Change Quantity or Dollar Amount: Current Purchase Order

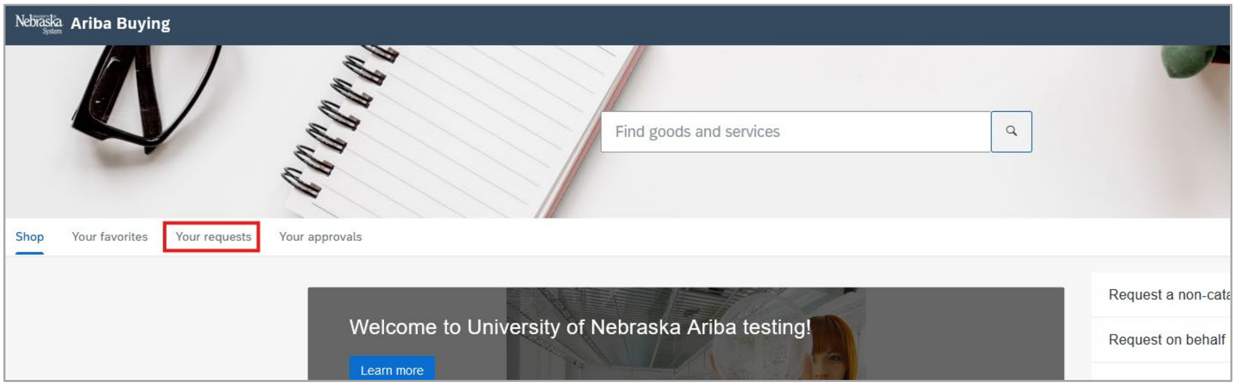
Updated October 9, 2025

PURPOSE

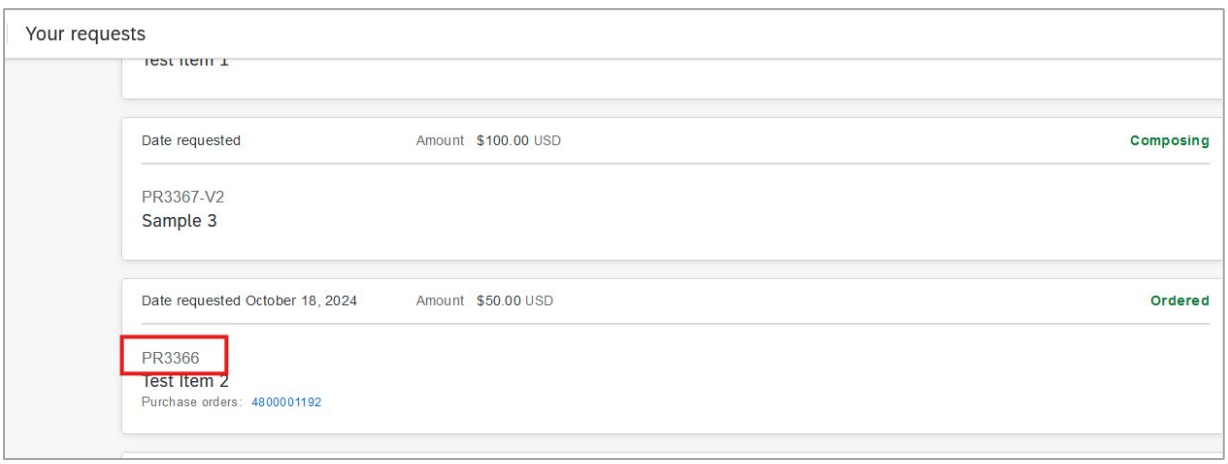
Change the quantity or dollar amount on a current purchase order in SAP Ariba.

PROCEDURE

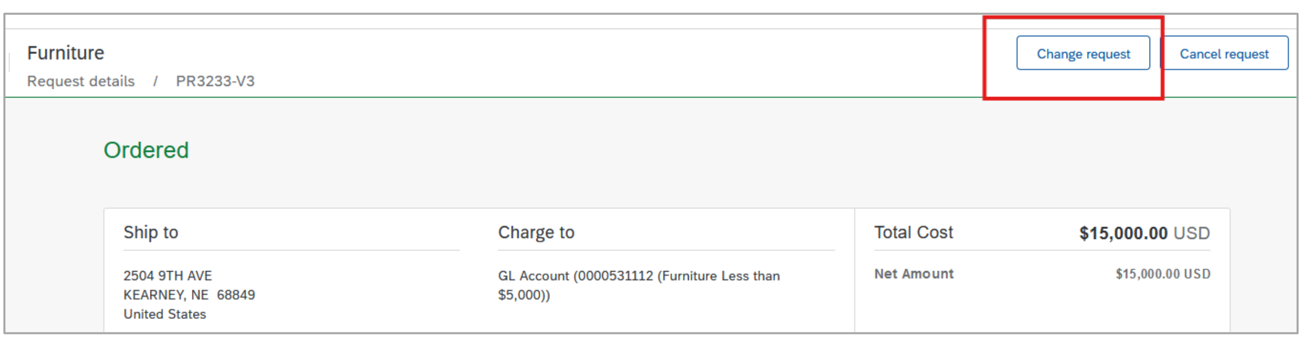
Click *Your Requests*.



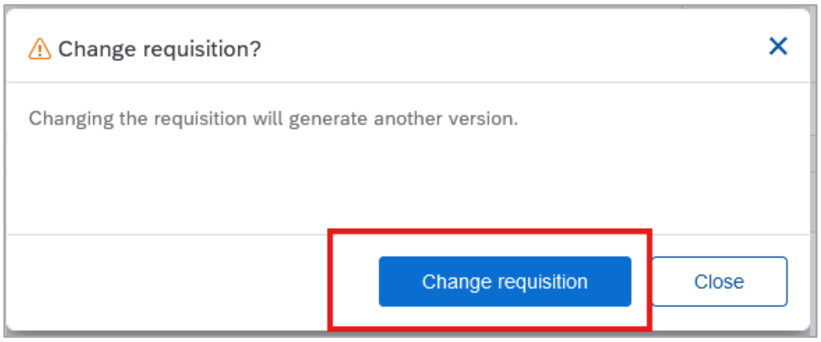
To make a change, click on the PR Number of the purchase order.



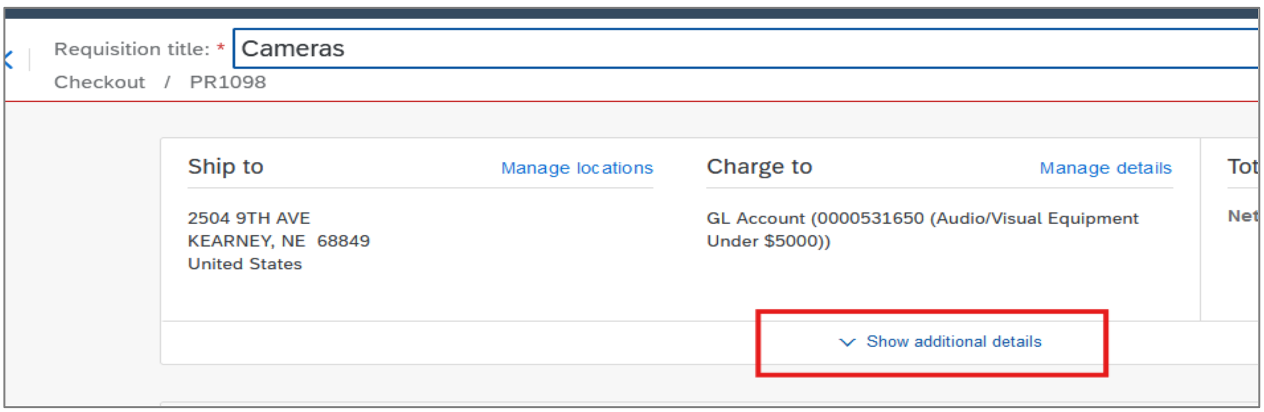
Click *Change Request*.



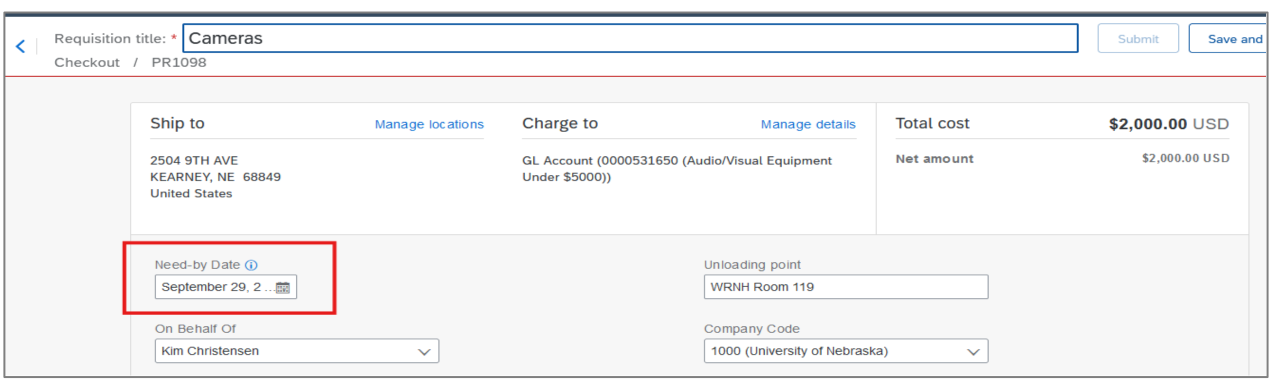
A pop-up box appears. Click *Change Requisition.*



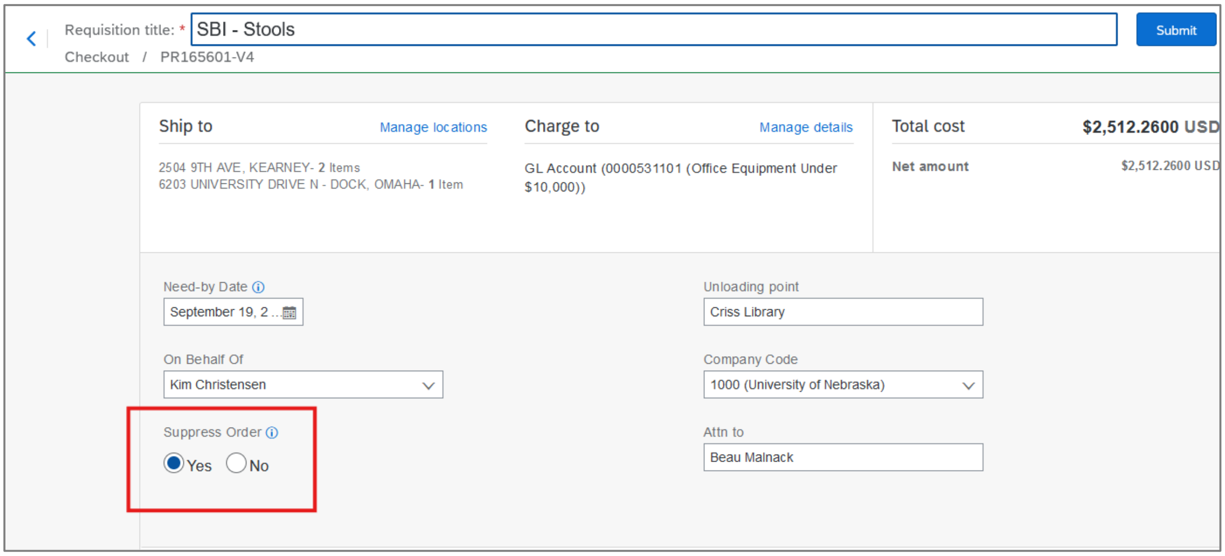
Click *Show Additional Details* to change the "Need By Date" if it is in the past.



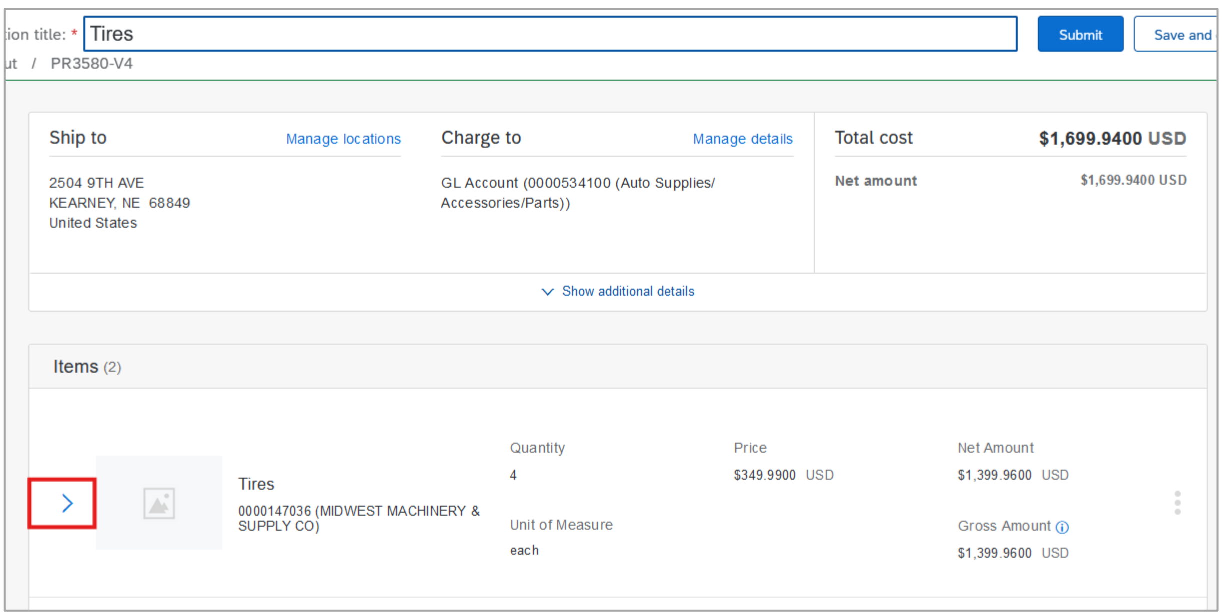
Update the *Need By Date* to a future date.



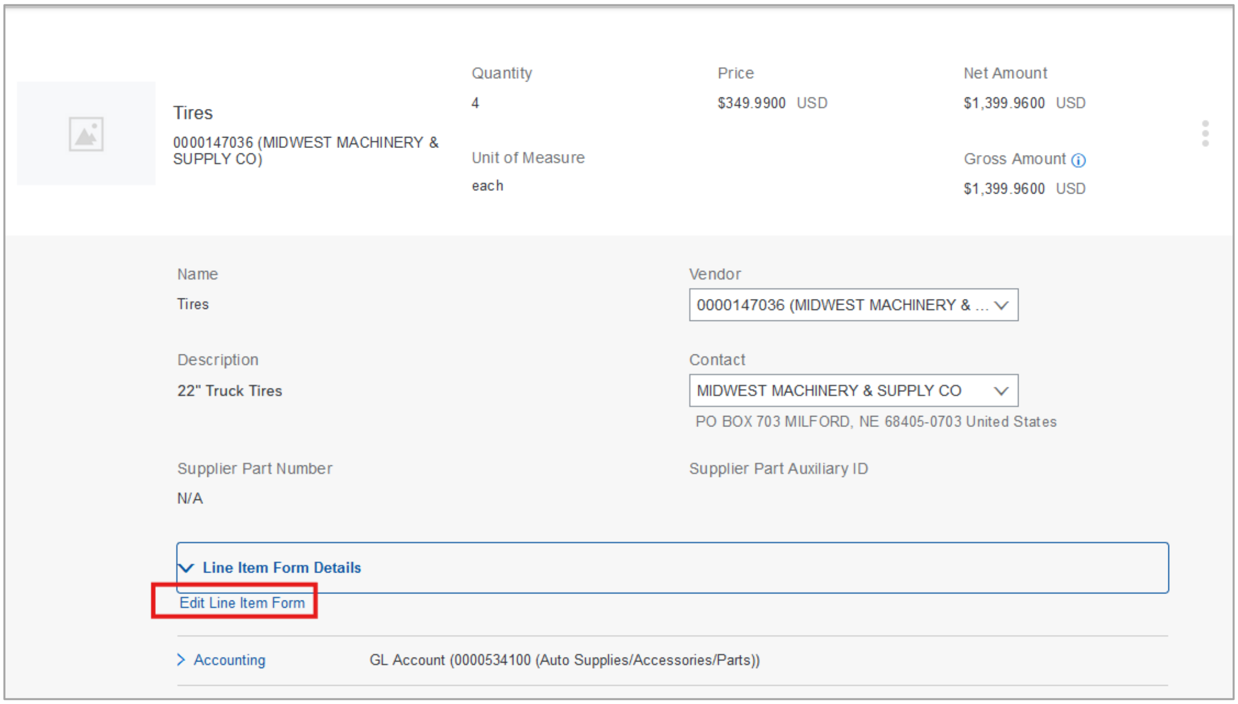
Note: when a Change Order is complete, an updated PO will automatically be sent to the supplier, however this option can be suppressed. Select *Yes* to Suppress Order (supplier will not receive an update) or leave the default selection as *No* to send the updated PO to the supplier.



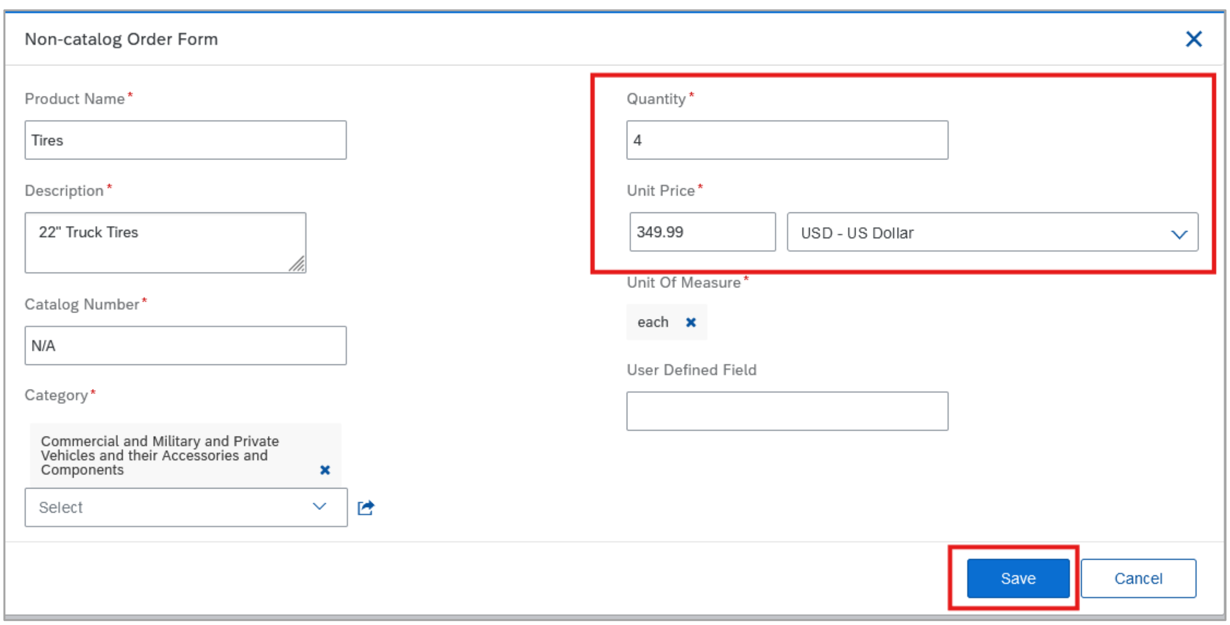
Click the > to allow changes to the line.



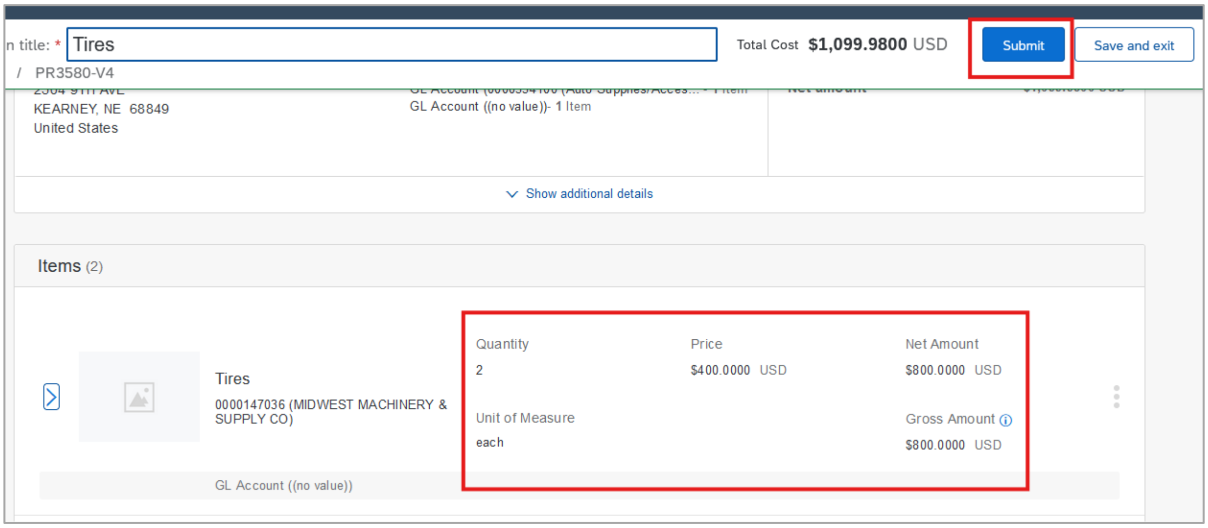
Click *Line Item Form Details* and select *Edit Line Item Form.*



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



Click *Submit.*



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

