How to Create PO Change Order Request in Smart Source
PO Change Request Criteria

1. Change Request can only be created by the owner of the purchase order.
2. Change Request will now be initiated through the PO instead of a PO Change Order Request form, which will no longer be available.
3. The PO must be still be open for a change request to be successfully processed. The status of a PO can be checked in Smart Source.
4. The Change Request can only be used for following transactions:
   - To increase or decrease the quantity.
   - To increase or decrease the price of an order.
   - To liquidate the remaining balance of the purchase order.
5. The Change Request form **cannot** be used on Catalog or Punchout Orders.
6. The following forms can be used in conjunction with the Change Request form:
   - Non-Catalog Form
   - Sole Source Award Form
   - Subaward
   - Multi-Year Form
Step 1: Locate your PO. You can use the search fields located at the upper right-hand side of the Smart Source screen.

Updated SAP Form
As of Wednesday, March 17th, the Smart Source Speaker, Artist, and Performer form has been updated including the addition of a new workflow for events involving minors on campus. Please refer to our updated SAP job aid located on our site: Smart Source Training Guides.

Off-Campus Delivery Information
If you require off-campus delivery of business-critical goods, prior to submitting your Smart Source cart, email Sourcing@drexel.edu and provide the following:
- Smart Source cart number
- Off-Campus shipping address
- and the business case for the order.

Your order will be reviewed and once approved; you will be informed when the address has been added to the system.

The address will be inactivated once normal operations resume.

Multi-Address Amazon Orders
If you need to purchase items from Amazon that ship to a large number of off-campus addresses during modified operations due to COVID-19, Procurement has the ability to grant access for you to directly set up and place orders for off-campus shipments with your P-Card.

If you have a need to place such orders, please contact Dave Collins at dcc328@drexel.edu and provide an overview of the products to be purchased, the business need, and the intended recipients.

If you require off-campus delivery of business-critical goods, please refer to the instructions provided in the Off-Campus Delivery section.
Step 2: Select “Create Change Request” from your Purchase Order from the options dropdown menu on the upper right – hand side of the page.
Step 3: Determine who will be notified that change order request is being done and add a reason on why the Change Order is needed. (i.e. There was a decrease or increase to the quantities or prices of items originally ordered.)
This is the Draft of the Change Order Request. It provides a Change Order # and states the reason for the change in quantity.

Click this link to take you to your cart where you can adjust the quantities of your order.
Step 4: Update quantity to required amount. Once updated click “Save”
PO Change Request – Decrease or Increase Quantities or Prices

**Step 5:** You will be returned to the Draft page of your Change Order Request. You will see all the updates. Review all of your changes and if accurate, click “Submit Request”
PO Change Request – Decrease or Increase Quantities or Prices

You have now submitted your Change Request.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Request number</td>
<td>3988490</td>
</tr>
<tr>
<td>Change Request status</td>
<td>Pending</td>
</tr>
<tr>
<td>Cart name</td>
<td>2024-03-21 ms484 02 - CR</td>
</tr>
<tr>
<td>Change Request date</td>
<td>3/21/2024</td>
</tr>
<tr>
<td>Change Request total</td>
<td>7,000.00 USD</td>
</tr>
<tr>
<td>Number of line items</td>
<td>1</td>
</tr>
</tbody>
</table>

Options:
- Print
- Recent orders
- Return to your home page