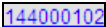
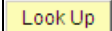


Entering Requisition Change Orders

1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Add/Update Requisitions link. 
4.	Click the Add button. 
5.	Click the Look up Requester (Alt+5) button. 
6.	Enter the desired information into the Requester field. Enter a valid value e.g. " 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. 
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 a valid value e.g. " 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 a valid value e.g. " 144000102 ".
21.	Click the Look Up button. 
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. 
28.	Enter the desired information into the Description field. Enter a valid value e.g. " CO to PO 000041578 ".
29.	Enter the desired information into the Quantity field. Enter a valid value e.g. " 20.00 ".
30.	The quantity entered here should reflect the additional quantity that you are requesting.
31.	Click the UOM button. 
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 a valid value e.g. " 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 a valid value e.g. " 100.00 ".
38.	Click the Save button. 
39.	Click the Add Comments link. 
40.	Enter the desired information into the Spell Check Comments (Alt+5) field. Enter a valid value e.g. " If you have any comments for the vendor or the purchasing department, please en ".

41.	Click the Send to Vendor option. 
42.	Click the Shown at Receipt option. 
43.	Click the Shown at Voucher option. 
44.	Click the OK button. 
45.	Click the Horizontal scrollbar.
46.	Click the Line Comments button. 
47.	Enter the desired information into the Spell Check Comments (Alt+5) field. Enter a valid value e.g. " Please enter comments specific to the line here. ".
48.	Click the Send to Vendor option. 
49.	Click the Shown at Receipt option. 
50.	Click the Shown at Voucher option. 
51.	Click the OK button. 
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.