

Peoplesoft Change Order Entry

Peoplesoft Purchase Orders can be changed through the Change Order process. There are two Change Order processes:

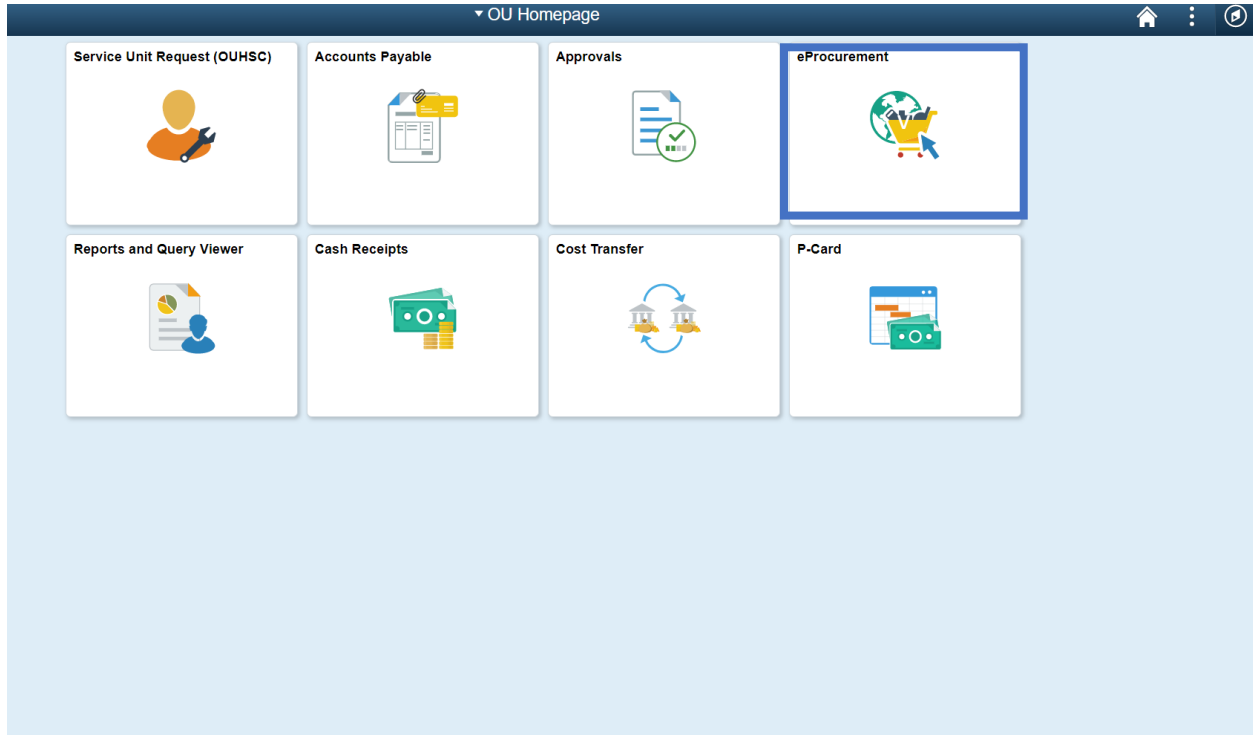
1. Change an existing line amount

and

2. Add a line.

Change Orders cannot be processed on Marketplace orders. Please contact the Marketplace supplier directly for any changes / issues with an order.

1. In Peoplesoft, select the eProcurement tile.



2. Navigate to Manage Requisitions on the left navigation. Select clear, enter your Business Unit of NORMN or OUHSC. Enter the requisition number that needs to be updated and then select Search.

Manage Requisitions

Search Requisitions

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

Business Unit	Requisition Name	Request State	Budget Status
Requisition ID 0000015615		Approved	
Date From	Date To 03/20/2022	Origin	Org
Requester	Entered By	Supplier	PO ID

Search Clear Show Advanced Search

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	Request State	Budget	Total	
0000015615	OU COPELAND HALL "DEI"	NORMN	08/26/2021	Approved	Valid	6,601.40 USD	[Select Action] Go

Create New Requisition

Review Change Request

Review Change Tracking

Manage Receipts

Requisition Report

3. Select Edit in the 'Select Action' drop down box and then select Go.

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	Request State	Budget	Total	
▶ 0000015815	OU COPELAND HALL "DEI"	NORMN	08/26/2021	Approved	Valid	6,601.40 USD	<div style="border: 1px solid black; padding: 2px;"> Edit </div> Go

4. A pop up will appear asking to verify the request to edit the requisition and notifying the approval process will restart. Select OK.

and line items for a requisition, click the Expand triangle icon.

This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)

Click OK to continue, or click Cancel to go back.

OK

Cancel

5. The requisition entry page will appear. Select the Description of the line that needs to be updated.

Cart Summary: Total Amount 6,601.40 USD

Expand lines to review shipping and accounting details + Add More Items

Requisition Lines ?

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	JSI_VISION 24X42 FILE/FILE RE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	635.80000	635.80		Edit	
▶ <input type="checkbox"/> 2	JSI_VISION 30 X 66 SINGLE PED	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	944.90000	944.90		Edit	
▶ <input type="checkbox"/> 3	JSI_VISION 24 X 42 FILE/FILE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	635.80000	635.80		Edit	
▶ <input type="checkbox"/> 4	JSI_VISION 30 X 66 SINGLE PED	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	944.90000	944.90		Edit	
▶ <input type="checkbox"/> 5	MISC LABOR #1 - MOVE EXISTING	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	450.00000	450.00		Edit	
▶ <input type="checkbox"/> 6	MISC LABOR - TAKE WALL PANELS	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	2,990.00000	2990.00		Edit	

Select All / Deselect All **Select lines to:** Add to Favorites Add to Template(s) Delete Selected Mass Change

- The Edit Requisition page appears. Update the Price or Quantity, and then select Apply. Please note, a Change Order cannot decrease line(s) and increase line(s) at the same time and process correctly. The decrease Change Order must be submitted and processed by Procurement first, and then the Change Order to increase must be submitted and processed by Procurement.

Since the Unit of Measure is Lot on this example, the quantity is required to be 1.

Edit Requisition ?

Welcome Kacey A Clark Home My Preferences Requisition Settings | 6 Lines Checkout

Request Options ▼ Search All Search Advanced Search

All Request Options

Web
OU Marketplace

Special Requests

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

*Supplier ID

Supplier Name JOHN A MARSHALL COMPANY

Additional Information

Send to Supplier Show at Receipt Show at Voucher

- The requisition Price on line 1 now displays \$700.00.

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	JSI, VISION 24X42 FILE/FILE RE	JOHN A MARSHALL COMPANY	<input type="text" value="1.0000"/>	Batch Lot	<input type="text" value="700.00000"/>	700.00			
▶ <input type="checkbox"/> 2	JSI, VISION 30 X 66 SINGLE	JOHN A MARSHALL COMPANY	<input type="text" value="1.0000"/>	Batch Lot	<input type="text" value="944.90000"/>	944.90			

8. To add a line to the requisition, select Add More Items.

Currency USD Priority Medium Custom Fields

Cart Summary: Total Amount 6,665.60 USD

Expand lines to review shipping and accounting details

Add More Items

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	JSI, VISION 24X42 FILE/FILE RE	JOHN A MARSHALL COMPANY	1.0000	Batch Lot	700.00000	700.00			

9. The Edit Requisition page appears. Select the Special Request link.

Edit Requisition

Welcome Kacey A Clark

Home My Preferences Requisition Settings 6 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Web Browse Supplier Websites OU Marketplace

Special Requests Create a non-catalog request

10. Add the Item Details and select Add to Cart.

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	Training manual
*Price	635.00
*Quantity	1.00
*Category	660100
*Currency	USD
*Unit of Measure	LOT
Due Date	
Supplier	
*Supplier ID	9100040976
Supplier Name	

Additional Information

- Send to Supplier
- Show at Receipt
- Show at Voucher

Add to Cart

11. Checkout in the top right corner.

Edit Requisition ?

Welcome **Kacey A Clark**

Home | My Preferences | Requisition Settings | **6 Lines** | **Checkout**

Request Options | Search: All | Search | Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Web Browse Supplier Websites
OU Marketplace

Special Requests Create a non-catalog request

12. Update the accounting information in the new line by selecting the arrows by the line and the accounting lines within the line.

Check Budget | Budget Checking Status: **Valid** | Return to Requisition

Save & submit | Save for Later | Add More Items | Preview Approvals | Add Request Document

13. Budget check the requisition and, if the budget is Valid, then Save and Submit.

7 Training manual

Shipping Line 1

JOHN A MARSHALL COMPANY
5PP_1300A
201 STEPHENSON PARKWAY
5PP ROOM 1300A
NORMAN, OK 73019

1.0000 Batch Lot 635.00000 635.00

Quantity 1.0000
Price 635.0000

Price Adjustment
Pegging Inquiry
Pegging Workbench
Custom Fields

Attention To: Kacey A Clark
Due Date:

Accounting Lines

*Distribute By: Amt SpeedChart

Accounting Lines						
Line	Status	*Billing Location	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open	DEFAULT	100.0000	635.00	NORMIN	