

Creating a change request

This training guide will assist in creating change requests for purchase orders within BullyBuy. Requesters have the ability to create change requests if a Purchase Order needs to be adjusted due to price changes or other needed changes. The following steps review the process for submitting a change request.

• Open the original Purchase Order and select the Change Request tab to initiate a Change Request.

| < | 1 | MISSISSIPPI STATE | | | | Users 👻 | Search (/ | Alt+Q) Q | 0.00 USD 🗎 | ♥ I | ₽ |
|----|---|----------------------|---|------------------------------|---|------------------|-----------|------------------|------------|-------------|----------|
| | 1 | Purchase Order • 115 | 7 Design Concepts, LLC • 23401636 Revisio | on 0 | | | | | | 8 () | |
| íc | | Status Summary | Revisions 1 Confirmations Shipme | Change Requests | Receipts Invoices Comm | nents Attac | hments | History | | | _ |
| 0 | | General Information | | Document Status | | ~ | • | Summary | Completed | | → |
| 血 | | PO/Reference No. | 23401636 | A/P status | Open | | | Details | | | ~ |
| | | Revision No. | 0 | Workflow | Completed (3/7/2024 7:18 AM) | | | Vendor Status | | | |
| | | Vendor Name | 1157 Design Concepts, LLC | The system distributed the p | urchase order using the method(s) indicated bel | ow the last time | | Sent To Vendor | | | |
| \$ | | Purchase Order Date | 3/7/2024 | it was distributed: view | | | | Vendor | | | |
| ոհ | | Total | 400.00 | Manual | | | | 1157 Design Conc | epts, LLC | | |
| | | N | | Dietribution Date/Time | 2/7/2024 7:19 AM | | | | | | |

 \circ $\;$ Select the '+' sign to begin.

| ^ | MISSISSIPPI ST | TATE | | | | | | | Users 🕶 | Searc |
|----------|----------------|-------------------|-----------------|---------------|--------------|-----------------|----------|----------|----------|------------|
| E | Purchase O | rder • 1157 | Design Concepts | LLC • 2340163 | 6 Revision 0 | | | | | |
| íc | Status | Summary | Revisions 1 | Confirmations | Shipments | Change Requests | Receipts | Invoices | Comments | Attachment |
| 2 | Records fo | ound: 0 | | | | | | | | + |
| 自驾 | No change re | equests have been | created | | | | | | | |

• Add a change request reason and Select 'Create Change Request'. If others should be notified of the creation of this change request, add recipients to the Email Notifications section.

| * | MISSISSIPPI STATE | | | | Users 🔻 | Search (A |
|------------|--|---|---|-----|---------|-------------|
| | Purchase Order • 1157 Design Concepts, LLC • 23401636 Re | Create Change Req | uest | × | | |
| 6 | Status Summary Revisions 1 Confirmations : | This will create a change they will receive an ema for this purchase order. | e request for this purchase order. If you select a use I indicating that a change request has been created | ŕ | mments | Attachments |
| 0 | | Email notification(s) Ac | Id recipient | | | |
| ** | Records found: 0 | Sumeet Simunla (F | Prepared by, Prepared for) <noreply@gco.com></noreply@gco.com> | | | + |
| 血 | No change requests have been created | User with change reque | st permission: | | | |
| .502. | | add email | | | | |
| -0 | | recipient | | | | |
| 39 | | Change Request Reasor | 1 | | | |
| | | Add Comments | | | | |
| հր | | | | | | |
| | | | | | | |
| × | | | | // | | |
| ച് | | 988 characters remaining | expand 1 ca | 561 | | |
| B . | | Characters beyond the li | mit are not saved, i.e., the note is truncated. Once the | ne | | |
| 4 | | note is attached, it is aci | cessible from the History tab of the document. | | | |
| ~~ | | Attach file to this change | e request (optional): | | | |
| | | | | | | |
| | | Attachment Type | File | | | |
| | | | O Link/URL | | | |
| | | | | | | |
| | | File Name | | * | | |
| | | | Create Change Request | se | | |
| | | | | | | |



• Scroll down to the item description page and select the item name to change. The Item will be visible as a hyperlinked field in blue.

| Â | MISSISSIPPI STATE | | © Got Feedback? Users ▼ Search (Alt+Q) Q 0.00 USD ♥ ♡ № | ₽ 1 |
|------------------|---|--|--|------------|
| È | Change Requests • 3976615 | | | st |
| 6 | Summary PO Preview External Communication C | omments 1 Attachments History | | |
| o : (= | Internal Note no value Internal Attachments Add | Note to all Vendors no value Attachments for all vendors Add | Summary Draft | → |
| * | State Contract Number no value | | Total (400.00 USD) Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for certification surgescent leaders are charged and leaders | ~ |
| ॐ | 1157 Design Concepts, LLC - 2 Items - 400.00 USD | | estimation purposes, budget checking, and worknow approvals. | |
| × 1 | VENDOR DETAILS 1157 Design Concepts, LLC: 171 South Lester Av Contract no value PO Numi | er 23401636 | Subicial 400.1 | 00 |
| a 7 | Quote number no value | aa no value | Related Documents Purchase Order: 23401636 | ř. |
| \$ | Item | Catalog No. Size/Packaging Unit Price Quantity 1 Each 200.00 2 Each | Ext. Price Requisition: 3976510 ch 0 400.00 ··· □ | ~ |
| | TTEM DETAILS DeTAILS Details no value | Internal Note no value | Next Step Missing Workflow Approver (DO NOT DEACTIVATE), Workflow | |
| | Budget Exceeded X | Internal Attachments Add External Note no value Attachments for vendor Add | Workflow Show skipped steps | |
| q | | | O Praft Active | |

• Update the *Price/Quantity* of the item and click *Save*.

| Non Catalog Item | | | × |
|---|---------------------------|-----------|------|
| | | | |
| 1157 Design Concepts, LLC | | | |
| Fulfillment Address | | | ~ |
| 1157 Design Concepts, LLC Q - 171 South Lester Avenue, Sidney, Of | Dhio 45365 United States | | |
| Item | | | ~ |
| Product Description ★ Catalog No. | Quantity ★ Price Estimate | Packaging | |
| Test Item 1 245 characters remaining | 2 400.00 | EA 🗸 | |
| Additional Details | | | > |
| Add Internal Attachments | | | > |
| ★ Required fields | | | Save |

♥ 📭 MISSISSIPPI STATE 1 O Got Feedback? Users -Search (Alt+Q) 🔍 0.00 USD 👻 Change Requests • 3976615 🖶 🕐 … ۲ Assign Draft Submit Requ 1 PO Preview ments 1 Summary Attachme í. **Q** Summarv Changes will not be sent to the Vendor 血 Change Request Reason Total (800.00 USD) 忠 Reason Add Comments æ Billing General ø ... Shipping ø ... ø ... 🗸 Cart Name 2024-03-07 ssimunla 01 - CR Ship To Bill To 800.00 Attn To Test 175 President's Circle 224 Allen Hall Mississippi State, MS 39762 United States Accounts Payable PO Box 5307 Mississippi State, MS 39762 United States Descriptio no value ⊁ 800.00 Priority Normal a; Prepared by Sumeet Simunla Related Documents Purchase Order: 234016 • Credit Card Info \$ Prepared fo Sumeet Simunla No credit card ha on: 3976 × Process Contract Expedite × Billing Options What's next for my order? \sim Best Carrier-Best Way Ship Via 904717040 BANNER ETHO inting Date no value ext Step Missing Workflow BannerID no value Work Orde no value Phase no value Buyer Code EPRO Show skipped steps O Draft Active Bank Code 78

• Once all changes are made, Click on the *Submit Request button*.



 The change request will then be submitted through the workflow approval process as before. Once approved, the changes will be updated on the purchase order as well as the PO within Banner

| Search for products, vendo | rs, forms, part number, etc. | C |
|----------------------------|------------------------------|--------------------------|
| Change Re | quest 3976615 Submitted | |
| Summary | | Options |
| Change Request number | 3976615 | ☐ Print |
| Change Request status | Pending | Recent orders |
| Cart name | 2024-03-07 ssimunla 01 - CR | Return to your home page |
| Change Request date | 3/7/2024 | |
| Change Request total | 800.00 USD | |
| | 1 | |