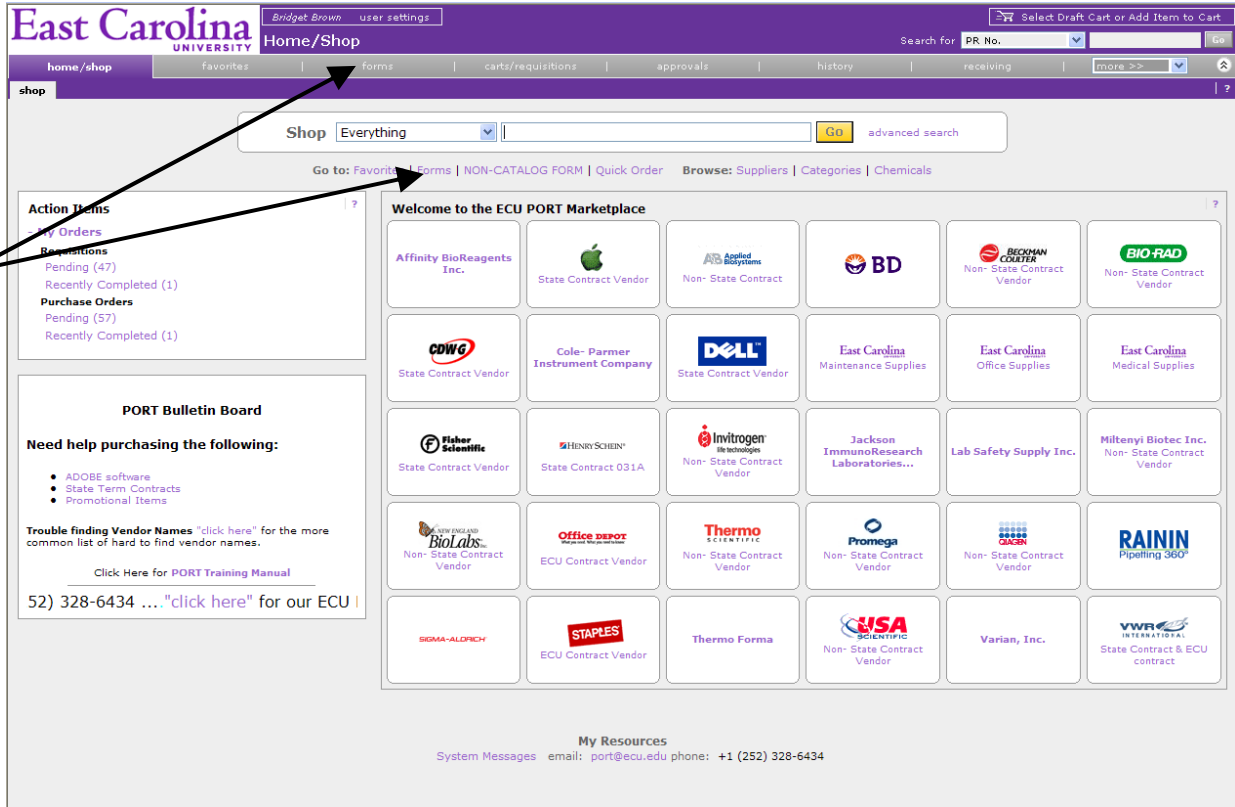
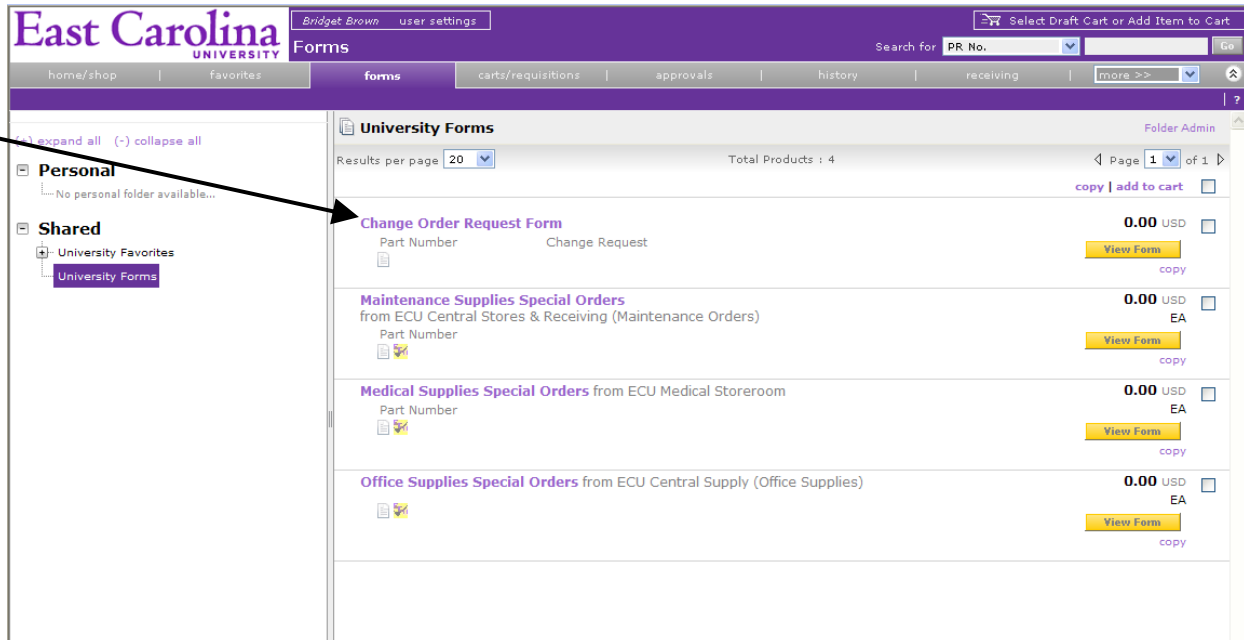


# CHANGE ORDER REQUEST

Last Updated on: 11/8/2010



1. Click on the **forms** tab or the **Forms** link.



2. Click on **Change Order Request Form**.

# CHANGE ORDER REQUEST

Last Updated on: 11/8/2010

**Change Order Request Form** Available Actions (Click here for details): Add and go to Cart Go Close

**Enter Supplier** Supplier Info  
dell  
Dell Marketing LP  
USD

Currency: USD

**Distribution**  
The system will distribute purchase orders using the method(s) indicated below:  
 Custom Supplier Distribution selected  
Fax: +1 (111) 111-1111

**Form Instructions:** Use this form to modify an existing Purchase Order that has been sent to the supplier. For example, if you need to change quantity or price information, assign different accounting values, etc.

Original PO Number:

**Route to Buyer:** Buyer Unknown

**Requested Action:** Other

**Details of Request:**   
1000 characters remaining expand | clear

**Internal Attachments:** add attachment...

**External Info Instructions:** Use this section of the Change Request Form to extend/renew an existing contract.

Contract Start Date:  mm/dd/yyyy

Contract End Date:  mm/dd/yyyy

3. Enter Supplier

4. Supplier Info

5. Details of Request

3. A new window pops up to display the **Change Order Request Form**.
4. Begin typing the name of the new supplier until you see the desired supplier displayed.
5. Select desired supplier name.

# CHANGE ORDER REQUEST

Last Updated on: 11/8/2010

**Change Order Request Form** Available Actions (Click here for details): Add and go to Cart **Go** **Close**

**Supplier Info**

**Supplier** Dell Marketing LP [more info...](#)  
[select different supplier](#)

**Fulfillment Address** PO 1: (preferred)  
One Dell Way  
Bldg RR8  
Round Rock, TX 78682-0384 US  
[select different fulfillment center](#)

Supplier Phone +1 (800) 274-7799  
Currency USD

**Distribution**  
The system will distribute purchase orders using the method(s) indicated below:  
 Custom Supplier Distribution selected  
Fax: +1 (111) 111-1111

**Form Instructions:** Use this form to modify an existing Purchase Order that has been sent to the supplier. For example, if you need to change quantity or price information, assign different accounting values, etc.

Original PO Number

**Route to Buyer**

Requested Action

**Details of Request**   
953 characters remaining [expand](#) | [clear](#)

**Internal Attachments**  
[add attachment...](#)

**External Info Instructions** Use this section of the Change Request Form to extend/renew an existing contract.

Contract Start Date   
Contract End Date

Total 0.00

6. Notice the supplier information has been populated.
7. Enter the appropriate information for the following fields: **Original PO Number**, **Route to Buyer**, **Requested Action**, and **Details of Request**. **Important Note:** If your PO for the Change Order has Foundations Funds, you will need to select appropriate foundation (Athletic, ECU or Medical Foundation) for **Route to Buyer**.
8. Click the **Go** button.

# CHANGE ORDER REQUEST

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Cart - Draft Requisition

2010-11-07 balls 01 | 1 item(s), 0.00 USD

active cart | draft carts | favorites | my requisitions

Shopping Cart 1 Item(s) for a total of 0.00 USD

Save Proceed to Checkout

Cart was saved successfully

Priority: Normal Business Purpose / Note to Approvers: add note... Backup Required: Backup Type: None Special Instructions: None Notes to Suppliers: add note...

Prepared by: Bridget Brown Work Order #: State Exempt: Health Care Select from profile values... Select from all values... Clear selected value...

Cart Name: 2010-11-07 balls 01

Supplier / Line Item Details

For selected line items: Add To Favorites Go

| Product Description                       | Catalog No     | Size / Packaging | Unit Price | Quantity | Ext. Price |
|---|----------------|------------------|------------|----------|------------|
| 1 Modification to Existing Purchase Order | Change Request |                  | 0.00       | 1        | 0.00 USD   |

Contract: ECUTEST-0001 more info...  
Supplier subtotal: 0.00 USD

Subtotal: 0.00  
Shipping: 0.00  
Handling: 0.00  
Total: 0.00 USD

Save Proceed to Checkout

9. Click on the **Proceed to Checkout** button. **Note:** Since this is a **Change Order Request**, you do not need to make any changes at the cart header.

East Carolina UNIVERSITY Summary - Draft Requisition

2010-11-07 balls 01 | 1 item(s), 0.00 USD

active cart | draft carts | favorites | my requisitions

General Internal Note Order Info FOAPAL / Ship Codes Final Review Submit Requisition

All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition Summary PR Approvals PO Preview Comments Attachments History

| General  | Internal Info   | Internal Note | Order Info  |
|--|---|---------------|---|
| Priority: Normal<br>Department: AA Teacher Education<br>Prepared by: Bridget Brown<br>Prepared for: Bridget Brown<br>Cart Name: 2010-11-07 balls 01<br>Accounting Date: no value | Business Purpose / Note to Approvers: no note<br>Work Order #: no value<br>State Exempt: Health Care<br>Internal attachments: add attachment... |               | Backup Required: x<br>Backup Type: None<br>Pricing Ref #: no value<br>Special Instructions: None<br>Notes to Suppliers: no note<br>Attachments for all suppliers: add attachment...<br>PO Clauses: 100 NC T&C, 200 Funds, 300 ECU PO conditions<br>view all clauses - (4) |

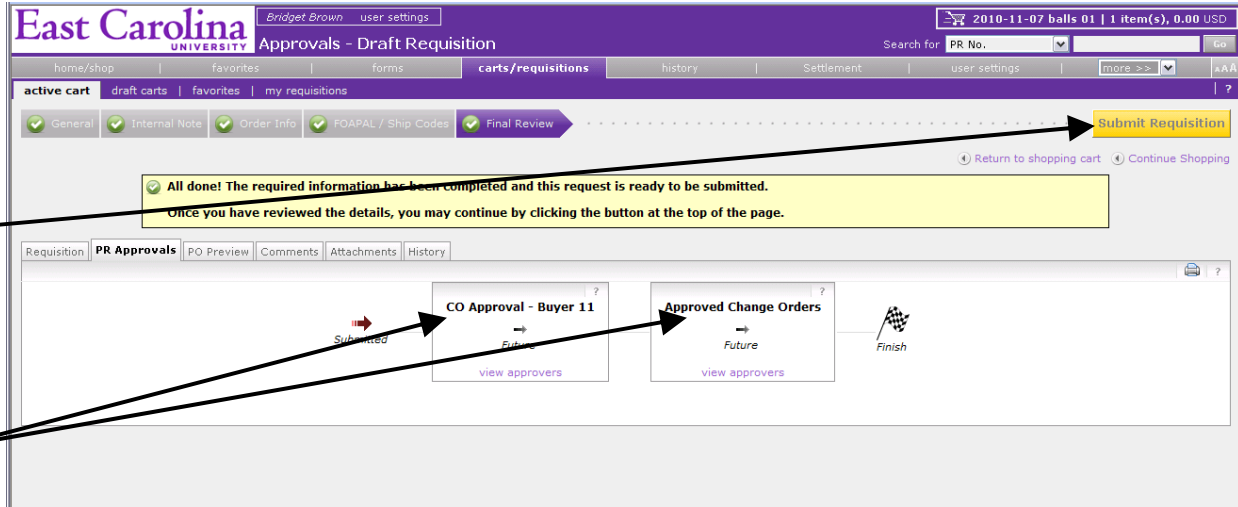
FOAPAL / Ship Codes

| Chart | Fund   | Organization | Account | Program | Activity | Location |
|-------|--------|--------------|---------|---------|----------|----------|
| E     | 111170 | 230601       | 72111   | 0000    | no value | no value |

10. Click on the **PR Approvals** step in the workflow. **Note:** Since this is a **Change Order Request**, you do not need to make any changes at the **Review** step (as long as you have set defaults for State Exempt, FOAP and ship code).

# CHANGE ORDER REQUEST

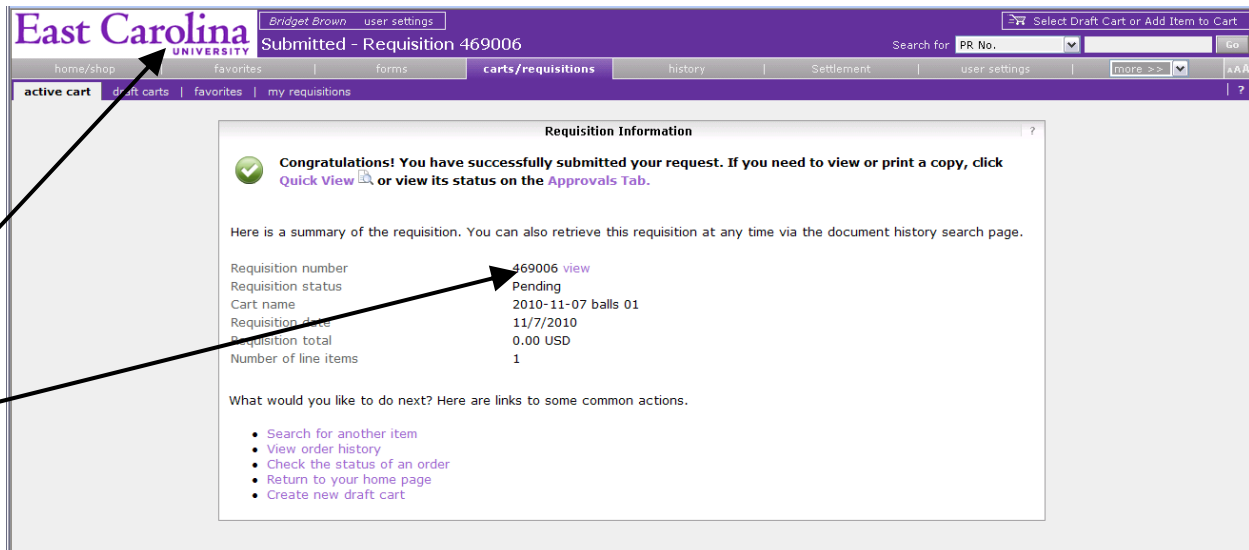
Last Updated on: 11/8/2010



12.

11.

11. Notice the steps the document will go through before the Change Order can be completed.
12. Click on the **Submit Requisition** button.



14.

13.

13. You can track the change order request with the **requisition #** that is provided.
14. This completes the steps for this procedure. Click the **East Carolina University** icon to go home.