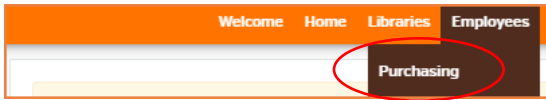


Creating Change Orders

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo.



Change Requests

A Change Request is a request to increase an existing non-catalog purchase order. The request will route to the approvers on the original order for approval of the increase. Revised orders will not route to the vendor to avoid the potential of an order being duplicated. If a revised order needs to be sent to the vendor, please notify Purchasing.

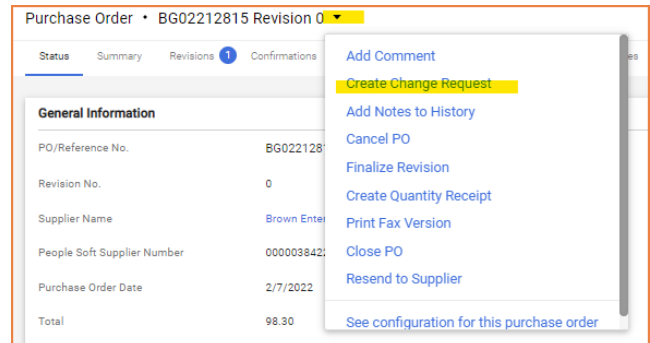
There are two types of change requests.

1. Single Change Order- A change order is necessary when an invoice total does not match the original purchase order amount.
2. Blanket Purchase Order - A blanket purchase order is an estimate for services for a project or for the entire fiscal year. These may need to be increased prior to the end of the year or project. The increases must be requested before the PO is closed.

Create Change Request

Locate and select the purchase order that needs to be changed. If you need help locating a purchase order, please refer to the Search & Export Guide.

Click on the action drop-down arrow next to the PO number, then select Create Change Request.



Provide a Reason for the Change Request. Select an individual to receive an email notification if desired. There is no need to select the approver to receive a notification. They will get a system generated email asking for approval. Click Create Change Request.

Create Change Request

This will create a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been created for this purchase order.

Email notification(s) | [Add recipient](#)

Mark Seals (Approved Requisition) <MSEALS@bgsu.edu>

Wendy Walston Vaughn (Prepared by, Prepared for) <WWALSTO@bgsu.edu>

User with change request permission:

Aileen AP (Approved) <abusil@sciquest.com>

Jodi Schroeder (Approved) <JODIRS@bgsu.edu>

Lorna Przeslawski (Approved) <LORNAP@bgsu.edu>

Melanie Kalb (Approved) <MKALB@bgsu.edu>

Phillip Worley (Approved) <PWORLEY@bgsu.edu>

[add email recipient...](#)

Change Request Reason

Price Increase

986 characters remaining [expand](#) | [clear](#)

Attach file to this change request (optional):

Attachment Type File Link/URL

File Name

File

Select the Item Description to open the Non-Catalog Form.

Skyworks LLC - 1 Item - 1,500.00 USD

^ SUPPLIER DETAILS CLEVELAND : 26501 Baker Dr, Perrysburg, Ohio 43... ▾

Contract no value PO Number BG02212778

Quote number no value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity
1 BLANKET PO: Skid steer rental for Emergency snow removal, BGSU Firelands.	n/a	USD	1,500.00	1 USD

^ ITEM DETAILS 📄

Replace the Quantity or Price with the new amount. Do not change the item Description.

Quantity ★ Price

1 1,500.00

Click Save.

Edit Non-Catalog Item

Skyworks LLC

Fulfillment Address
CLEVELAND - 26501 Baker Dr, Perrysburg, Ohio 43551 United States

Item

Description	Catalog No.	Size	Quantity	Price	UOM
BLANKET PO: Skid steer rental for Emergency snow removal, BGSU Firelands. (181 characters remaining)	n/a		1	1,500.00	USD

Additional Details

Commodity Code 10000000 FP Goods

* Required fields Save Close

An email notification will be sent to all prior approvers that approved the previous order. They will have to follow the link and approve the change request in Falcons Purch. They will not be able to approve via email.

From: SciQuest Support <support@sciquest.com>
Sent: Friday, January 28, 2022 3:27 PM
To: Vannon A Heater <vheater@bgsu.edu>
Subject: Change Request pending approval in workflow



Re: Change Request pending approval in workflow

Change Request Number: 153598621

Dear Vannon,

The Change Request has been submitted for approval in folder Budget Admin AR 309000.

You can review the details of this Change Request online by viewing the change request tab on the Purchase Order or by selecting the URL below

[View Change Request](#)

Summary

Folder: Budget Admin AR 309000
Change Request Number: 153598621
Date Submitted for Approval: 1/28/2022
Star Date: 1/28/2022
Message

Support Team Contact Information:

+1 419-372-8411

Purchasing@bgsu.edu

Remember after completing the change order, create the receipt on the revised purchase order, and send the invoice to bgsuap@bgsu.edu.

Icons

- *** Click to display actions for items in a panel or page
- ✎ Click to edit information
- ▲ Collapse section
- ▼ or ▶ Expand section
- ♥ Click to add an item to Favorites
- ♥ Item is a user's personal Favorite