Enter Supplier Name correlating to the PO you want to make changes to

Item Number: In this box, you will enter the PO number you wish to make changes to.

Product Description: In this box, you will enter a DETAILED description of the exact changes you wish to make to the PO and why. Here are some examples of what verbiage should be in this box based on what change is needed: "Please add funds to cover future invoices", "Please add funds per AP's request stating that there aren't enough funds to cover pending invoices", "Please update price of line __, item #_____ from $___ to $___ due to vendor notifying us of a price increase", "Please update price of line __, item #_____ from $___ to $___ to match the invoice AP received", "Please change PTA from ______ to ______", "Please add a new line for item ___ at a price of $___ per the updated attached quote the vendor sent". If you need multiple changes, like wanting to add funds & change the PTA, put both of those instructions in this box. Please be as detailed as possible in this section, leaving little to no need for the buyer to reach out to you for clarification, which will delay us in processing your request. Any further details or instructions can be left in the "Note to Buyer" section below this area.

Estimated Price: If this change request is ONLY for a PTA change, you will leave the dollar amount as ZERO. Also, be sure the PTA entered in the POETA Codes section of the change request req matches the PTA you wish to change the PO to. If you are not changing the PTA and only adding funds, the PTA on the change request must match the PTA on the original PO. If this change request is to ADD FUNDS to a declining PO, please enter the amount of funds you wish to add. If this change request is to change the price of a current line item, please enter ONLY the difference of the current price to the new price. For example: the PO was generated for an item at a price of $30 but the vendor let us know that the price increased to $40, so in this box you would enter $10, since the change we are making is adding funds in the amount of $10 by increasing the item price from $30 to $40.