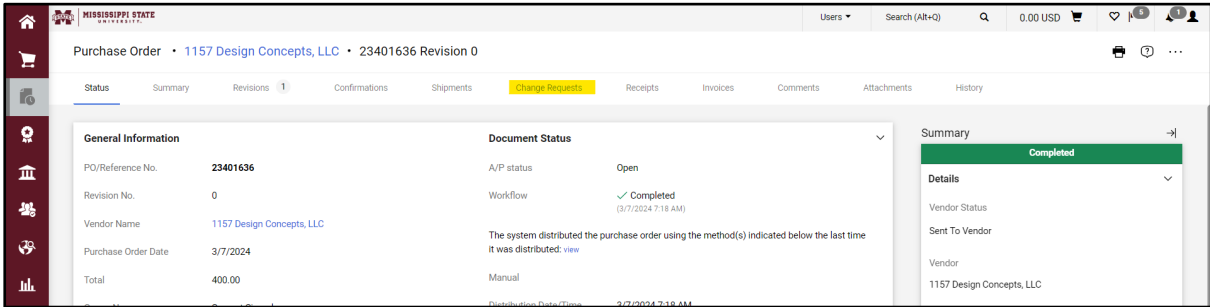




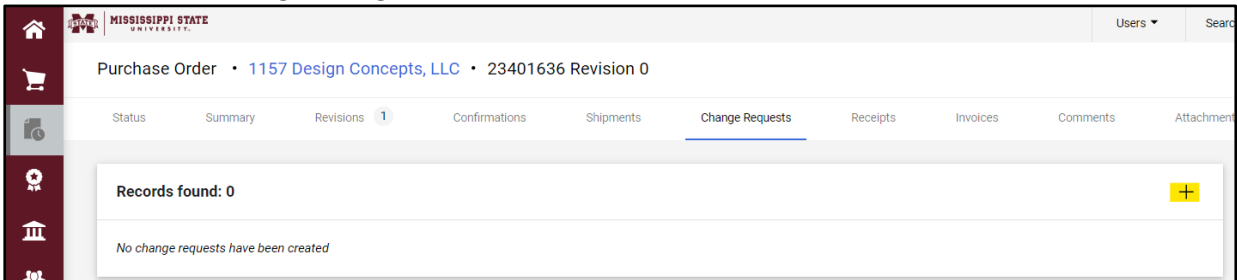
Creating a change request

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.

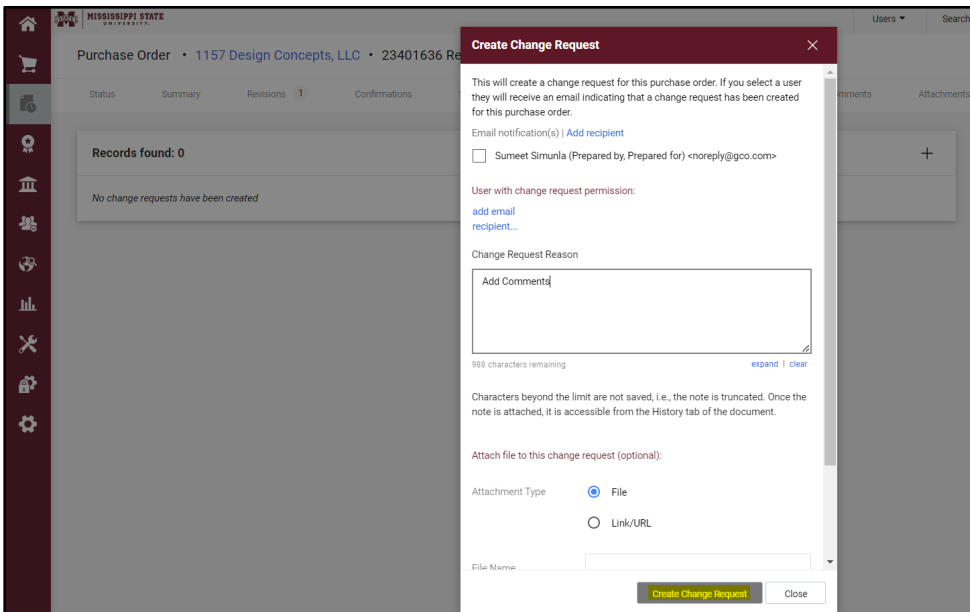
- Open the original Purchase Order and select the Change Request tab to initiate a Change Request.



- Select the '+' sign to begin.



- 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.





- 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.

The screenshot shows the 'Change Requests' interface for request 3976615. The '2 Items' section is expanded to show details for '1157 Design Concepts, LLC'. The item table shows 'Test Item' with a quantity of 2 and an extended price of 400.00. The 'ITEM DETAILS' section shows contract information and a 'Budget Exceeded' warning. The right-hand 'Summary' panel shows a total of 400.00 USD and lists related documents like Purchase Order 23401636.

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

The screenshot shows the 'Non Catalog Item' form. The 'Item' section contains a table for editing item details:

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Test Item	1	2	400.00	EA

Below the table, there are sections for 'Additional Details' and 'Add Internal Attachments'. A 'Save' button is visible at the bottom right.

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

The screenshot shows the 'Change Requests' interface after editing. The 'Submit Request' button is now highlighted in yellow. The 'Change Request Reason' section is visible, and the 'Summary' panel on the right shows an updated total of 800.00 USD. The 'What's next for my order?' section indicates the next step is 'Missing Workflow'.



- 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

Simple Advanced Go to: [Non-Catalog Item](#) | [Service Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Vendors](#) | [Categories](#) | [Contracts](#)

Search for products, vendors, forms, part number, etc.

✔ Change Request 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	
Number of line items 1	