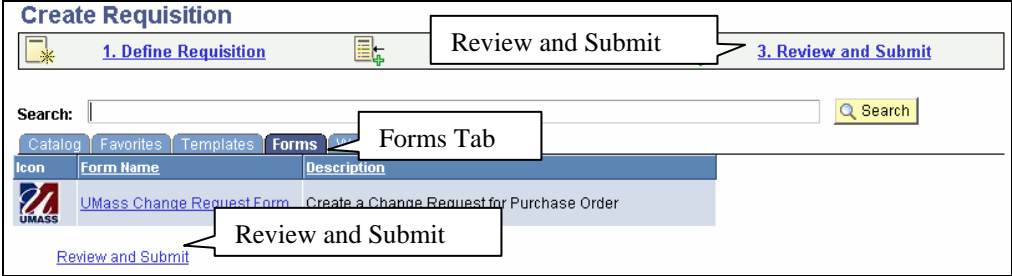
[Catalog](#) [Favorites](#) [Templates](#) [Forms](#) [Web](#) [Special Request](#)

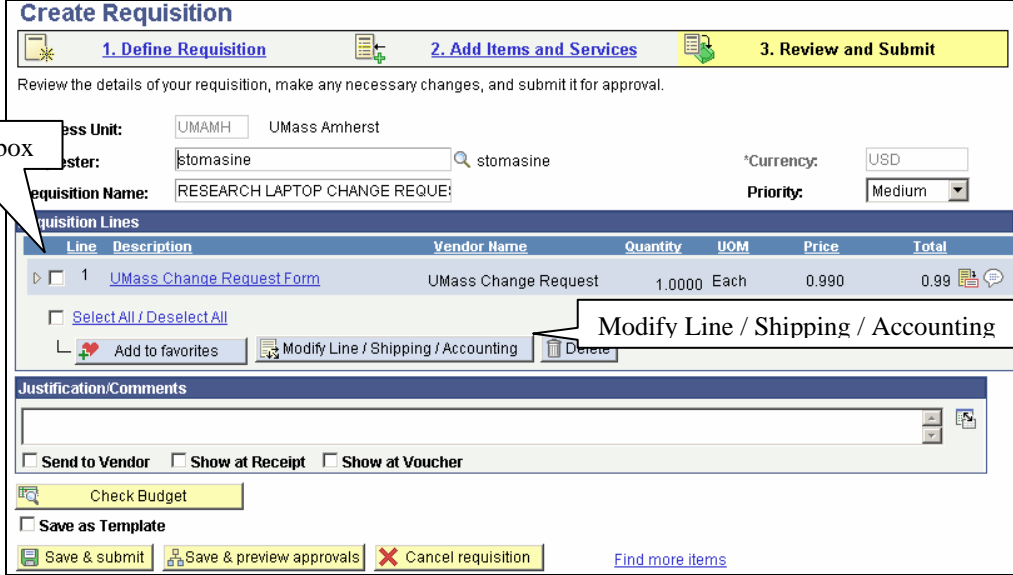


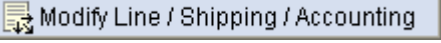
Icon	Form Name	Description
	UMass Change Request Form	Create a Change Request for Purchase Order

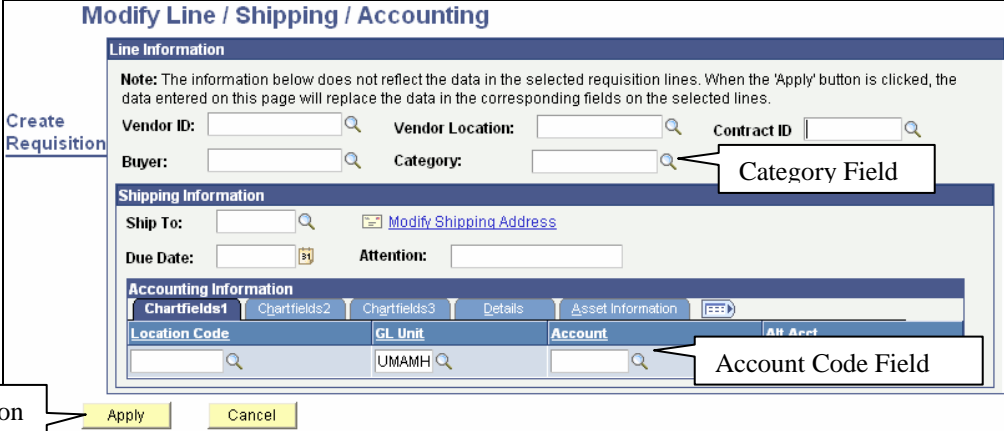
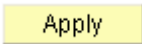
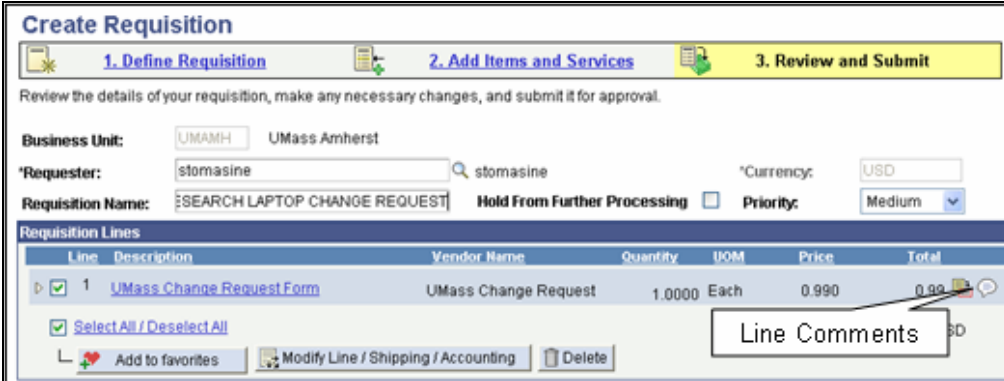

[Review and Submit](#)

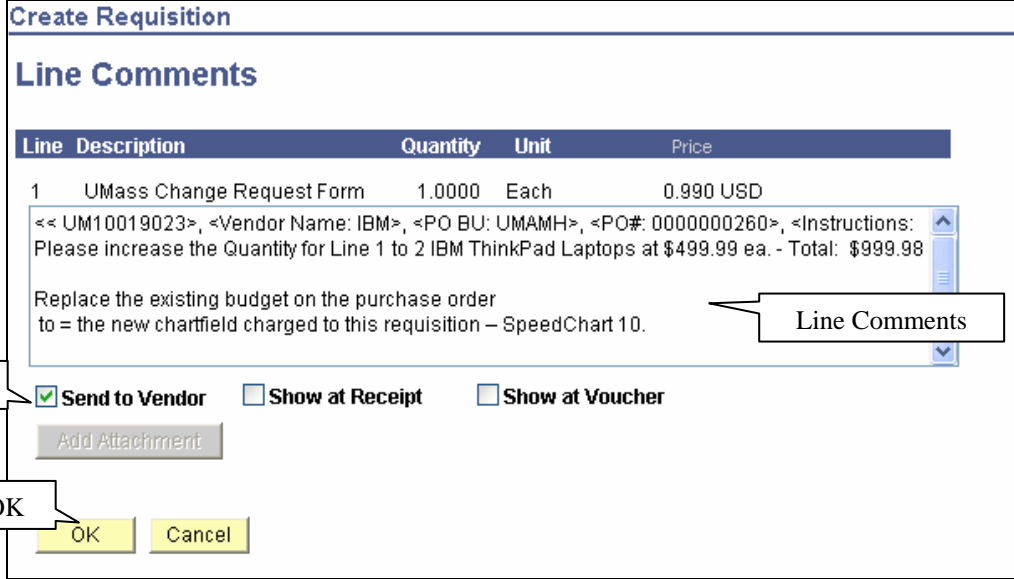

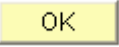
Step 35. Click the [UMass Change Request Form](#) link.

	<p>The UMass Change Request Form page appears.</p> 
	<p>Note: You will now enter the information about the requested change. Please note that you must be as specific and clear as possible in your description of the change. If the instructions are not clear, your request may be denied by central staff and returned to you for clarification.</p>
<p>Step 36.</p>	<p>Click in the PO Number field and Type the PO Number</p>
<p>Step 37.</p>	<p>Click in the Instruction field and Type the appropriate comments.</p>
	<p>Tip: You should always provide the replacement SpeedChart number when requesting a budget change.</p>

	<p>The updated Change Requisition Form.</p> 
<p>Step 38.</p>	<p>Click the  button.</p> <p>The Create Requisition page reappears with the Forms Tab selected.</p> 
<p>Step 39.</p>	<p>Click the Review and Submit link.</p>

	<p>The Create Requisition page, Review and Submit Tab appears.</p>  <p>Select Checkbox</p> <p>Modify Line / Shipping / Accounting</p>
	<p>Note the following system information for the Change Requisition Form:</p> <ul style="list-style-type: none"> ◆ The Item Description appears as UMass Change Request Form. ◆ The Vendor Name appears as UMass Change Request. ◆ The Quantity is 1. ◆ The Unit of Measure is Each. ◆ The Price (Unit Price) is \$0.99 (99 cents). ◆ The Total (Total Price) is \$0.99 (99 cents). <p>All Change Requests are pre-priced in the system for 99 cents. Change Requests will never budget check. The Budget Check status will stay at 'Not Checked.' Central staff at your campus will review the Change Request, and if there are no issues, the Change Request will be approved and central staff will manually update the purchase order with the requested changes. The Change Request will then be canceled. To verify that your change has been made, you may inquire on the purchase order using PO Inquiry.</p>
<p>Step 40.</p>	<p>Click the Select Checkbox for Line 1 of the Change Request Form.</p> 
<p>Step 41.</p>	<p>Click the  button.</p>

	<p>The Modify Line / Shipping / Accounting page appears.</p> 
<p>Step 42.</p>	<p>Click in the Category field.</p>
<p>Step 43.</p>	<p>Enter the Category field.</p>
<p>Step 44.</p>	<p>Click in the Account Code field.</p>
<p>Step 45.</p>	<p>Enter the Account Code field.</p>
<p>Step 46.</p>	<p>Click the  button.</p> <p>The system will display: “Processing ...”</p> <p>The Create Requisition page reappears.</p> 
<p>Step 47.</p>	<p>Click the Comments icon () to Line 1 to view your Change Request comments.</p>

	<p>The Create Requisition Line Comments page appears.</p> 
<p>Send to Vendor</p>	<p><input checked="" type="checkbox"/> Send to Vendor <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher</p> <p>Add Attachment</p> <p>OK</p> <p>OK Cancel</p>
<p>Step 48.</p>	<p>Review your comments and Note the format. The system has added single and double angle brackets (greater than and less than signs) around individual comments and commas between the brackets. Your operator name, the vendor name, the business unit and the PO number, are also reflected in the line, as well as your text. Check the vendor name against the PO ID, to make sure that you have selected the right order to change.</p> <p>You may edit the comments if you find a mistake. Disregard the angle brackets; they are added by the system, but not required by the system.</p>
	<p>Note: The Send to Vendor checkbox is auto-selected so that copies of the Change Request can be printed - Comments will not print unless the Send to Vendor checkbox is selected. <i>Always leave this checkbox turned on for all Change Request Requisitions.</i></p>
<p>Step 49.</p>	<p>Click the  button.</p>

The **Create Requisition** page reappears.

Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UMass Amherst

***Requester:** *Currency:

Requisition Name: Hold From Further Processing Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	UMass Change Request Form	UMass Change Request	1.0000	Each	0.990	0.99
Total Amount:						0.99 USD

Select All / Deselect All

Justification/Comments

Send to Vendor
 Show at Receipt
 Show at Voucher

 Save as Template

[Find more items](#)





Note: Change Request Requisitions do no budget check. The status will remain 'Not Checked' on the Confirmation Page.

Step 50.

Click the button to save the **Change Request Requisition Form** and submit it to **Workflow**.

The system will display: "**Processing ...**"

	<p>The Requisition Confirmation page opens.</p> <div data-bbox="396 407 1380 961" style="border: 1px solid black; padding: 5px;"> <p>Confirmation</p> <hr/> <table border="0"> <tr> <td>Requested For:</td> <td>stomasine</td> <td>Number of Lines:</td> <td>1</td> </tr> <tr> <td>Requisition Name:</td> <td>Research Laptop CHange Request</td> <td>Total Amount:</td> <td>0.99 USD</td> </tr> <tr> <td>Requisition ID:</td> <td>0000000400</td> <td></td> <td></td> </tr> <tr> <td>Business Unit:</td> <td>UMAMH</td> <td></td> <td></td> </tr> <tr> <td>Priority:</td> <td>Medium</td> <td></td> <td></td> </tr> <tr> <td>Budget Status:</td> <td>Not Checked</td> <td></td> <td></td> </tr> </table> <p>Department Approval</p> <div data-bbox="444 768 1276 953" style="border: 1px solid black; padding: 5px;"> <p>Line 1: Pending + Start New Path</p> <p>UMass Change Request Form</p> <p>Department Approver - Dist 01</p> <table border="0"> <tr> <td style="border: 1px solid black; padding: 2px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>PO Dept Approver 1 - Dist 1</p> </td> <td style="text-align: center; padding: 0 5px;">→ +</td> <td style="border: 1px solid black; padding: 2px;"> <p>Not Routed</p> <p>Multiple Approvers</p> <p>PO Dept Approver 2 - Dist 1</p> </td> <td style="text-align: center; padding: 0 5px;">→ +</td> </tr> </table> </div> </div>	Requested For:	stomasine	Number of Lines:	1	Requisition Name:	Research Laptop CHange Request	Total Amount:	0.99 USD	Requisition ID:	0000000400			Business Unit:	UMAMH			Priority:	Medium			Budget Status:	Not Checked			<p>Pending</p> <p>Multiple Approvers</p> <p>PO Dept Approver 1 - Dist 1</p>	→ +	<p>Not Routed</p> <p>Multiple Approvers</p> <p>PO Dept Approver 2 - Dist 1</p>	→ +
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	<p>Note: Any Approvals that are required for the Change Requisition are displayed. You may view the approvers by clicking on the Multiple Approvers link under the status (Status = Pending). If you were an approver for this requisition, you would need to access the approval page to post your approval by clicking on the Worklist link. Workflow Approvals are covered in detail in the Approval Guide. Workflow setups vary by campus – screen shots of the application pages in this exercise reflect the Training environment only.</p>																												
<p>Step 51.</p>	<p>Note the Requisition ID: _____.</p>																												
<p>Step 52.</p>	<p>Click the Expand Menu icon () to expand the Menu.</p>																												
	<p>END OF JOB AID</p>																												