



## Quick Reference Guide

**Roles:** Requesters**Scenario:** A requester needs to modify a PO**Navigation:** Orders/My Orders, My Purchase Orders**Notifications:** None**Key Tips:** Don't use the change request for catalog suppliers..If additional quantities are needed, a new requisition is required.

## Change Requests

Use a change request to update a funding string, change quantity, create an additional line, or cancel some or all of the order.

Don't use the change request for catalog suppliers. If additional quantities are needed from catalog suppliers, a new requisition should be created.

1. From the **Orders** menu, choose **My Orders**, then **My Purchase Orders**.
2. Select the PO needing modification.
3. Choose the drop-down **Purchase Order** menu.
4. Choose **Create Change Request**

START

ShopUW+ REQUESTERS APPROVERS

Menu

NAV

REQ

PO

INV

Shopping Cart

Search (Alt+Q)

1,277.53 USD

16

14

Orders

My Purchase Orders

Quick search

My Requisitions

My Purchase Orders

My Invoices

My Receipts

My Change Requests

Draft Change Requests

My Procurement Requests

PO Status

Completed 27

Pending 1

Show More

Department

No Department 26

ALL TRAINING (ALL\_TRN) 2

Show More

PO Number	Supplier	Date	Status	Amount	Requester	Supplier	Match	Amount
3220883	Rolando Requester	3/25/2021 2:02:06 PM	Completed	25.82 USD	Rolando Requester	Sent To Supplier	No Matches	25.82 USD
3220882	Rolando Requester	3/25/2021 2:01:06 PM	Completed	25.82 USD	Rolando Requester	Sent To Supplier	No Matches	25.82 USD
3200874	Rolando Requester	3/17/2021 1:14:45 PM	Completed	1.00 USD	Rolando Requester	Sent To Supplier	Fully Matched	1.00 USD
3197881	Rolando Requester	3/11/2021 3:44:05 PM	Completed	1,000.00 USD	Rolando Requester	Sent To Supplier	No Matches	1,000.00 USD
3197882	Rolando Requester	3/11/2021 3:44:05 PM	Completed	1,000.00 USD	Rolando Requester	Sent To Supplier	No Matches	1,000.00 USD
3178721	Rolando Requester	3/11/2021 3:38:26 PM	Completed	1,856.11 USD	Rolando Requester	Sent To Supplier	No Matches	1,856.11 USD
3197813	Rolando Requester	3/11/2021 2:41:21 PM	Completed	22.45 USD	Rolando Requester	Sent To Supplier	No Matches	22.45 USD
3197761	Rolando Requester	3/11/2021 1:14:11 PM	Completed	5.21 USD	Rolando Requester	Sent To Supplier	No Matches	5.21 USD

ShopUW+ REQUESTERS APPROVERS

Menu

NAV

REQ

PO

INV

Shopping Cart

Search (Alt+Q)

2,500.00 USD

16

14

Purchase Order : MSN0000909 Revision 0

8 of 28 Results

Add Comment

Create Change Request

Add Notes to History

Create Quantity Receipt

Print Fax Version

Revision No. 0

Purchase Order Date 3/11/2021

Priority Normal

Supplier Name ARAMARK UNIFORM SERVICES

Address AUCA CHICAGO MC LOCKBOX 25259 NETWORK PLACE CHICAGO, Illinois 60673-0001 United States

Previous PO Number no value

Shipping Information

Contact Information

Owner Business Unit UW - Madison (UWMSN)

Owner Name Rolando Requester

Owner Phone

Owner Email rolando.requ@uwmadison.edu

Ship To

Attn: Rolando Requester Bldg/Rm: 11 1000 HIGHLAND AVE NIELSEN TENNIS STADIUM MADISON, WI 53705-2272 United States

Billing/Payment

Bill To

UW Madison Accounts Payable 21 N Park Street Suite 5301 Madison, WI 53715 United States

BillTo Address Code AP

Billing Options

Accounting Date no value

Payment Terms Net 30 ( 0% 0, Net 30 )

Completed

Total (1,856.11 USD)

Subtotal 1,856.11

1,856.11

Related Documents

Requisitions: 3178721

What's next?

Workflow

Submitted 3/11/2021 3:38 PM Rolando Requester

Assign Madison PO Number Completed

Create Supplier Documents

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**ShopUW+** REQUESTERS APPROVERS

**Quick Reference Guide**

**Roles:** Requesters

**Scenario:** A requester needs to modify a PO

**Navigaton:** Orders/My Orders, My Purchase Orders

**Notifications:** None

**Key Tips:** Don't use the change request for catalog suppliers..If additional quantities are needed, a new requisition is required.

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**CHANGE REQUESTS**

3238269

Summary PO Preview Comments Attachments History

**External Communication Options**

Resend to Suppliers on Change Request false

Resend to ERP System Connections on Change Request true

Resend to... POExportToPS

**General** **Purchasing Use Only** **Shipping & Billing Information**

Cart Name: 2021-02-16 RolandoRequester3 01 - CR

Buyer ID: no value

Ship To: Attn: Rolando Requester, Bldg/Rm: 11, 1000 HIGHLAND AVE ZN 3, NIELSEN TENNIS STADIUM, MADISON, WI 53705-2272, United States

PO Clauses: 1 View details

PO Type: UNAS, Unassigned

Bid Number: no value

**Delivery Options**

**Draft**

Total (1,856.11 USD)

Subtotal 1,856.11

1,856.11

Submit Request

Assign Draft

**Related Documents**

Purchase Order: MSN0000909

Requisitions: 3178721

**What's next for my order?**

Next Step: Wait for Validation Response

Approvers: There are no approvers

Workflow

**Change Requests (Cont'd)**

5. The resulting change request screen allows you to edit the order in the same way as editing a requisition.

6&7. Make the required modification. Here the funding string is modified and the changes are saved.

6

7

**Edit Funding String**

**Funding String**

GL Business Unit *	Speed Chart *	Account *	Fund *	Department *	Program *	PC Bu
UWTRN	NONE_TRN	2623	101		0	No

Required fields

rolando.requ

GL Business Unit	Speed Chart	Account	Fund	Department	Program	PC Business Unit	Project	Class
UWMSN UW Madison	NONE_MS	2623 Services - Miscellaneous	101 General Program Opns	055035_MS REGISTRAR IT LICENSES	0 Student Services	no value	no value	no value

Save Changes Close

Purchase Order: MSN0000909  
Requisitions: 3178721

**What's next for my order?**

Next Step: Wait for Validation Response

Approvers: There are no approvers

Workflow



## Quick Reference Guide

**Roles:** Requesters

**Scenario:** A requester needs to modify a PO

**Navigation:** Orders/My Orders, My

Purchase Orders

**Notifications:** Approver at submittal

**Key Tips:** Don't use the change request for catalog suppliers..If additional quantities are needed, a new requisition is required.

## Change Requests (Cont'd)

8. Select the **Submit Request** button to complete the process.

9. The change request process is complete when you receive the **Submitted** confirmation.

START

Change Requests : 3238269

Summary PO Preview Comments Attachments History

External Communication Options

Resend to Suppliers on Change Request	false
Resend to ERP System Connections on Change Request	true
Resend to...	POExportToPS

General Purchasing Use Only Shipping & Billing Information

Cart Name 2021-02-16 RolandoRequester3 01 - CR	Buyer ID no value	Ship To Attn: Rolando Requester Bldg/Rm: 11 1000 HIGHLAND AVE ZN 3 NIELSEN TENNIS STADIUM MADISON, WI 53705-2272 United States
Description no value	PO Clauses 1 View details	
Prepared by Rolando Requester	PO Type UNAS Unassigned	
Prepared for Rolando Requester	Bid Number no value	Delivery Options

Draft

Total (1,856.11 USD)

Subtotal	1,856.11
	1,856.11

Submit Request

Assign Draft

Related Documents

Purchase Order: MSN0000909

Requisitions: 3178721

What's next for my order?

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Change Request 3238269 Submitted

Summary

Change Request number	3238269
Change Request status	Pending
Cart name	2021-02-16 RolandoRequester3 01 - CR
Change Request date	4/6/2021
Change Request total	1,856.11 USD
Number of line items	2

Options

Print

Recent orders

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