

Change Quantity or Dollar Amount: Current Purchase Order

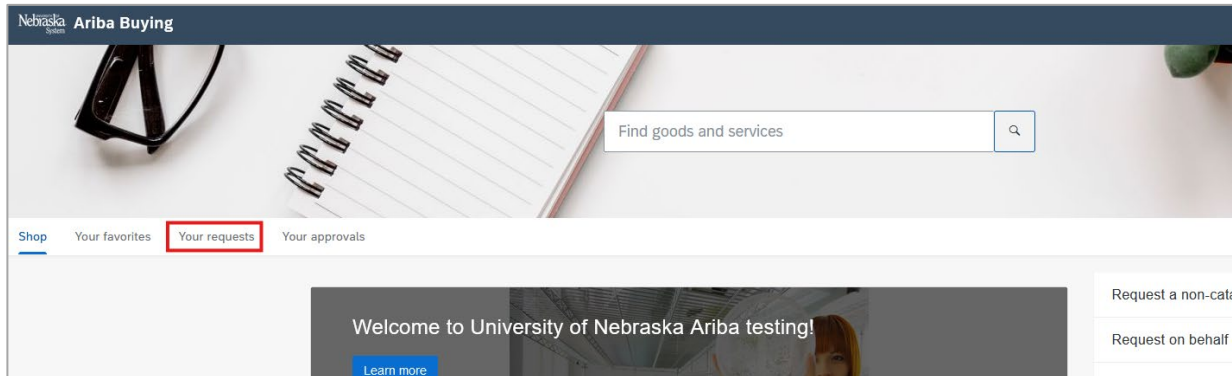
Updated October 9, 2025

PURPOSE

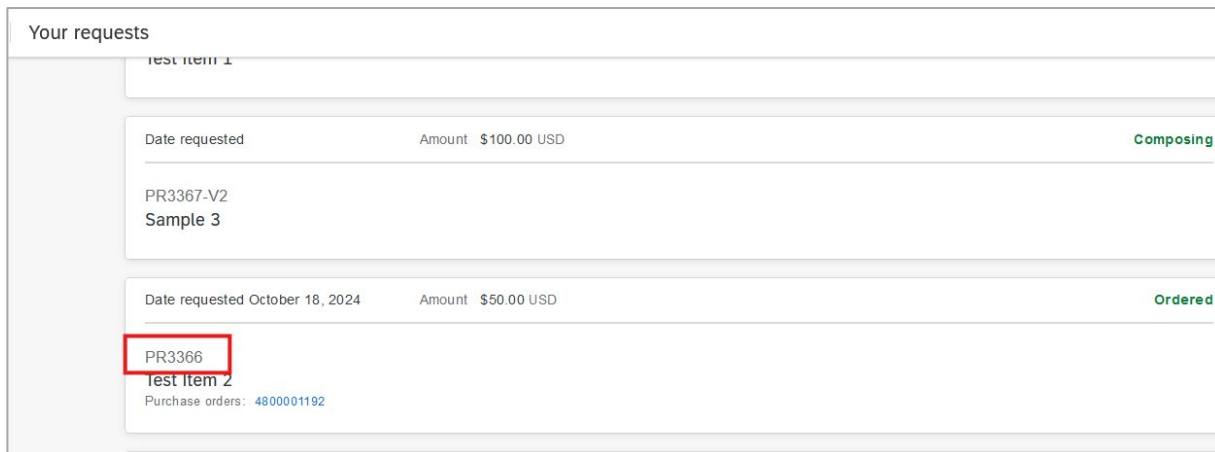
Change the quantity or dollar amount on a current purchase order in SAP Ariba.

PROCEDURE

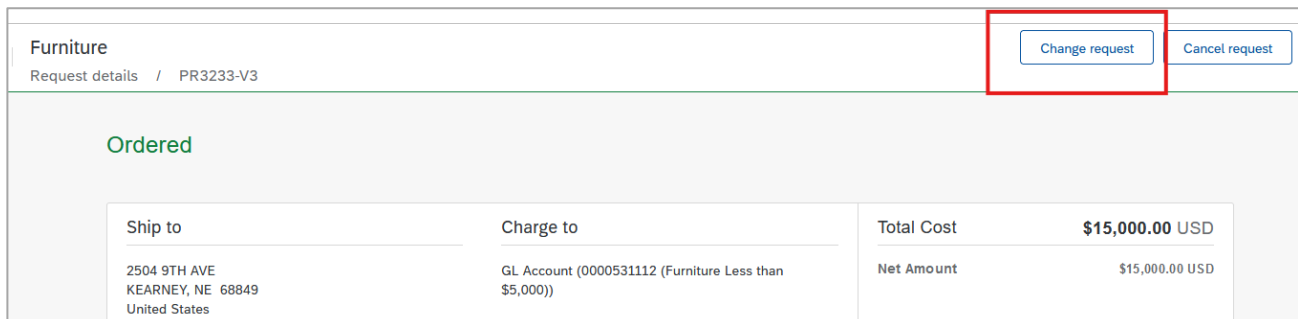
Click *Your Requests*.



To make a change, click on the PR Number of the purchase order.



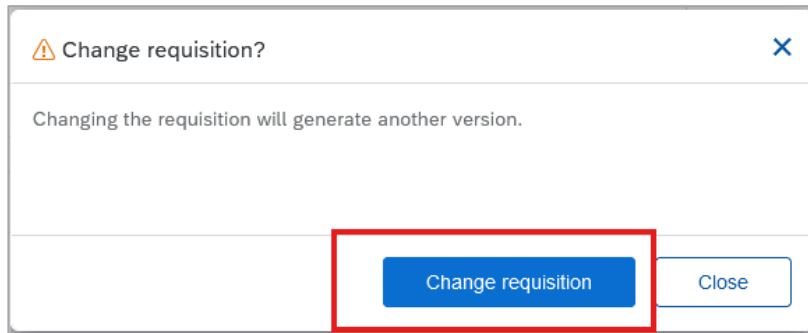
Click *Change Request*.



Change Quantity or Dollar Amount: Current Purchase Order

Updated October 9, 2025

A pop-up box appears. Click *Change Requisition*.

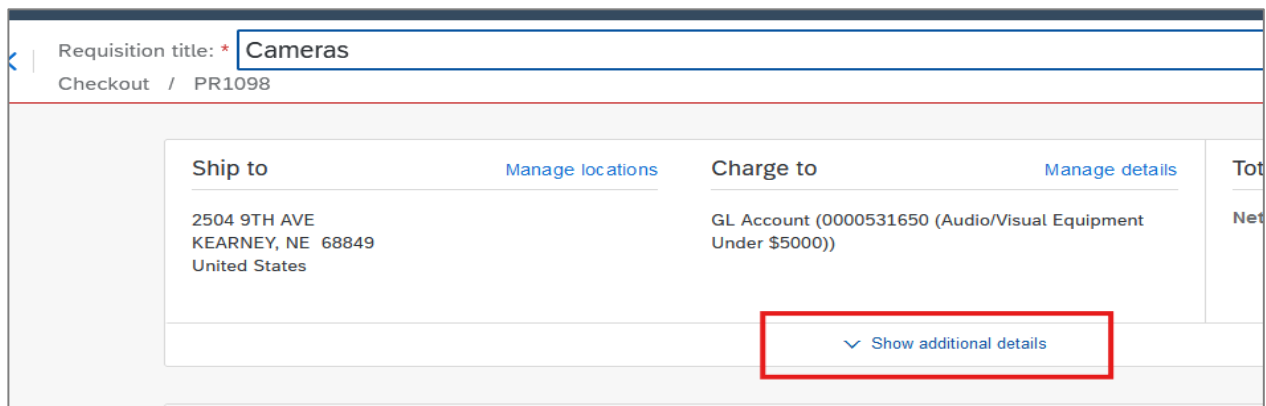


⚠ Change requisition? X

Changing the requisition will generate another version.

Change requisition Close

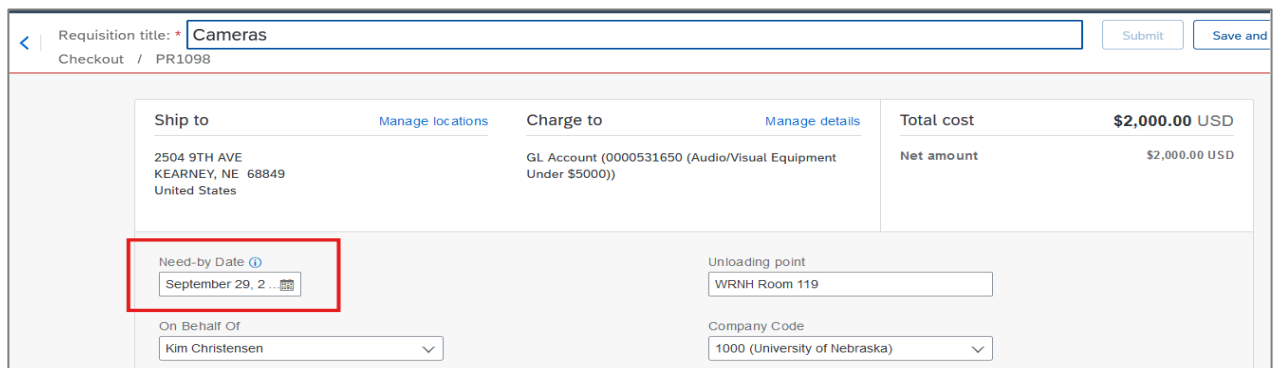
Click *Show Additional Details* to change the “Need By Date” if it is in the past.



Requisition title: * Cameras
Checkout / PR1098

Ship to	Manage locations	Charge to	Manage details	Total
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		Net
Show additional details				

Update the *Need By Date* to a future date.



Requisition title: * Cameras
Checkout / PR1098

Ship to	Manage locations	Charge to	Manage details	Total cost
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		\$2,000.00 USD
Net amount				\$2,000.00 USD

Need-by Date ⓘ
September 29, 2025

Unloading point
WRNH Room 119

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

Change Quantity or Dollar Amount: Current Purchase Order

Updated October 9, 2025

-  Note: when a Change Order is complete, an updated PO will automatically be sent to the supplier, however this option can be suppressed. Select Yes to Suppress Order (supplier will not receive an update) or leave the default selection as No to send the updated PO to the supplier.

Requisition title: * **SBI - Stools**
Submit

Checkout / PR165601-V4

Ship to Manage locations	Charge to Manage details	Total cost \$2,512.2600 USD
2504 9TH AVE, KEARNEY- 2 Items 6203 UNIVERSITY DRIVE N - DOCK, OMAHA- 1 Item	GL Account (0000531101 (Office Equipment Under \$10,000))	Net amount \$2,512.2600 USD

Need-by Date ⓘ
September 19, 2...

Unloading point
Cris Library

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

Suppress Order ⓘ
☒ Yes ☐ No

Attn to
Beau Mainack

Click the > to allow changes to the line.

ion title: * **Tires**
Submit
Save and

ut / PR3580-V4

Ship to Manage locations	Charge to Manage details	Total cost \$1,699.9400 USD
2504 9TH AVE KEARNEY, NE 68849 United States	GL Account (0000534100 (Auto Supplies/ Accessories/Parts))	Net amount \$1,699.9400 USD

Show additional details

Items (2)

	Quantity	Price	Net Amount
>  Tires 0000147036 (MIDWEST MACHINERY & SUPPLY CO)	4	\$349.9900 USD	\$1,399.9600 USD
	Unit of Measure each		Gross Amount ⓘ \$1,399.9600 USD

Change Quantity or Dollar Amount: Current Purchase Order

Updated October 9, 2025

Click *Line Item Form Details* and select *Edit Line Item Form*.

	Quantity	Price	Net Amount
 Tires 0000147036 (MIDWEST MACHINERY & SUPPLY CO)	4	\$349.9900 USD	\$1,399.9600 USD
Unit of Measure each			Gross Amount ⓘ \$1,399.9600 USD

Name Tires	Vendor 0000147036 (MIDWEST MACHINERY & ... ▼
Description 22" Truck Tires	Contact MIDWEST MACHINERY & SUPPLY CO ▼ PO BOX 703 MILFORD, NE 68405-0703 United States
Supplier Part Number N/A	Supplier Part Auxiliary ID

✓ Line Item Form Details
Edit Line Item Form

> Accounting GL Account (0000534100 (Auto Supplies/Accessories/Parts))

Change the quantity and/or dollar amount. Click **Save** when complete.

Product Name *

Description *

Catalog Number *

Category *
 Commercial and Military and Private Vehicles and their Accessories and Components

Quantity *

Unit Price *

Unit Of Measure *

User Defined Field

Save Cancel

Click *Submit*.

Once submitted the PR will route for necessary approvals. For questions regarding this process, please contact P2P@nebraska.edu.