

Department	
Responsibility/Role	
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Change order
Trigger:

Required Field(s)	Comments

Output - Results	Comments

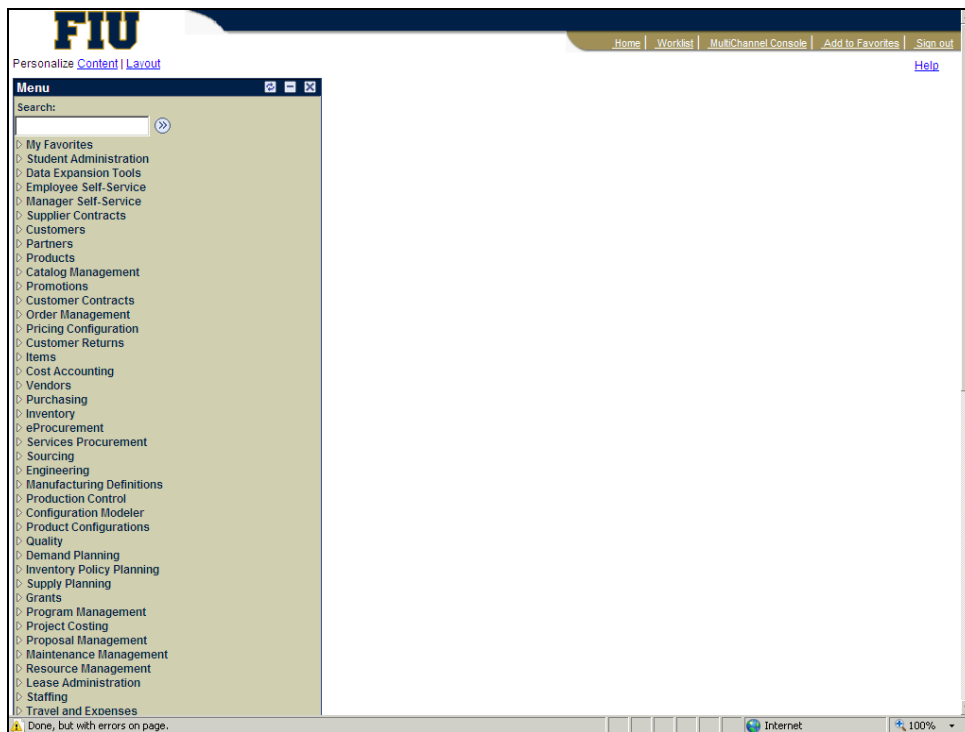
Additional Information

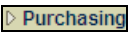
Procedure

You can enter and track requisition change orders for approved requisitions, sourced requisitions, or requisitions having a budget check status of Valid. With PantherSoft Purchasing, you create change orders online using the requisition pages.

You can still make changes to a requisition after the purchase order has been created. You can't decrease quantities with a requisition change order, only increase quantities.

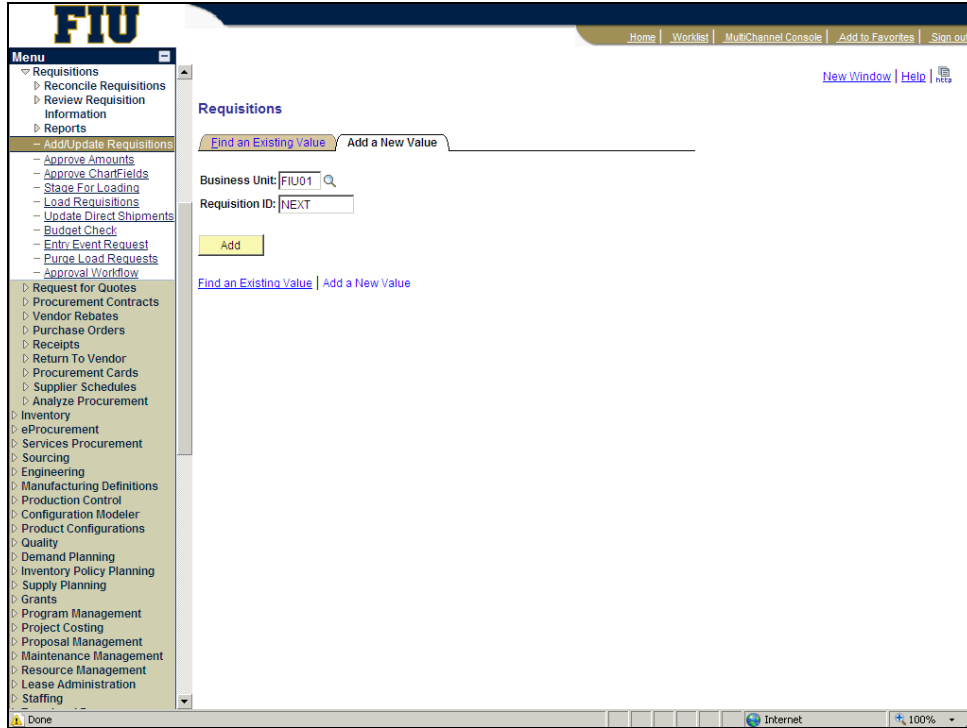
In this topic, you are going to create a change order to make changes to the quantity for an existing Purchase Order.

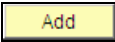


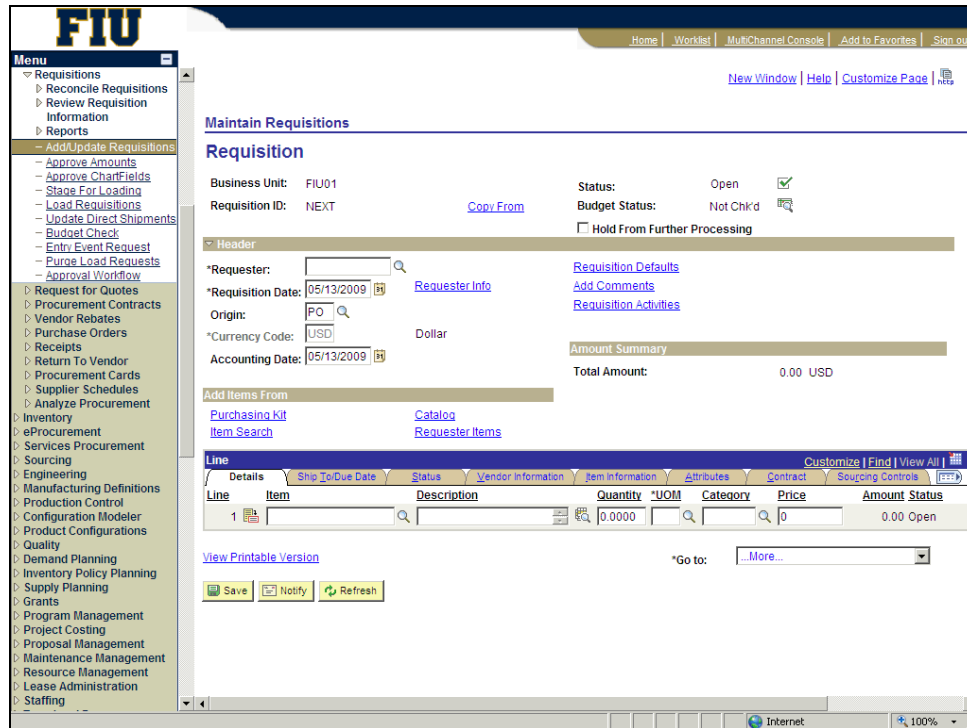
Step	Action
1.	Click the Purchasing link. 





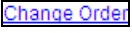



Step	Action
2.	Click the Requisitions link. Requisitions
3.	Click the Add/Update Requisitions link. Add/Update Requisitions




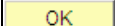


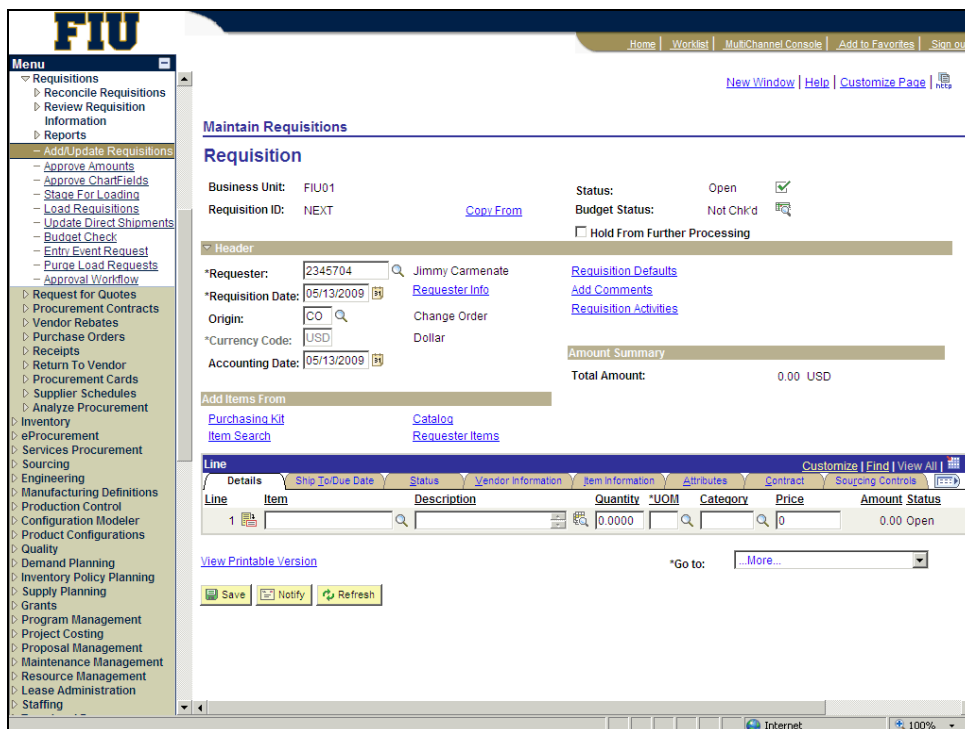
Step	Action
4.	Click the Add button. 






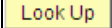


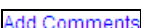
Step	Action
5.	Click the Look up Requester (Alt+5) button. 
6.	Enter the desired information into the Requester field. Enter " 2345704 ".
7.	Click the Look Up button. 
8.	Click an entry in the Name column. 
9.	Click the Look up Origin (Alt+5) button. 
10.	Click an entry in the Description column. 
11.	Click the Requisition Defaults link. 

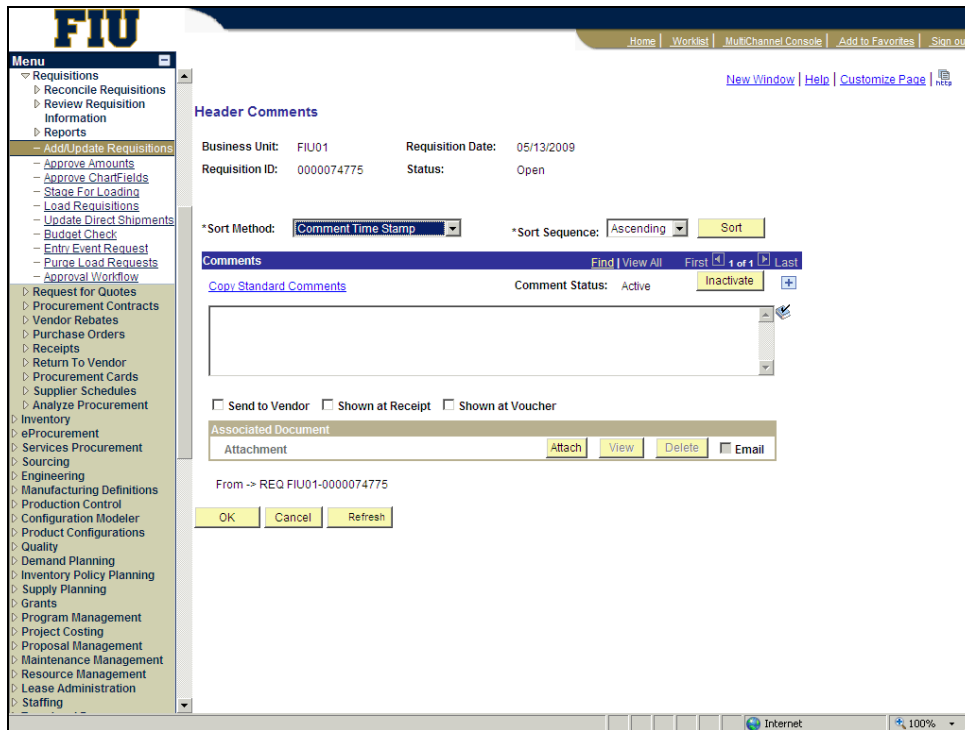
Step	Action
12.	Click the Override option.
13.	Click the Look up Vendor (Alt+5) button.
14.	Enter the desired information into the Short Vendor Name field. Enter " DELL ".
15.	Click the Look Up button.
16.	Click an entry in the Short Vendor Name column.
17.	Click the Look up Ship To (Alt+5) button.
18.	Click an entry in the Ship To Location column.
19.	Click the Look up SpeedChart (Alt+5) button.
20.	Enter the desired information into the SpeedChart Key field. Enter " 144000102 ".
21.	Click the Look Up button.

Step	Action
22.	Click an entry in the SpeedChart Key column. 
23.	Click the Horizontal scrollbar.
24.	Click the Location button. 
25.	Click an entry in the Location Code column. 
26.	Click the Horizontal scrollbar.
27.	Click the OK button. 

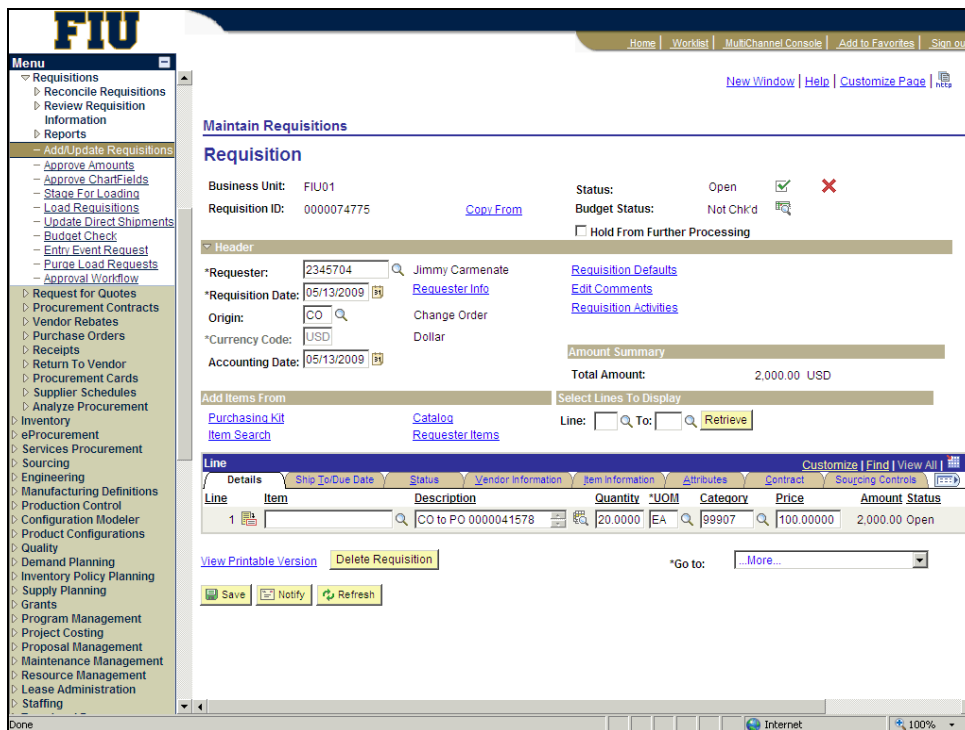


Step	Action
28.	Enter the desired information into the Description field. Enter " CO to PO 0000041578 ".
29.	Enter the desired information into the Quantity field. Enter " 20.00 ".
30.	The quantity entered here should reflect the additional quantity that you are requesting.
31.	Click the UOM button. 

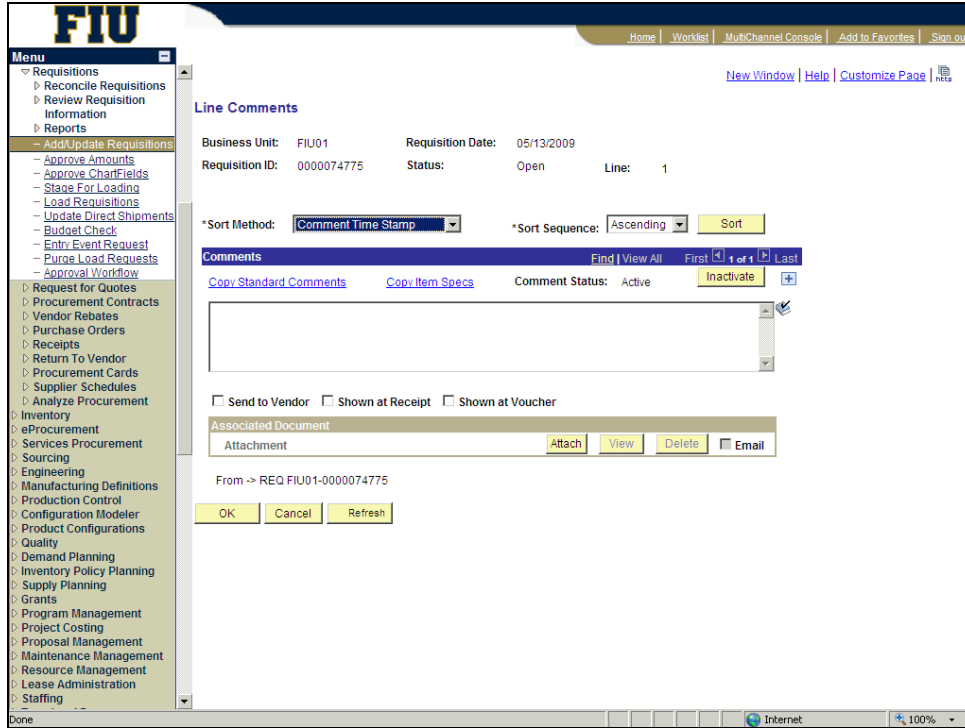
Step	Action
32.	Click an entry in the Unit of Measure column. 
33.	Click the Category button. 
34.	Enter the desired information into the Category field. Enter "99907".
35.	Click the Look Up button. 
36.	Click an entry in the Category column. 
37.	Enter the desired information into the Price field. Enter "100.00".
38.	Click the Save button. 
39.	Click the Add Comments link. 



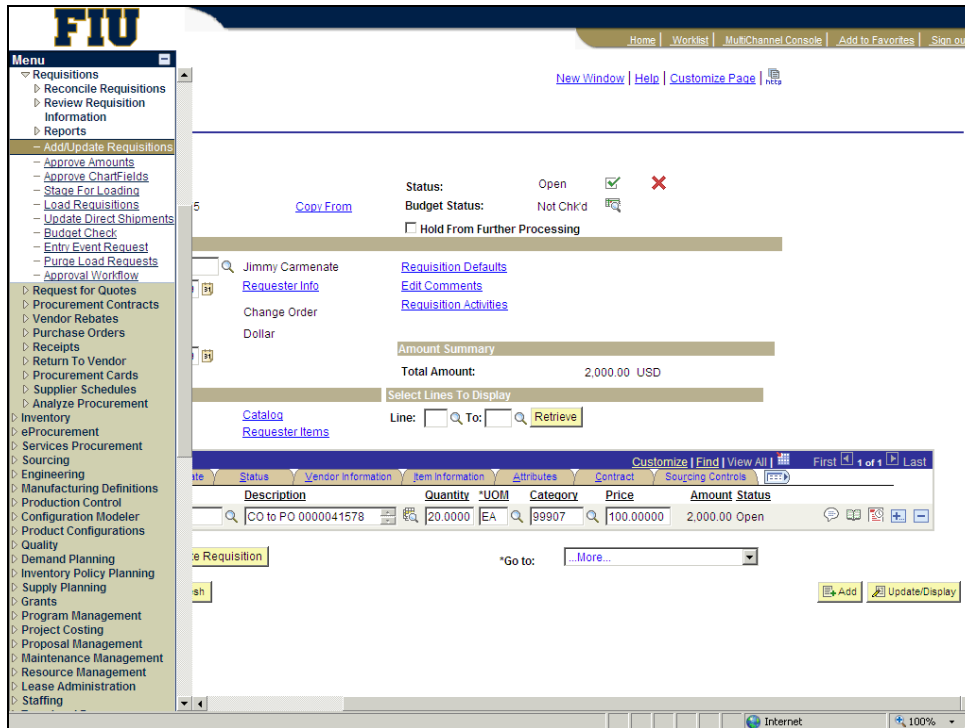
Step	Action
40.	Enter the desired information into the Spell Check Comments (Alt+5) field. Enter " If you have any comments for the vendor or the purchasing department, please enter them here. ".
41.	Click the Send to Vendor option. <input type="checkbox"/> Send to Vendor
42.	Click the Shown at Receipt option. <input type="checkbox"/> Shown at Receipt
43.	Click the Shown at Voucher option. <input type="checkbox"/> Shown at Voucher
44.	Click the OK button. <input type="button" value="OK"/>






Step	Action
45.	Click the Horizontal scrollbar.
46.	Click the Line Comments button. <input type="button" value="Line Comments"/>



Step	Action
47.	Enter the desired information into the Spell Check Comments (Alt+5) field. Enter "Please enter comments specific to the line here." .
48.	Click the Send to Vendor option. <input type="checkbox"/> Send to Vendor
49.	Click the Shown at Receipt option. <input type="checkbox"/> Shown at Receipt
50.	Click the Shown at Voucher option. <input type="checkbox"/> Shown at Voucher
51.	Click the OK button. <input type="button" value="OK"/>



Step	Action
52.	Click the Horizontal scrollbar.
53.	Click the Save button. 
54.	Click the Pending Approval button. 
55.	Click the Save button. 
56.	Congratulations! You have successfully created a Change Order . End of Procedure.