

Change Quantity or Dollar Amount: Current PO

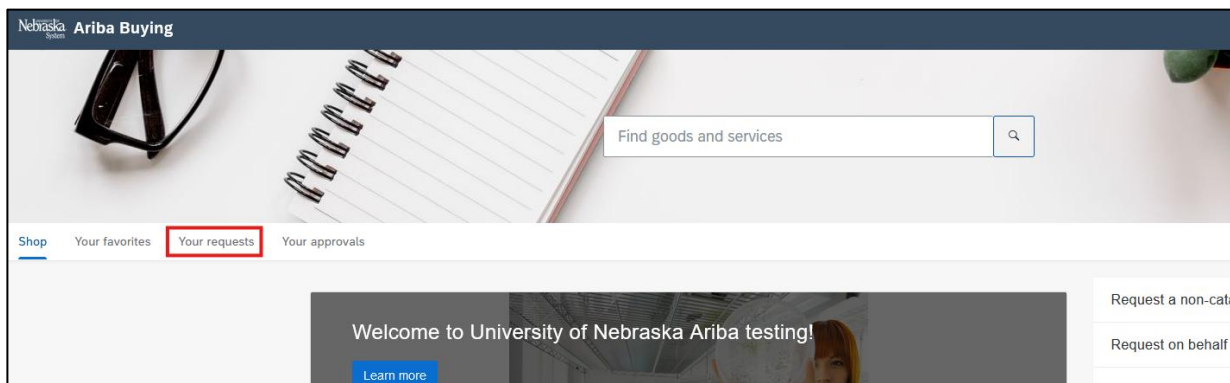
Updated February 27, 2026

Purpose

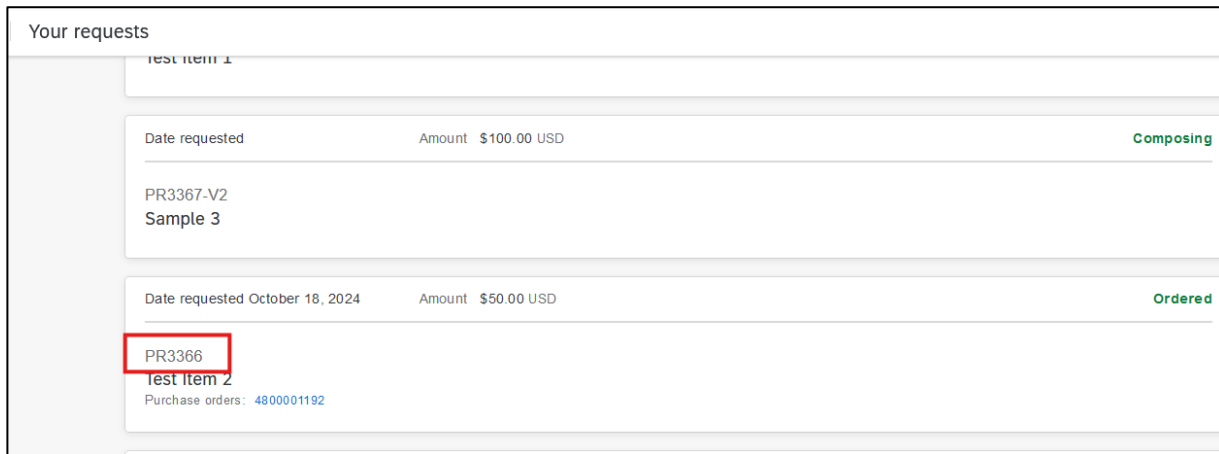
Change the quantity or dollar amount on a current purchase order in SAP Ariba.

Procedure

Click **Your Requests**.



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



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Click **Change Request**.

Furniture
Request details / PR3233-V3

Change request Cancel request

Ordered

Ship to	Charge to	Total Cost	\$15,000.00 USD
2504 9TH AVE KEARNEY, NE 68849 United States	GL Account (0000531112 (Furniture Less than \$5,000))	Net Amount	\$15,000.00 USD

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	Tot
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		Net

Show additional details

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

Requisition title: *Cameras
Checkout / PR1098

Ship to 2504 9TH AVE KEARNEY, NE 68849 United States	Manage locations	Charge to GL Account (0000531650 (Audio/Visual Equipment Under \$5000))	Manage details	Total cost Net amount	\$2,000.00 USD \$2,000.00 USD
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Need-by Date ⓘ
September 29, 2025

Unloading point
WRNH Room 119

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

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
Checkout / PR165601-V4

Ship to 2504 9TH AVE, KEARNEY- 2 Items 6203 UNIVERSITY DRIVE N - DOCK, OMAHA- 1 Item	Manage locations	Charge to GL Account (0000531101 (Office Equipment Under \$10,000))	Manage details	Total cost Net amount	\$2,512.2600 USD \$2,512.2600 USD
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Need-by Date ⓘ
September 19, 2025

Unloading point
Cris Library

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

Suppress Order ⓘ
 Yes No

Attn to
Beau Mainack

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Click the expand arrow on the left-hand side of the line item entry to allow changes to the line.

Line item title: * Submit Save and

PO / PR3580-V4

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

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

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

Name Tires	Vendor <input type="text" value="0000147036 (MIDWEST MACHINERY & ..."/>
Description 22" Truck Tires	Contact <input type="text" value="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))

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

Non-catalog Order Form

Product Name *
Tires

Description *
22" Truck Tires

Catalog Number *
N/A

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

Quantity *
4

Unit Price *
349.99 USD - US Dollar

Unit Of Measure *
each

User Defined Field

Save Cancel

Check that the changes made to the order are correct. Then click **Submit**.

Item title: * Tires Total Cost \$1,099.9800 USD Submit Save and exit

2004 STATE KEARNEY, NE 68849 United States

GL Account ((no value))- 1 Item

Show additional details

Items (2)

Quantity	Price	Net Amount
2	\$400.0000 USD	\$800.0000 USD
Unit of Measure		Gross Amount ⓘ
each		\$800.0000 USD

GL Account ((no value))

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