

# **Creating a Change Request**

## **How Do I Change a Punchout Purchase**

Shopping is Easy in 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.

# 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.

The screenshot displays the UNT System Marketplace interface for a purchase order. The breadcrumb trail is "Purchase Order • Mavich Grainger Products • NT00000624 Revision 0". The top navigation bar includes the marketplace logo, currency (0.00 USD), and notification counts (24 and 29). The main content area has tabs for Status, Summary, Revisions (1), Confirmations, Shipments, Change Requests, and Receipts. The "Status" tab is active, showing a table with two columns: "General Information" and "Document Status".

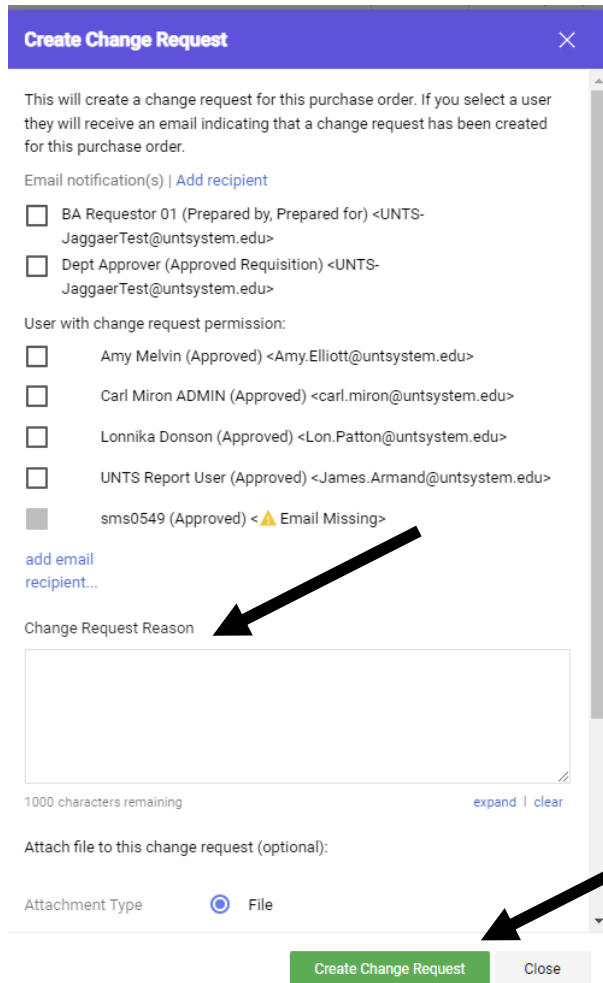
General Information		Document Status	
PO Business Unit	University of North Texas (NT752)	PO status	Open
PO/Reference No.	<b>NT00000624</b>	Workflow	✓ Completed (4/24/2023 1:14 PM)
Revision No.	0	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: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

The dropdown menu is open, showing the following options:

- Add Comment
- Create Change Request
- Add Notes to History
- Create Quantity Receipt
- Print Fax Version

Below the dropdown, the "Sent To Supplier" section is visible, showing the supplier name "Mavich Grainger Products".

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



**Create Change Request** [X]

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.

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

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

# 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.

**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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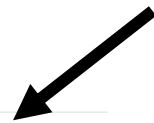
^ **ITEM DETAILS** 

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>



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

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

The screenshot displays the UNT System Marketplace interface for a Change Request. At the top, the header includes the marketplace logo, a search bar with the text "Search (Alt+Q)", a cart icon showing "0.00 USD", and notification icons for a heart (24) and a person (29). Below the header, the main content area is titled "Change Requests • 3759827". A navigation bar below this title contains tabs for "Summary", "Taxes/S&H", "PO Preview", "External Communication", "Comments 1", "Attachments", and "History". The "Summary" tab is active. The main content area shows a draft for "Mavich Grainger Products · 6 Items · 2,088.35 USD". Below this, there is a section for "SUPPLIER DETAILS" with the address "000-Southlake : 525 Commerce St, Southlake, Tex...". On the right side of the main content area, there is a purple "Draft" box containing the text "Total (2,088.35 USD)" and "Shipping, Handling, and Tax charges are". A green "Submit Request" button is located in the top right corner of the main content area, and a black arrow points to it from the right.