



A new “Add to Draft Change Request” action allows users to add a line item to a change requests, with the exception of punch out items.

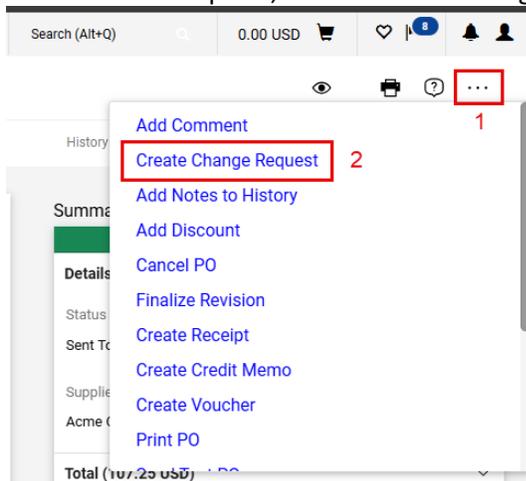
IMPACTED USER GROUPS:

- Shoppers (PO Owner)
- Requesters (PO Owner)
- Buyers
- Accounts Payable

Note: For Shoppers & Requesters, only a PO owner can create a change request. Others can only create a change request comment.

Purchase Order

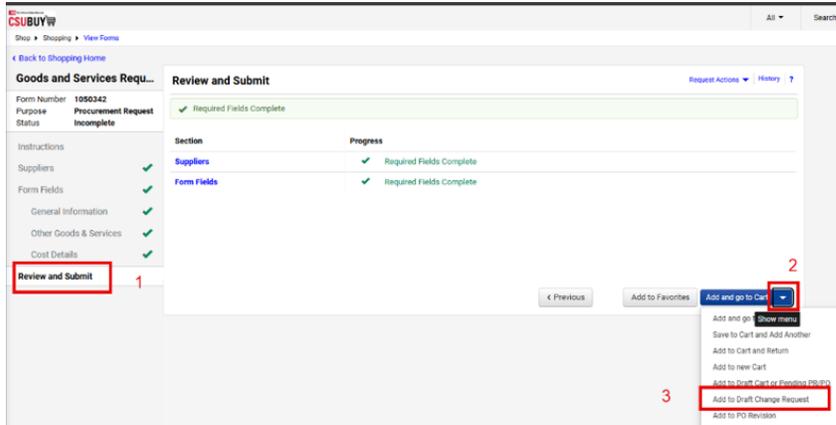
1. Open the Purchase Order you would like to change.
2. From the Menu option, select “Create Change Request”. See below.



Please Note: The user must have at least one change request in Draft status to add a new line to it.

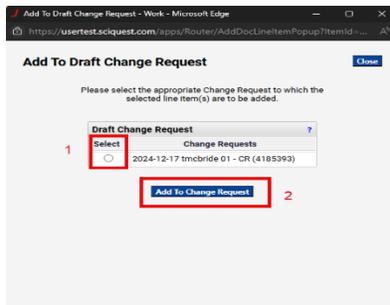
Shopping Home Page

3. Go to CSUBUY’s “Shopping Home Page”, click on the Request Form, and add the new items / lines. Once complete, go to the “Review and Submit” section of the Form Request, click on the drop down for “Add and go to Cart”, and select “Add to Draft Change Request”. See below.



Form Request

4. Selecting the action will open the “Add to Draft Change Request” overlay. A list of change requests in Draft status that are owned by the logged-in user, with the same supplier as the item(s) to be added is displayed. Select a change request and click “Add to Change Request”. An error message is displayed if there are no suitable change requests.



The Item is added to the Draft Change Request.

Please Note: An item can only be added to draft change requests that are owned by the logged-in user and that have the same Supplier and Fulfillment Center as the item(s) to be added. An error message will be displayed if there are no suitable change requests.

Additionally, the Form Request must align with the Form Request Type of the original Purchase Order (PO), if not, an error message will also be displayed.

Purchase Order

5. Return to the Purchase Order you initiated the Change Request for and open it.



6. Click on the “Change Requests” tab and open the Change Request. See Below.

Purchase Order • Acme Corporation • 240002832T Revision 0

Status Summary Revisions 1 Confirmations Shipments **Change Requests 1** Receipts Vouchers Comments 1 Attachments

Records found: 1

Status	Number	Owner	Created
Draft	4185393	Tonya McBride	12/17/2024

7. Review the newly added item/line along with its associated details. Once you are done, click “Submit Request”. The Change Request will proceed through the requisition workflow, followed by updates in the PO workflow, and then export to CFS.

Change Requests • 4185393

Summary Taxes/SEH PO Preview External Communication Comments 1 Attachments History

Assign Draft **Submit Request**

Summary **Draft**

Total (623.75 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	600.00
Sales Tax	23.75
Use Tax	0.00
Shipping	0.00
Handling	0.00
Total	623.75

Related Documents

Purchase Order: 240002832T

Requisition: 4185411

What's next for my order?

Next Step: DOA Approval - DeptID

Approvers: Bombardier, Pia Harper, Malachi

Workflow

Show skipped steps

Goods and Services Request

Contract: no value

This line item has been added

Line 2

ITEM DETAILS

Performance Start Date: Commodity Code: 150003 / Art Tax Code: CHC Ohio Sales Tax

Performance End Date: Override Receiving Request: Taxable:

more info...

Prepayment: no value Asset:

PO Clauses: Add Asset Profile ID: no value

CHARTFIELD

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
SMCMP	10022_SMCMP	1001_SMCMP	150003	660003_SMCMP	no value	no value	no value	no value

Help & Support

Open a Ticket Using [ServiceNow](#).