REQUESTER CHANGE ORDER – MULTIPLE DISTRIBUTIONS

1. Once you have pulled up the Requisition you would like to reduce or cancel, click on the underlined number under the Quantity column to navigate to the page where the system will allow you to make the appropriate changes.

2. On the next screen, you will see the distributions and the available changes that can be made. In this example, it is to reduce the quantity.
3. Make the appropriate changes and click on “Ok.”

4. The next screen will show you the pending changes along with the new value. Once you have reviewed the information, click on “Submit.”
5. The final page will show your change order submittal confirmation.