REQUESTER CHANGE ORDER: REDUCE QUANTITY

1. Log into RIAS using your NETID and password.

2. Select the “P2P and Financials” tab, then click on “RU Internet Procurement.”
3. On the next page, in the second column, select “Home Page” followed by selecting the “Requisitions” tab on the next screen.

4. On the next screen, click on “Search” in the upper-right part of the page.

5. You can search several ways to find the requisitions you wish to change.
• If you know the requisition number, remove the name in the top box, and then change the drop down box below the name field to show “Anytime.” Under the box that now displays “Anytime,” enter the requisition number in the “Requisition” field and then click “Go.”

• If you would like to view all requisitions, choose “All My Requisitions” in the drop down menu next to “View” on the previous page, and select the Requisition with the matching description by clicking the button to the left of the requisition and then clicking “Change.”

6. On the next screen, you should see your requisition. Click on the “Select” button to the left of the requisition to select it, and then click on “Change.”
7. On the next screen, use one of the following reasons for reducing the quantity: “Incorrect quantity ordered,” “Quantity ordered cannot be fulfilled by vendor,” “Returned XX. No replacement,” or “XX not needed. Only XX needed.” Select the line or lines you wish to reduce, enter the new value for each line under “Quantity” and the appropriate reason under “Reason,” and then click “Next.”

8. The next screen will indicate your changes, along with the original quantity. Once you have verified that these changes are correct, click on “Submit.”

9. The last screen will display that your changes have been submitted for processing, and that you can check the status from the “Requisition Status Page.”
1. Once logged into RIAS, click on “Req Number-PO Number Lookup/Status by Req #.”

On the next screen, verify that the first drop down menu displays “Requisition Number,” and change the second one to “is,” followed by entering your requisition number and making sure the “Match case” checkbox is checked. Then click on “Search” at the bottom left of the screen.

2. You will now see all pertinent information and statuses on this page in relation to your requisition and/or purchase order.
POSSIBLE ERRORS FOR REQUISITIONS

NOTE: When putting in a change order request, it is possible that you may get an error message stating that none of the associated purchase orders are eligible for change, as shown in the screenshot below:

![Screenshot of change order request error message](image)

This commonly occurs when a requisition or purchase order is paid in full.