Creating a Change Request
How Do I Change a Punchout Purchase?

Shopping is Easy in ePro!

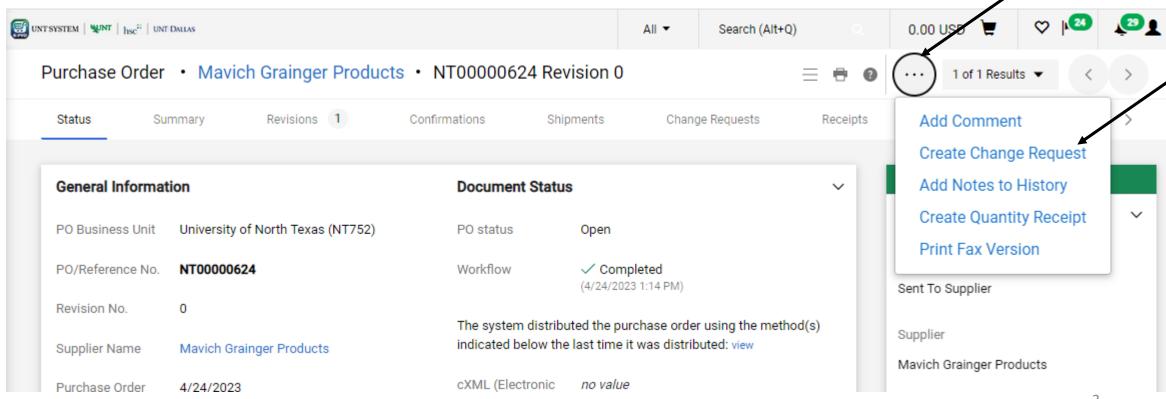# Creating a Change Request for Punch-out Catalogs
Quick Guide

ePro Requestors:

Requestors have permissions for creating change requests:

- **ePro makes it easy to order additional items as needed! There is no need to create a change request** - Simply follow the process to shop and order from the Punch-out Catalogs. See Shoppers and Requestors - Guide for Punch-out Shopping for a quick guide to shopping with punch-out catalog supplier.

- If needed, Requestors can submit change requests. On punch-out catalog change requests, Requestors can update accounting Chartfields, commodity codes, external notes, and internal notes and attachments.
- CHANGE ORDERS CANNOT BE USED FOR PRICE OR QUANTITY CHANGE OR TO ADD A NEW LINE FOR CATALOG PURCHASES

- The Requestor can submit change requests on behalf of Shoppers, who do not have permission to submit change requests.

- Requestors are users who have knowledge of ePro accounting codes and Chartfields. The requestor may need to update the Change Request with these codes before placing an order.

- Responsibilities of a Requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.

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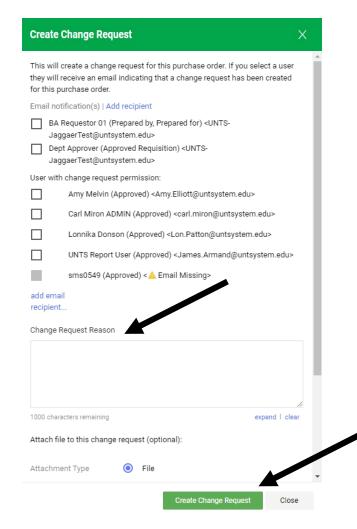You can create change requests for HUB and Punch-out catalog suppliers by opening your purchase order. Click the ellipses (…) in the top right corner, then click the link to Create Change Request in the drop-down list.

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Create Change Request ✕

This will create a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been created for this purchase order.

Email notification(s) | Add recipient

☐ BA Requestor 01 (Prepared by, Prepared for) <UNTS-JaggaerTest@untsystem.edu>

☐ Dept Approver (Approved Requisition) <UNTS-JaggaerTest@untsystem.edu>

User with change request permission:

☐ Amy Melvin (Approved) <Amy.Elliott@untsystem.edu>

☐ Carl Miron ADMIN (Approved) <carl.miron@untsystem.edu>

☐ Lonnika Donson (Approved) <Lon.Patton@untsystem.edu>

☐ UNTS Report User (Approved) <James.Armand@untsystem.edu>

▨ sms0549 (Approved) < ⚠ Email Missing>

add email recipient...

Change Request Reason

[   ]

1000 characters remaining   expand | clear

Attach file to this change request (optional):

Attachment Type   ⦿ File

Create Change Request   Close

Optional for this form:

- You can send an email notification by clicking the checkbox to the recipient(s) you wish to include.
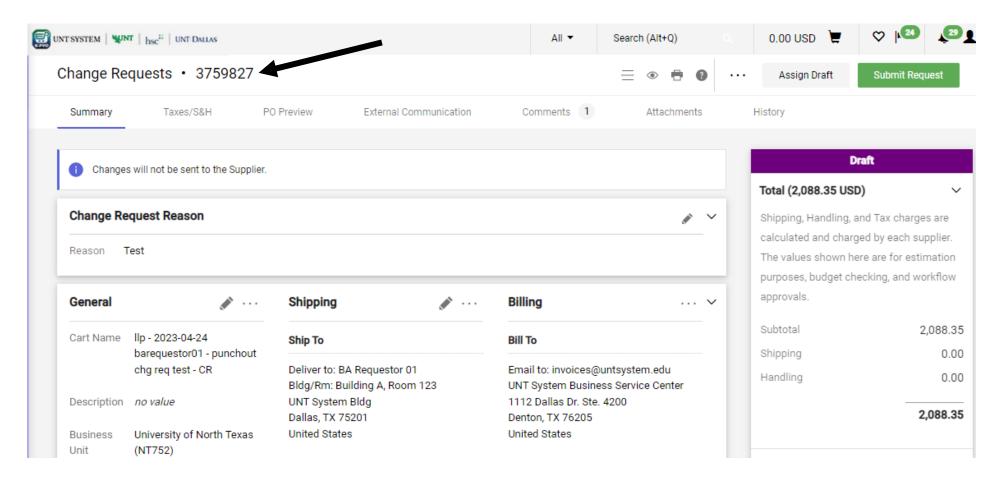- You can add attachments to the change request.

Required for this form:

In the Create Change Request window, enter a Change Request Reason (for instance: changing a chartfield).

Click the Create Change Request button.

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The Change Request is created and ready for additional updates by you.

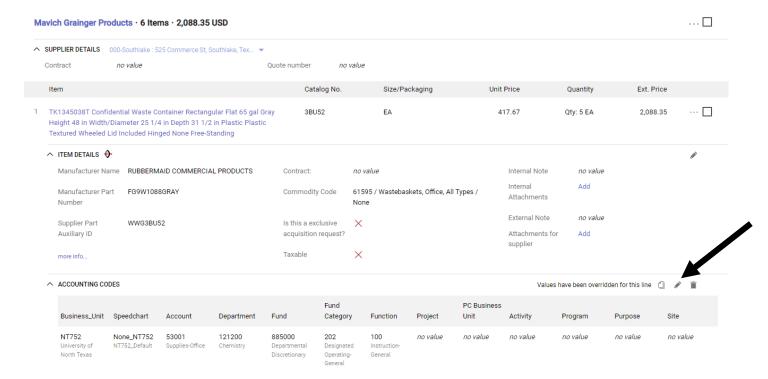# Creating a Change Request for Punch-out Catalogs
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You can change internal fields for punch-out and HUB suppliers by clicking the pencil icon in the section where you need to make a change.

ePro makes it easy to order additional items as needed! No need to complete a change request. Simply follow the process to shop and order from the HUB and Punch-out Catalogs. See Shoppers and Requestors - Guide for Punch-out Shopping for a quick guide.

If you have issues with your order, please contact the supplier for assistance.

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When you complete your changes, click the Submit Request button.