UNT SYSTEM™ MARKETPLACE

Creating a Change Request
How Do I Change a Punchout Purchase

Shopping is Easy in UNT System Marketplace!

UNT SYSTEM MARKETPLACE

Creating a Change Request for Punch-out Catalogs Quick Guide

UNT System Marketplace Requestors:

Requestors have permissions for creating change requests:

- **UNT System Marketplace 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 UNTS Marketplace 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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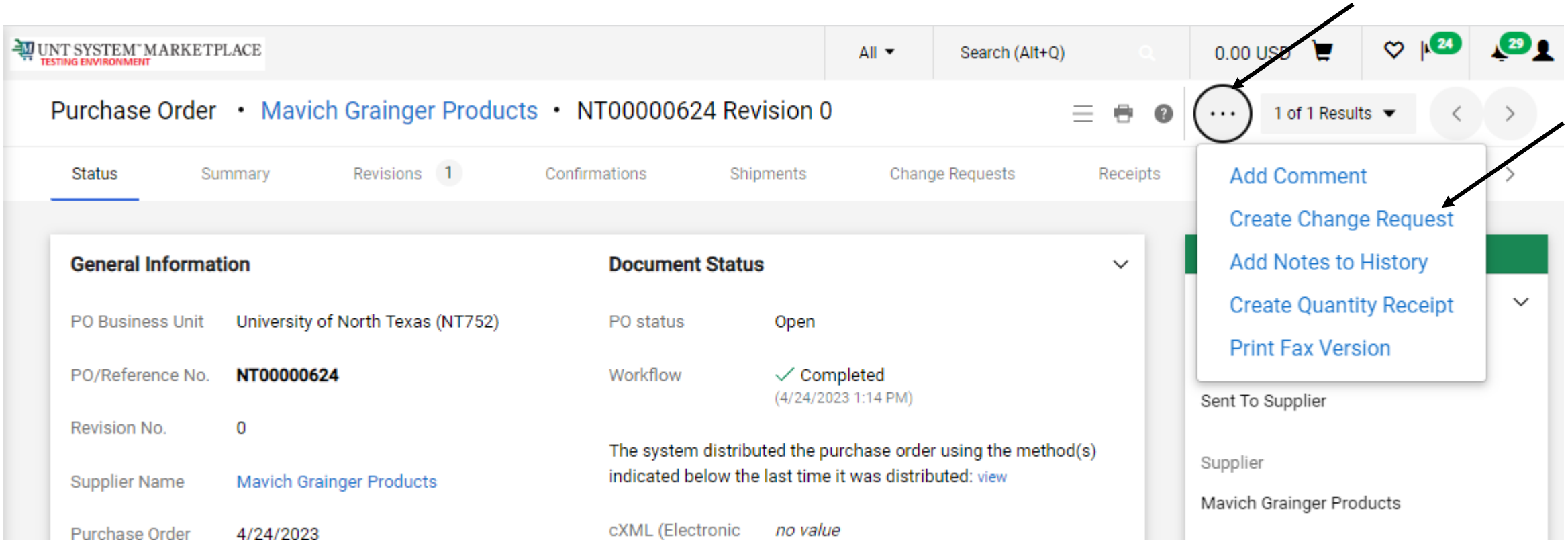
Creating a Change Request for Punch-out Catalogs Quick Guide

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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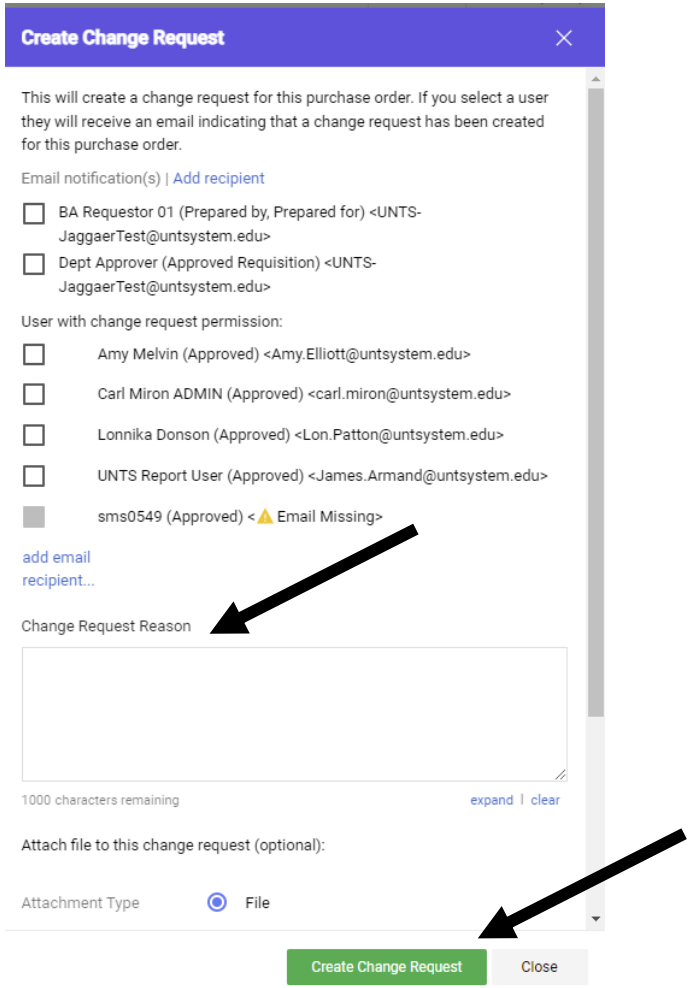
Creating a Change Request for Punch-out Catalogs Quick Guide



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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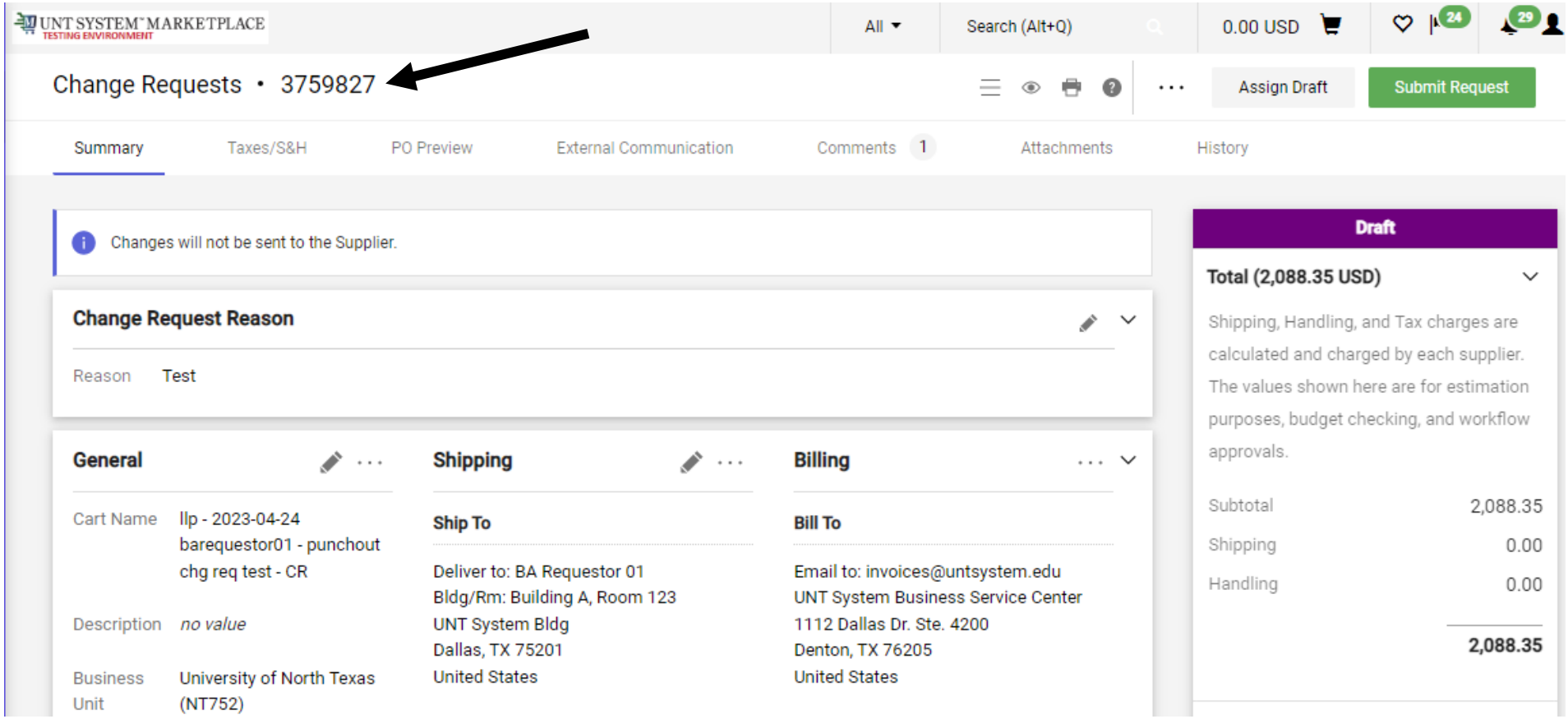
Creating a Change Request for Punch-out Catalogs Quick Guide

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



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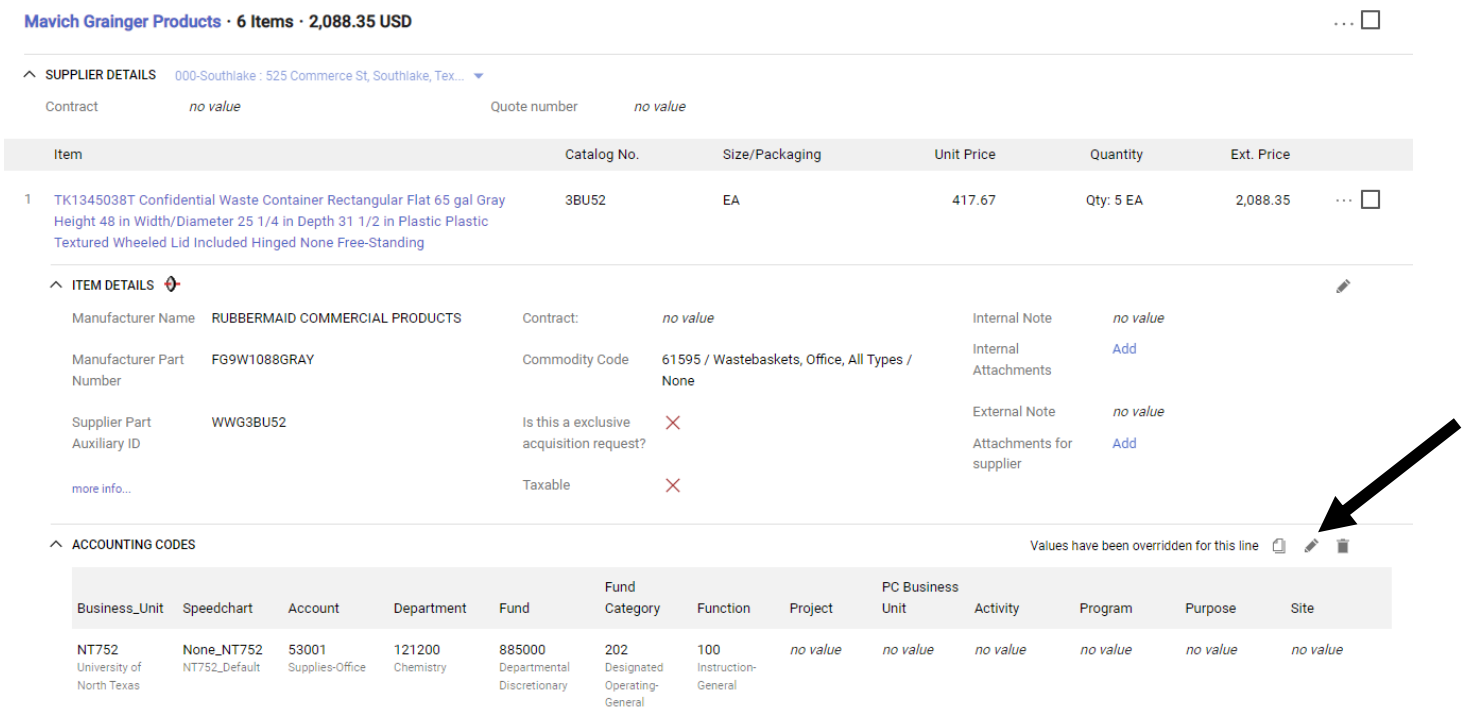
Creating a Change Request for Punch-out Catalogs Quick Guide

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.

UNT System Marketplace 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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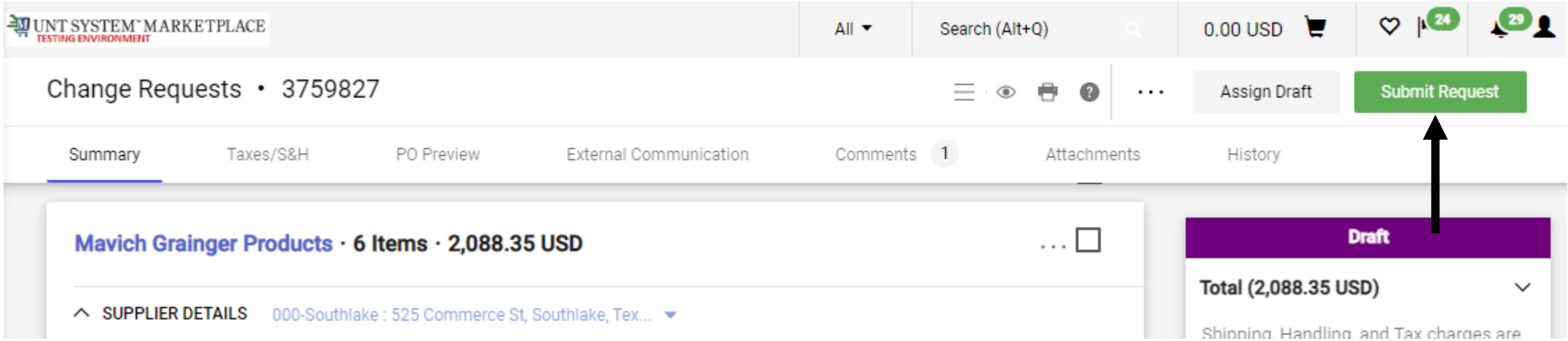
Creating a Change Request for Punch-out and Catalogs Quick Guide

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