



# **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.

The screenshot displays the E-PRO purchase order interface. At the top, the header includes 'UNT SYSTEM | UNT | ISC | UNT DALLAS', 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons for 24 and 29 items. The main title is 'Purchase Order • Mavich Grainger Products • NT00000624 Revision 0'. Below this, a navigation bar shows tabs for 'Status', 'Summary', 'Revisions 1', 'Confirmations', 'Shipments', 'Change Requests', and 'Receipts'. The 'Status' tab is active, showing a table with 'General Information' and 'Document Status'. The 'Document Status' section indicates the PO status is 'Open' and the workflow is 'Completed' (4/24/2023 1:14 PM). A dropdown menu is open on the right, triggered by the ellipsis icon, with options: 'Add Comment', 'Create Change Request', 'Add Notes to History', 'Create Quantity Receipt', and 'Print Fax Version'. The 'Create Change Request' option is highlighted. Below the dropdown, the 'Sent To Supplier' and 'Supplier' information is visible, showing 'Mavich Grainger Products'.

General Information		Document Status	
PO Business Unit	University of North Texas (NT752)	PO status	Open
PO/Reference No.	<b>NT00000624</b>	Workflow	✓ Completed (4/24/2023 1:14 PM)
Revision No.	0	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: <a href="#">view</a>	
Supplier Name	<a href="#">Mavich Grainger Products</a>	cXML (Electronic	<i>no value</i>
Purchase Order	4/24/2023		



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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.

The screenshot displays the E-PRO Change Request interface. At the top, the header includes the UNT SYSTEM logo, navigation links for UNT, hsc, and UNT DALLAS, and utility icons for search, currency (0.00 USD), and notifications. The main title is "Change Requests • 3759827", with a black arrow pointing to the ID number. Below the title are tabs for Summary, Taxes/S&H, PO Preview, External Communication, Comments (1), Attachments, and History. A message box states "Changes will not be sent to the Supplier." The "Change Request Reason" section shows "Reason: Test". The main content area is divided into three columns: General, Shipping, and Billing. The General column lists the cart name "llp - 2023-04-24 barequestor01 - punchout chg req test - CR" and the business unit "University of North Texas (NT752)". The Shipping column shows the destination as "BA Requestor 01" in "Building A, Room 123" at "UNT System Bldg, Dallas, TX 75201, United States". The Billing column shows the email "invoices@untsystem.edu" and the address "UNT System Business Service Center, 1112 Dallas Dr. Ste. 4200, Denton, TX 76205, United States". On the right, a "Draft" summary box shows a total of 2,088.35 USD, with a breakdown of Subtotal (2,088.35), Shipping (0.00), and Handling (0.00).

Section	Field	Value
General	Cart Name	llp - 2023-04-24 barequestor01 - punchout chg req test - CR
	Description	no value
Business Unit	Business Unit	University of North Texas (NT752)
	Ship To	Deliver to: BA Requestor 01 Bldg/Rm: Building A, Room 123 UNT System Bldg Dallas, TX 75201 United States
Billing	Bill To	Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States

Draft	
<b>Total (2,088.35 USD)</b>	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	2,088.35
Shipping	0.00
Handling	0.00
	<b>2,088.35</b>



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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.

**Mavich Grainger Products** · 6 Items · 2,088.35 USD ... □

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^ **SUPPLIER DETAILS** 000-Southlake : 525 Commerce St, Southlake, Tex... ▾

Contract *no value* Quote number *no value*

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 TK1345038T Confidential Waste Container Rectangular Flat 65 gal Gray Height 48 in Width/Diameter 25 1/4 in Depth 31 1/2 in Plastic Plastic Textured Wheeled Lid Included Hinged None Free-Standing	3BU52	EA	417.67	Qty: 5 EA	2,088.35	... □

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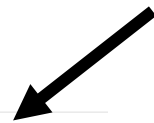
^ **ITEM DETAILS**

Manufacturer Name	RUBBERMAID COMMERCIAL PRODUCTS	Contract:	<i>no value</i>	Internal Note	<i>no value</i>
Manufacturer Part Number	FG9W1088GRAY	Commodity Code	61595 / Wastebaskets, Office, All Types / None	Internal Attachments	<a href="#">Add</a>
Supplier Part Auxiliary ID	WWG3BU52	Is this a exclusive acquisition request?	✗	External Note	<i>no value</i>
<a href="#">more info...</a>		Taxable	✗	Attachments for supplier	<a href="#">Add</a>

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^ **ACCOUNTING CODES** Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752 University of North Texas	None_NT752 NT752_Default	53001 Supplies-Office	121200 Chemistry	885000 Departmental Discretionary	202 Designated Operating-General	100 Instruction-General	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>





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

The screenshot displays the E-PRO system interface for a Change Request. At the top, the header includes the E-PRO logo, navigation links for UNT SYSTEM, UNT, hsc, and UNT DALLAS, and utility icons for search, currency (0.00 USD), and notifications (24 and 29). The main content area shows a Change Request for 'Mavich Grainger Products' with 6 items and a total value of 2,088.35 USD. The request is currently in a 'Draft' status. A green arrow points to the 'Submit Request' button, which is highlighted in green. Other buttons visible include 'Assign Draft'. The interface also shows tabs for Summary, Taxes/S&H, PO Preview, External Communication, Comments (1), Attachments, and History.