

## PO Change /Cancel Request Form in buyND

You can now make a request to change a PO or request to cancel a PO using the PO Change/Cancel Form in buyND. To access the form:

1. Click on “PO Change-Cancel Request Form” under the “ND Forms” available on the Home/Shop page.



You can also get to the forms by clicking on the “forms” link under the product search field or by going to the “favorites” section of the system. Then, click on the “ND Forms” under shared folder.

2. Please enter the supplier name, the PO number you want to change/cancel and details of the change/cancel. When you are done entering the details in the Form, click on “Add and Go to Cart”. It will take you to the Cart screen. The system requires you to complete the commodity code, grant review and FOAP (unless populated using default values from your profile) however, these values are not tied to the change order request. All details for the change request must be included on the form.

The screenshot shows the 'Procurement Services Administration' PO Change/Cancel Request Form. The form is divided into several sections: 'Instructions' (with a red warning to complete the form with as much detail as possible), 'Supplier Information' (pre-filled with Procurement Services Administration details), 'Change/Cancel Details' (with input fields for Supplier Name on PO\*, PO No. (e.g. P1999999)\*, and a large text area for Change/Cancel Description - Enter Details\*), and 'Change Reason - Mark all that apply' and 'Cancel Reason - Mark all that apply' (with checkboxes for various reasons). The 'Add and go to Cart' button is circled in red. The form also includes a 'Requestor Name' field and a 'Quantity' and 'Unit Price' section.

Just like any other requisition, you will be able to see if the change/cancel request has been completed or not by clicking on the requisition number and looking at the PR Approval or History tabs.