PO Reminder: Processing One PO Change Request at a Time

When a requisition is edited after it sources to PO, the edit creates a Change Request. The following changes can be made to a PO via a change request:

- Change Price/Qty
- Change item Description (Special Request requisitions only)
- Change Due Date, Ship To

Only submit one change/one line per change request. You must allow the first change to fully process to the PO before entering the next change

Cancelling a line or schedule on the Manage Requisitions page will also result in a change request.

A change to increase Qty/Price will go back through approval workflow. OAKS will source the change to the PO once it has been fully approved. Changes that do not increase the PO value will be picked up in sourcing only once each day at this time.

For questions regarding **Process One PO Change Request at a Time**, search the OAKS FIN Online Process Manual or contact the Ohio Shared Services Service Center at 877-644-6771.