

This Training Guide covers how to submit a Change Request for Non-Catalog Purchase Orders in the CU Marketplace. Change Requests are used to modify the Purchase Order commitment (dollar, time, service), communicate an update to vendors, or resolve an exception. Change orders are also used to modify the ChartField(s) specified in the Accounting Codes of the original Purchase Order. Refer to the [Change Request Policy](#) for detailed guidelines.

If you are submitting a Change Request in conjunction with an amended contract, you must also submit a request to amend the contract in the CU Marketplace. Refer to the [Requesting to Amend or Terminate a Contract in the CU Marketplace](#) job aid for instruction.

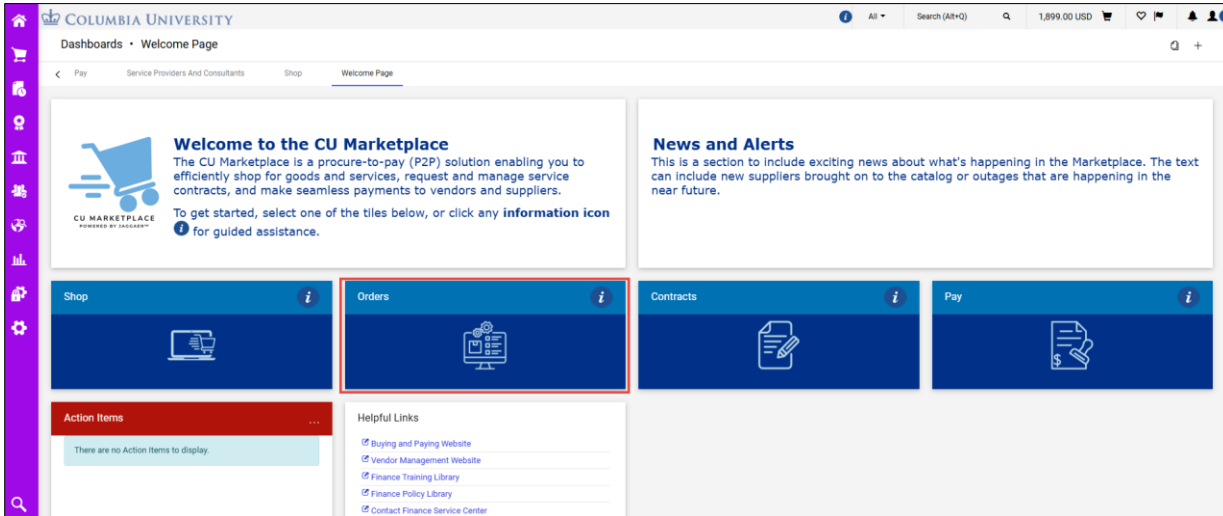
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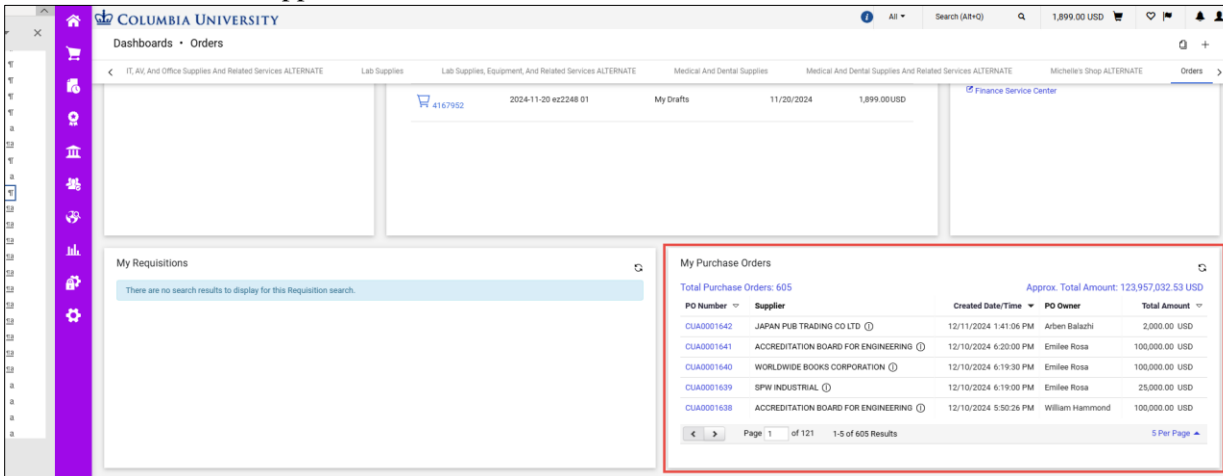
Accessing the Purchase Order

You initiate a Change Request directly from the Purchase Order for which you are requesting the change. You can find the Purchase Orders you have access to from the My Purchase Orders list on the Orders dashboard.

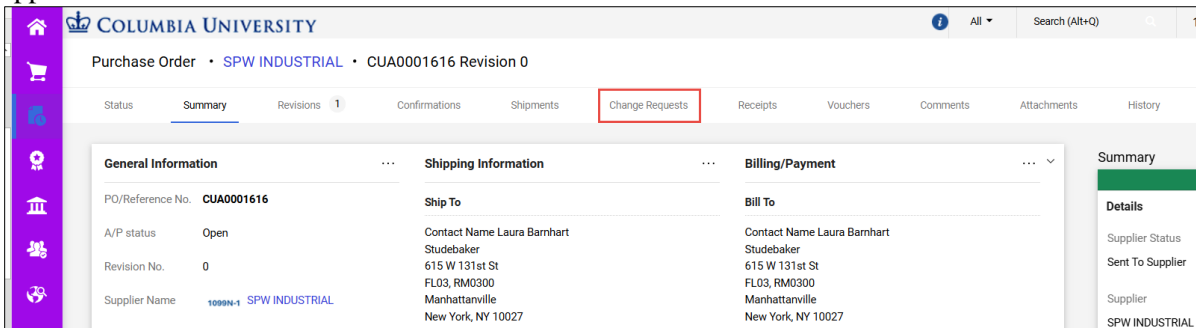
1. Click the **Orders** tile from the CU Marketplace Homepage.



The Orders dashboard appears.



2. Scroll down to the **My Purchase Orders** panel. The panel defaults to display five Purchase Orders per page. You can expand the quantity displayed or scroll through the list. To view all available Purchase Order on its own search results screens, click the Total Purchase Orders link.
3. Select the **PO Number** link for the Purchase Order you are requesting the change. The Purchase Order page appears.



Viewing Vouchers Associated with a Purchase Order

When requesting a change to accounting codes for a Purchase Order (PO), the process depends on whether the PO has vouchers associated with it or not. If a Purchase Order has Vouchers against it, the **Vouchers** tab at the top of Purchase Order screen will display the number of Vouchers and links to the Voucher documents will be listed in the Summary pane.

Purchase Order • JAPAN PUB TRADING CO LTD • CUA0002114 Revision 0

Status: Summary | Revisions | Confirmations | Shipments | Change Requests | Receipts | **Vouchers 3** | Comments 1 | Attachments | History

General Information

PO/Reference No. **CUA0002114**

A/P status: Open

Revision No.: 0

Supplier Name: **JAPAN PUB TRADING CO LTD**

Address: 5 Mayhew Drive, 31-59 33rd Street, 1490 Homell Loop, TOKYO, Hyogo Ken 101-0064 Japan

Purchase Order Date: 1/3/2025

Total: 1,500.00

Requisition Number: [4196335](#) view | print

Internal Attachments

Shipping Information

Ship To

Contact Name: Falgun Patel

Tower 3

100 Haven Ave

FL29, RM029F

CUJMC

New York, NY 10032

United States

ShipTo Address Code: 202129029F

Billing/Payment

Bill To

Contact Name: Falgun Patel

100 Haven Ave

FL29, RM029F

CUJMC

New York, NY 10032

United States

BillTo Address Code: 202129029F

Billing Options

Accounting Date: 1/3/2025

Payment Terms: Due Upon Receipt (Manual)

F.O.B.: DAP - Delivered at Place

Summary

charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 1,500.00

Tax1: 0.00

Tax2: 0.00

1,500.00

Related Documents

Requisition: [4196335](#)

Voucher: [VA001986](#)

Voucher: [VA001987](#)

Voucher: [VA001988](#)

What's next?

Workflow Status: ● Completed

Workflow: ...

Click the **Vouchers** tab to view Voucher information and **Line Details** showing the **Voucher Qty/Cost** applied to the Purchase Order Line(s).

Purchase Order • JAPAN PUB TRADING CO LTD • CUA0002114 Revision 0

Status: Summary | Revisions | Confirmations | Shipments | Change Requests | Receipts | **Vouchers 3** | Comments 1 | Attachments | History

Records found: 3, Totaling: 160.00 USD

Voucher No.	Supplier Voucher No.	Voucher Date	Due Date	Voucher Type	Payment Status	Voucher Total	Invoiced By
VA001988	FP Test78	1/3/2025	1/3/2025	Voucher	Payable	10.00 USD	Patel, Falgun
VA001987	FP Test8990	1/3/2025	1/3/2025	Voucher	Payable	50.00 USD	Patel, Falgun
VA001986	FP Test7	1/3/2025	1/3/2025	Voucher	Payable	100.00 USD	Patel, Falgun

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Voucher Qty/Cost	Status
1	Goods Line		1,000.00 USD	1 EA	1,000.00 USD	n/a / 995.00 USD n/a / 5.00 USD	Open Net Invoiced
2	Goods line 2		500.00 USD	1 EA	500.00 USD	n/a / 345.00 USD n/a / 155.00 USD	Open Net Invoiced

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier: JAPAN PUB TRADING CO LTD

Total (1,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 1,500.00

Tax1: 0.00

Tax2: 0.00

1,500.00

Viewing Voucher Match Exceptions

If the Voucher Qty/Cost exceeds the Extended Price of the Purchase Order, you can see it on the Vouchers tab. If it is above the allowable PO tolerance thresholds of 10% or \$5,000, whichever is smaller, a Match Exception is triggered and any outstanding Vouchers will not be processed. A Change Request will be required in order for the outstanding Vouchers to be processed.

To confirm if there is a Match Exception:

1. In the **Summary** pane, click any one of the links to a **Voucher** document.

Records found: 2, Totaling: 120,000.00 USD

Voucher No.	Supplier Voucher No.	Voucher Date	Due Date	Voucher Type	Payment Status	Voucher Total	Invoiced By
VA001865	ePro 2-3 er3227-2	12/26/2024	12/26/2024	Voucher	In Process	70,000.00 USD	Rosa, Emilee
VA001862	ePro 2-3 er3227-1	12/26/2024	12/26/2024	Voucher	Payable	50,000.00 USD	Rosa, Emilee

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Voucher Qty/Cost	Status
1	Consulting services		100,000.00 USD	1 EA	100,000.00 USD	n/a / -20,000.00 USD n/a / 120,000.00 USD	Open Net Invoiced

The Voucher page appears.

General

Type: Voucher
Payment Type: Invoice
Pay Status: Payable
Voucher Number: VA001862
Supplier Invoice No.: ePro 2-3 er3227-1

Addresses

Remit To: 525 West 231st. St. BALTIMORE, Maryland 21201
United States
Address Id Billing-1
Bill To: Contact Name William Hammond Studebaker

Note/Attachments

Internal Note: no value
Internal Attachments: Sample Invoice.pdf (12/26/2024)

Summary

Complete

ACREDITATION BOARD FOR ENGINEERING
Supplier Invoice No. ePro 2-3 er3227-1
Total (50,000.00 USD)
Subtotal: 50,000.00
Discount: 0.00
Tax1: 0.00
Shipping: 0.00

2. Click the **Matching** tab. The Matching page will highlight Matching Exceptions in yellow with an **Exception Reason**.

Please see the highlighted items below for any matching exceptions.

CUA0001657

Match Status	Matching Method	Voucher Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext
Matched	2 Way PO/Vouchers	1	1		Consulting services	0/EA	50,000.00 USD	1	50,000.00 USD

MATCHING EXCEPTIONS

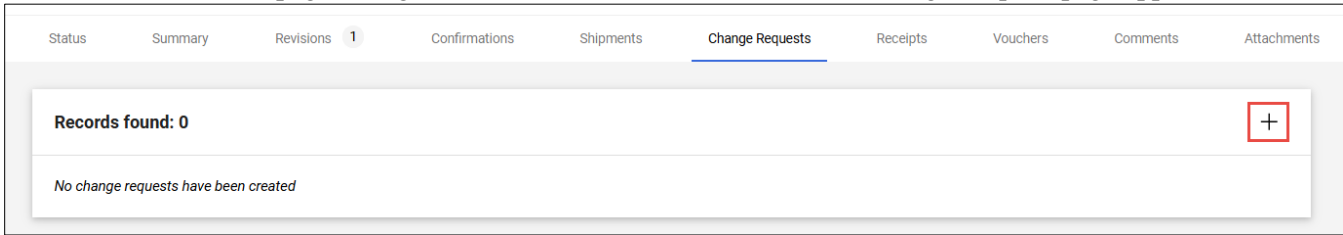
- Voucher extended price exceeds PO by: 20,000.00 USD

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	--	2	
Unit Price	100,000.00 USD	--	50,000.00 USD - 70,000.00 USD	
Ext. Price	100,000.00 USD	--	120,000.00 USD	Voucher extended price exceeds PO by: 20,000.00 USD
Document TSHH	0.00 USD	--	0.00 USD	

Initiating a Change Request

1. On the Purchase Order page, navigate to the **Change Requests** tab. The Change Request page appears.



2. Click the **Create Change Request** ⁺ icon. The Create Change Request notification window appears.

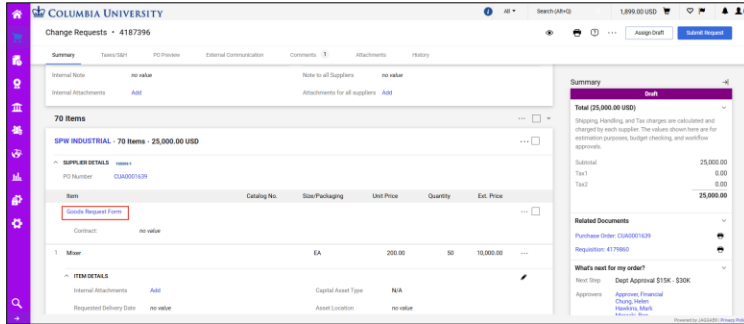
You may optionally send an email notification to approvers or other colleagues regarding your Change Request. You can select from a list of colleagues associated with the Purchase Order or add a recipient not listed.

3. Enter a **Change Request Reason**.
4. Click the **Create Change Request** button. The Change Request screen appears. Continue to the section below based on the Change Request needed:
 - [Price or Quantity Change Request](#)
 - [Financial \(Accounting Code / ChartString\) Change Request](#)

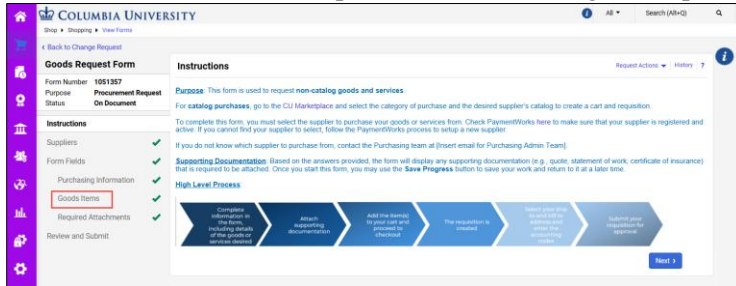
Completing a Price/Quantity Change Request

A Price or Quantity Change Request is required when an increase to the value of the original PO is above the allowable PO tolerance thresholds of 10% or \$5,000, whichever is smaller. If Vouchers are submitted against a PO for invoices that are above the PO tolerance thresholds, a match exception occurs and a notification to create a Change Request is sent. You may proactively create a Change Request to increase the value of the PO prior to submitting Vouchers.

1. After initiating the Change Request, scroll down to the **Items** section of the Change Request screen and click the **Goods and Services Request Form** link.



The Goods and Services Request Form for the original request appears.



2. Select the **Goods Items** or **Service Items** link to navigate to **Goods Items** or **Services Items** section of the form.

The screenshot shows the 'Goods Items' section of the form. It asks 'Are multiple invoices expected for this goods purchase?' with 'No' selected. Under 'Item 1', the 'Item Description' is 'Mixer'. The 'Unit Price' is 220.00 USD, 'Quantity' is 50, and 'Total' is 11,000.00 USD. The 'Unit of Measure' is 'EA - Each'. The 'Catalog No.' is 'ABC1' and the 'Commodity Code' is '41100000 - Laboratory and Scientific Equipment'. A red box highlights the 'Goods Items' link in the left-hand navigation menu.

3. For a **Goods Item**, edit the **Unit Price** and/or **Quantity** for each Line, as necessary. For a **Service Item**, edit the **Unit Price** and/or **Service Dates** for each Line, as needed.

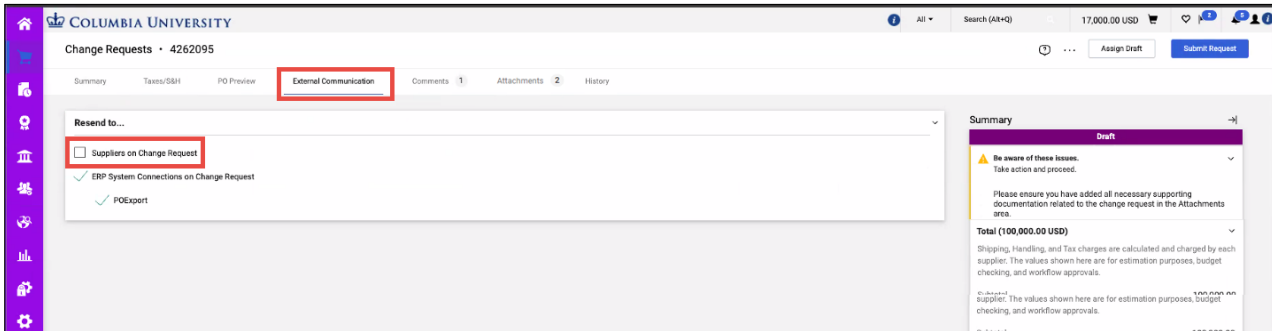
You can add an additional Line by selecting **Yes** for **Would you like to add another item?**

4. Navigate to the other pages of the Goods and Services Request form to make any other desired changes. Check the **Required Attachments** page to ensure any additional required documentation based on your changes is uploaded.
5. Click the **Save on Change Request** button
6. Click the **Back to Change Request** link at the upper left corner of the form. The Change Request screen appears with the updated values highlighted.

Communicating the Price/Quantity Change Request to the Supplier

You must select that the Supplier receive communication regarding your Price/Quantity Change Request before you submit the request.

1. Click the **External Communication** tab.



3. Select the **Suppliers on Change Request** option.

Completing a Financial (Accounting Code/ChartString) Change Request

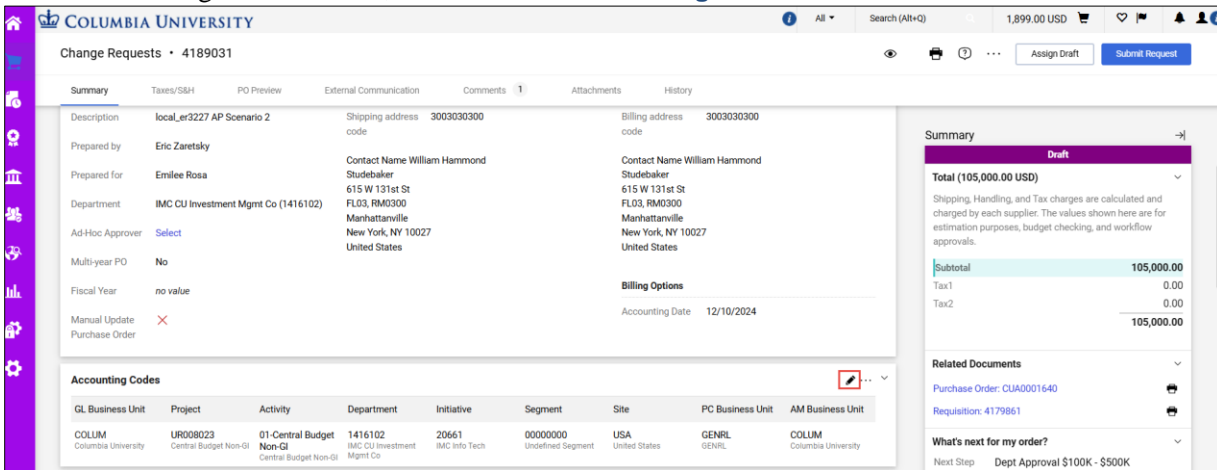
Check the Purchase Order for the vouchered amount of each Line before creating a Financial (Accounting Code/ChartString) Change Request change request

Purchase Order with No Vouchers

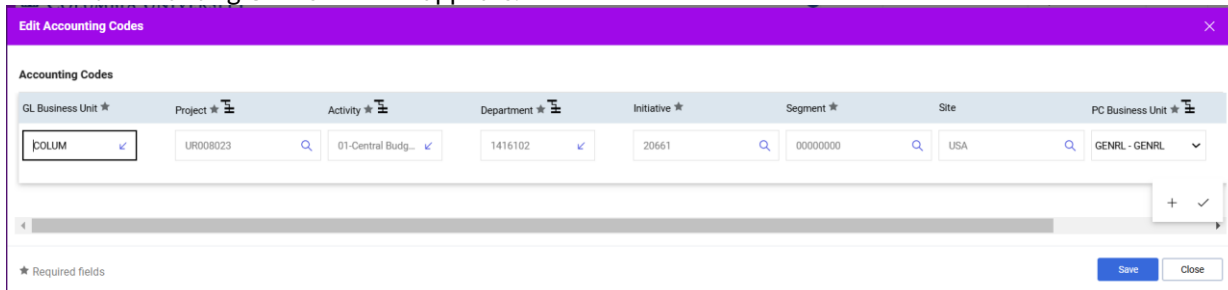
If a Purchase Order has no Vouchers that have been processed (no invoice activity has occurred for the PO), you can update the accounting codes without restriction. Simply update the Accounting Codes (ChartString) directly on the Change Request page.

Changing the ChartString for All Lines of the Purchase Order

1. In the Accounting Codes section, click the **Edit Accounting Codes Section** icon.



The Edit Accounting Codes window appears.



2. Edit the ChartFields (ChartString values) as necessary. They must be entered in order left to right as the available values are dependent on the value in the previous field. You can click the Dropdown arrow in the field you are updating to view the available values.

3. Click the **Validate** icon to ensure your ChartFields were entered correctly. If you corrected a ChartField and it still appears as Required, click the Validate icon again.

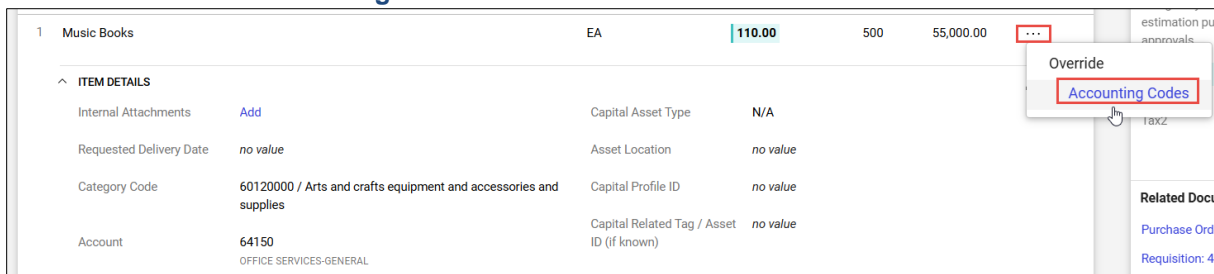
You can click the **Add Split** icon to add an additional ChartString line and indicate a percent or price distribution.

You can click the **Code Favorites** icon to select a favorite ChartString you created in your Profile.

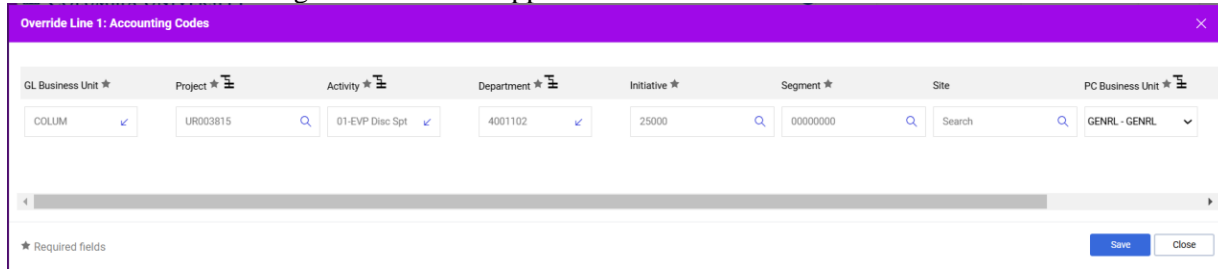
4. Click the **Save** button.

Changing the ChartString to a Specific Line of the Purchase Order

1. In the section for the Line that has the Accounting Code you want to change, click the **Line Item Actions** icon and select **Override Accounting Codes**.



The Override Accounting Codes window appears.



2. Edit and validate the ChartFields as instructed above.

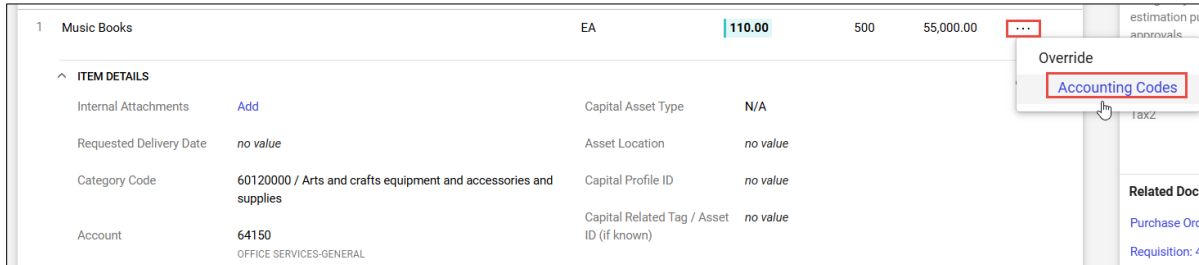
3. Click the **Save** button.

Purchase Order with Vouchers Against It

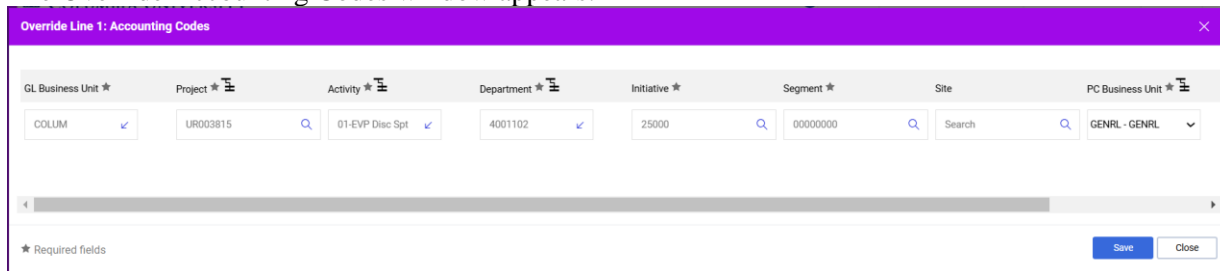
Accounting Codes (ChartStrings) cannot be modified for already vouchered amounts. Previously vouchered amounts retain the original accounting codes. You can only make changes to Purchase Order Line amounts that are unvouchered. Lines that are partially vouchered can be changed by adding a Split to the Accounting,

Changing the ChartString for an Unvouchered Line

1. In the section for the Line that has not yet been vouchered, click the **Line Item Actions** **...** icon and select **Override Accounting Codes**.



The Override Accounting Codes window appears.

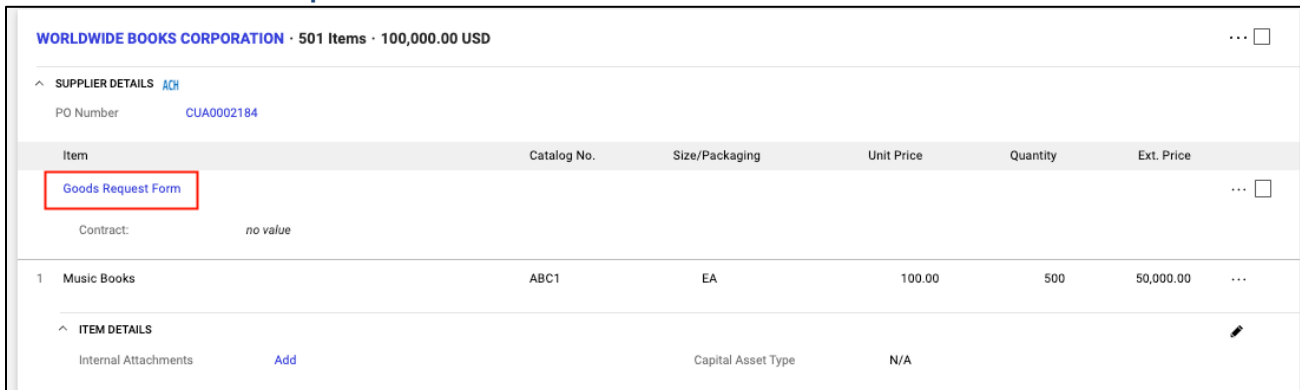


2. Edit and validate the ChartFields as instructed above.
3. Click the **Save** button.

Changing the ChartString for a Partially Vouchered Line

You cannot change the Accounting Code for any portion of a Line that is vouchered. Instead, you will create a new PO Line to account for the new Accounting Code for the portion that is unvouchered and reduce the original PO line(s) to reflect the vouchered amount. Follow the below steps once you have initiated a Change Request.

1. After initiating the Change Request, scroll down to the **Items** section of the Change Request screen and click the **Goods and Services Request Form** link.



2. The Goods and Services Request Form from the original request appears. Select the **Goods Items** or **Service Items** link to navigate to **Goods Items** or **Services Items** section of the form.

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Training Guide: Submitting Change Requests for Non-Catalog Purchase Orders

3. Reduce the line item to the vouchered amount. For a **Goods Item**, edit the **Unit Price** and/or **Quantity** for each **Line**, as necessary. For a **Service Item**, edit the **Unit Price** for each **Line**, as necessary.

4. Click the **Save on Change Request** button. Repeat for any other line items that have been vouchered.
5. When edits are complete, click the **Back to Change Request** link at the upper left corner of the form.

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Shop > Shopping > View Forms

Success
Successfully Saved Changes

Back to Change Request

Goods Request Form

Form Number 1068191
Purpose Procurement Request
Status On Document

Instructions
Suppliers ✓
Form Fields ✓
Purchasing Information ✓
Goods Items ✓
Services ✓
Required Attachments ✓
Review and Submit

Form Fields - Services

Request Actions | History ?

★ Response Is Required

▼ Instructions
Service Items
Service line items are set up as Amount only with the quantity always set to 1. Enter the total amount as the Unit Price. Complete all required fields.

▼ Service Item 1

Service Line 1

Service Description ★
Book Binding
988 characters remaining

Unit Price ★ 25,000.00 USD Quantity ★ 1 Total 25,000.00 USD

Unit of Measure ★ EA - Each

Service Start Date ★ 01/01/2025
mm/dd/yyyy

Service End Date ★ 01/31/2025
mm/dd/yyyy

Commodity Code ★ 93141703 - Art related services Edit

Line Item Type ★ Services

Would you like to add another service?
 Yes No

Previous Save on Change Request Next

The Change Request screen appears with the updated values highlighted.

251 Items

WORLDWIDE BOOKS CORPORATION · 251 Items · 50,000.00 USD

Supplier Details
PO Number CUA0002184

Item	Contract	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Music Books	no value	ABC1	EA	100.00	250	25,000.00
<p>ITEM DETAILS</p> <p>Internal Attachments Add Capital Asset Type N/A</p> <p>Requested Delivery Date no value Asset Location no value</p> <p>Category Code 60120000 / Arts and crafts equipment and accessories and supplies Capital Profile ID no value</p> <p>Account 64150 OFFICE SERVICES-GENERAL Capital Related Tag / Asset ID (if known) no value</p> <p>Budget Year no value</p>						
2 Book Binding			EA	25,000.00	1	25,000.00
<p>ITEM DETAILS</p> <p>Service Start Date 2025-01-01 Capital Asset Type N/A</p> <p>Service End Date 2025-01-31 Requested Delivery Date no value Asset Location no value</p> <p>more info... Category Code 93141703 / Art related services Capital Profile ID no value</p> <p>Account 64505 CONSULTANTS-GENERAL Capital Related Tag / Asset ID (if known) no value</p> <p>Budget Year no value</p>						

- Click the **Actions** ... icon and select **Add Non-Catalog Item**. This is used to add the remaining amount to be vouchered and update the ChartFields.

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- Enter details from Line 1, adjusting for the remaining amount to be vouchered on this PO. Click **Save** if there are no additional lines or **Save and Add Another** if there were multiple lines on the PO that require a ChartField change.

- The new lines are added to the Change Request and highlighted. Click the **pencil icon** on the line item or the **Required** error message to add the Category Code.

- Enter the **Category Code** applicable for the new line. Unless a different category code is desired, use the category code from the original line. Click **Save** and the **Account** will default based on the category code selected.

Edit Line 3: Item Details

3 new account code for music books EA 100.00 250 EA 25,000.00

Contract: Capital Asset Type * N/A

Requested Delivery Date: mm/dd/yyyy Asset Location: Search

Category Code * Capital Profile ID: Search

Account * Capital Related Tag / Asset ID (if known):

Budget Year:

Save Close

- To edit the ChartFields (Accounting Codes) for the new line to be something other than the original default ChartFields, click **Line Item Actions** icon and select **Override Accounting Codes**.

This line item has been added

3 new account code for music books EA 100.00 250 EA 25,000.00

Summary

ITEM DETAILS

Contract: no value Capital Asset Type: N/A

Internal Attachments: Add Asset Location: no value

Requested Delivery Date: no value Capital Profile ID: no value

Category Code: 60120000 / Arts and crafts equipment and accessories and supplies Capital Related Tag / Asset ID (if known): no value

Account: 64150 OFFICE SERVICES-GENERAL

Budget Year: no value

Override Accounting Codes

Total (100,000)

Shipping, Handling and charged here are for e and workflow

Subtotal Tax1

- Enter the desired ChartFields for this line and click the **Validate** icon to ensure your ChartFields were entered correctly. Click the **Save** button.

Override Line 3: Accounting Codes

GL Business Unit *	Project *	Activity *	Department *	Initiative *	Segment *	Site
COLUM	UR004672	01-GI Funding	1403102	00000	00000000	Search

* Required fields

Save Close

The updated ChartFields (**Accounting Codes**) for the line are highlighted in green.

This line item has been added

3 new account code for music books EA 100.00 250 EA 25,000.00

ITEM DETAILS

Contract: no value Capital Asset Type: N/A
Internal Attachments: Add Asset Location: no value
Requested Delivery Date: no value Capital Profile ID: no value
Category Code: 60120000 / Arts and crafts equipment and accessories and supplies Capital Related Tag / Asset ID (if known): no value
Account: 64150 OFFICE SERVICES-GENERAL
Budget Year: no value

ACCOUNTING CODES Values have been overridden for this line

GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	PC Business Unit	AM Business Unit
COLUM Columbia University	UR004672 GI Funding	01-GI Funding GI Funding	1403102 FHR Human Resources	00000 Undefined Initiative	00000000 Undefined Segment	no value	GENRL GENRL	COLUM Columbia University

Repeat these steps for any additional **Non-Catalog Line Items** added to the change request, as needed.

Uploading Attachments

You may need upload Attachments to the Change Request, such as an Invoice, revised Scope of Work, Proposal, Certificate of Insurance, etc. showing the revised price.

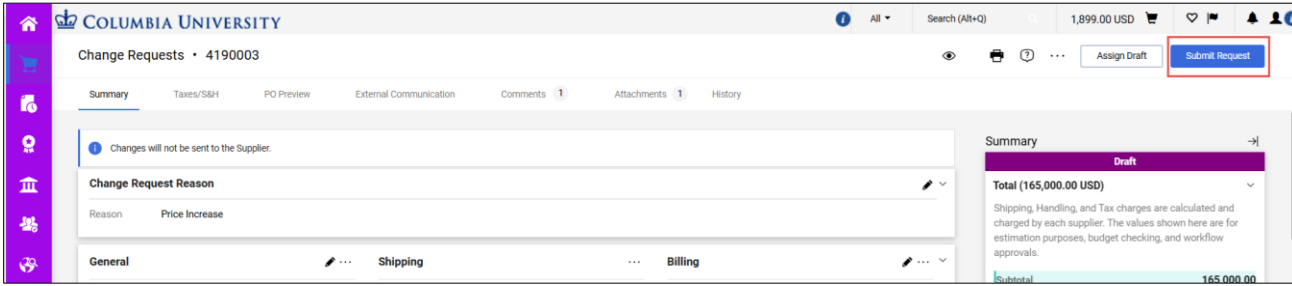
1. Click the **Attachments** tab.

2. Click the **Add Internal Attachment**. The Add Attachments window appears.

3. Drag and drop your file to the **File(s)** section or click the Browse link to locate and upload your file. You can add additional documentation to this window, if needed.
4. Click the **Save Changes** button.

Submitting the Change Request

After completing all required fields and attaching necessary documents, click the **Submit Request** button.



The Change Request Submitted confirmation appears.

Viewing Your Draft and Submitted Change Requests

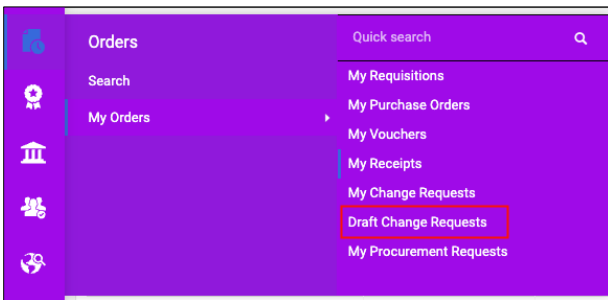
Viewing Draft Change Requests (and Deleting Draft Change Requests)

If you have a Change Request that is in progress, you can view and resume your Change Request from the **Draft Change Requests** list.

Any Change Request you submitted that was returned as part of approval workflow will be returned to Draft Status and be available from the Draft Change Requests list. If any Request has been returned to you, you will receive a Notification indicated by the **Notification** bell icon in the upper right corner of the Marketplace screen.

To delete a Draft Change Request, you must do so from the Draft Change Request list.

From the **Navigation Menu**, select **Orders > My Orders > Draft Change Requests**.

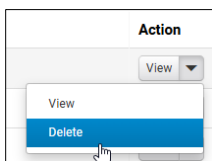


The Draft Change Requests screen appears.

The screenshot shows the 'Draft Change Requests' screen with a table of requests. The table has columns for Change Request Number, Date Created, Created By, PO Number, PO Owner, Supplier, and Action.

Change Request Number	Date Created	Created By	PO Number	PO Owner	Supplier	Action
4187326	12/19/2024	Eric Zaretsky	CJA0001616	Laura Barnhart	SPW INDUSTRIAL	View
4187336	12/19/2024	Eric Zaretsky	CJA0001641	Emilee Rosa	ACCREDITATION BOARD FOR ENGINEERING	View
4187396	12/19/2024	Eric Zaretsky	CJA0001639	Emilee Rosa	SPW INDUSTRIAL	View
4189031	12/20/2024	Eric Zaretsky	CJA0001640	Emilee Rosa	WORLDWIDE BOOKS CORPORATION	View
4194308	1/2/2025	Eric Zaretsky	CJA0002106	Joshua Sakolsky	SPW INDUSTRIAL	View

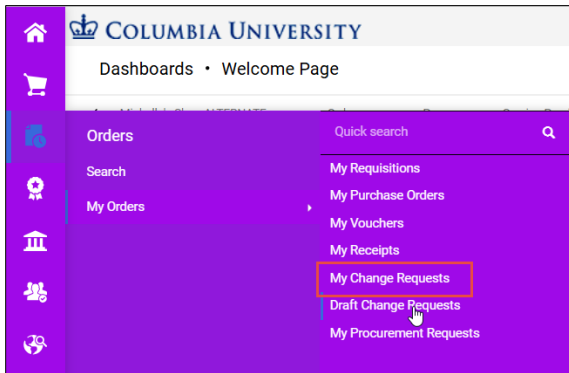
- Click the link for the **Change Request Number** for the Change Request you wish to resume working on.
- Click the Action dropdown to **Delete** a Draft Change Request.



Viewing My Change Requests

To view the status the Change Requests that you submitted, navigate to **My Change Requests**.

From the **Navigation Menu**, select **Orders > My Orders > My Change Requests**.



The Search Change Requests screen appears.


The screenshot shows the 'Search Change Requests' screen. It displays a table with 6 results. The table columns are: Change Request No., Supplier, Prepared For, Submitted Date, Change Request Status, Total Amount, Original PO Total, Amount of Change, and PO Number. The status of each request is indicated by a colored pill: green for 'Completed' and blue for 'Pending'.

Change Request No.	Supplier	Prepared For	Submitted Date	Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
4197446	WORLDWIDE BOOKS CORPORATION	[Redacted]	1/8/2025 11:45:42 AM	Completed	100,000.00 USD	100,000.00 USD	0.00 USD	CUA0001933
4197168	ACCREDITATION BOARD FOR ENGINEERING	[Redacted]	1/7/2025 2:35:32 PM	Pending	120,000.00 USD	100,000.00 USD	20,000.00 USD	CUA0001720
4197146	WORLDWIDE BOOKS CORPORATION	[Redacted]	1/7/2025 2:26:18 PM	Pending	100,000.00 USD	100,000.00 USD	0.00 USD	CUA0001940
4197138	WORLDWIDE BOOKS CORPORATION	[Redacted]	1/7/2025 1:52:34 PM	Pending	150,000.00 USD	100,000.00 USD	50,000.00 USD	CUA0001942
4192785	ACCREDITATION BOARD FOR ENGINEERING	[Redacted]	12/30/2024 1:11:03 PM	Completed	120,000.00 USD	100,000.00 USD	20,000.00 USD	CUA0001718
4192784	WORLDWIDE BOOKS CORPORATION	[Redacted]	12/30/2024 1:09:54 PM	Completed	150,000.00 USD	100,000.00 USD	50,000.00 USD	CUA0001937

Click the link for the **Change Request No.** to view the Change Request.

The screenshot shows the detail page for Change Request 4205689. The 'Summary' tab is active. The 'Change Request Reason' is 'testing'. The 'General' section shows the status as 'Pending' and the submission date as 1/17/2025 9:51 AM. The 'Shipping' and 'Billing' sections provide contact and address information for Arben Balazhi. A 'Withdraw Change Request' button is highlighted with a red box in the top right corner. A workflow diagram on the right shows the status of various steps: Submitted, Req Validation (Pending - Automated), Dept Approval \$1000 - \$2500 (Future), Purchasing Approval (Future), and Final Req Validation (Future).

The **Summary** pane will display the approval workflow status. You can click the **Withdraw Change Request** button to remove the Change Request from approval workflow and return it to Draft status.

If your Change Request has been **Returned**, you will receive a **Notification** (the Notification  icon will indicate that you have a Notification) and the Summary pane will indicate this status. View the **Comments** tab for details.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>