UC Merced Procurement Services

CatBuy
PO Change Request

Order Classes
PO Change Request

UC Merced Procurement Services
CatBuy PO Change Request

CatBuy PO Change Requests can be submitted for

Order Class	Description
B	Restricted [Departmental] Blanket Agreements
C	Consultant Agreements
H	Long Term Leases / Rentals
P	Purchase Orders

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CatBuy PO Change Request

The procedure for remainder of the Procurement Services generated POs will remain the same

Order Class	Description
G	Sub Grants Sub Awards

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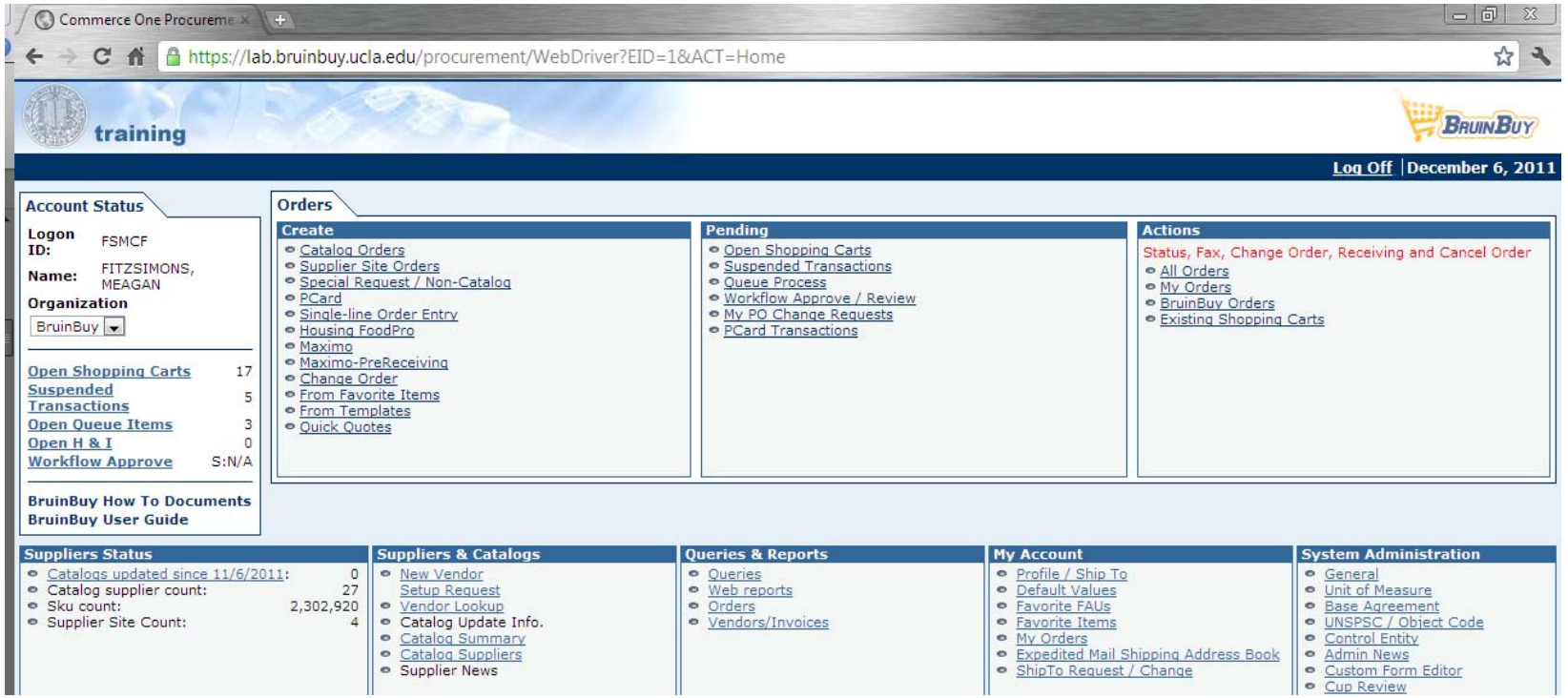
CatBuy PO Change Request

Accessing the PO Change Request from the Home Page



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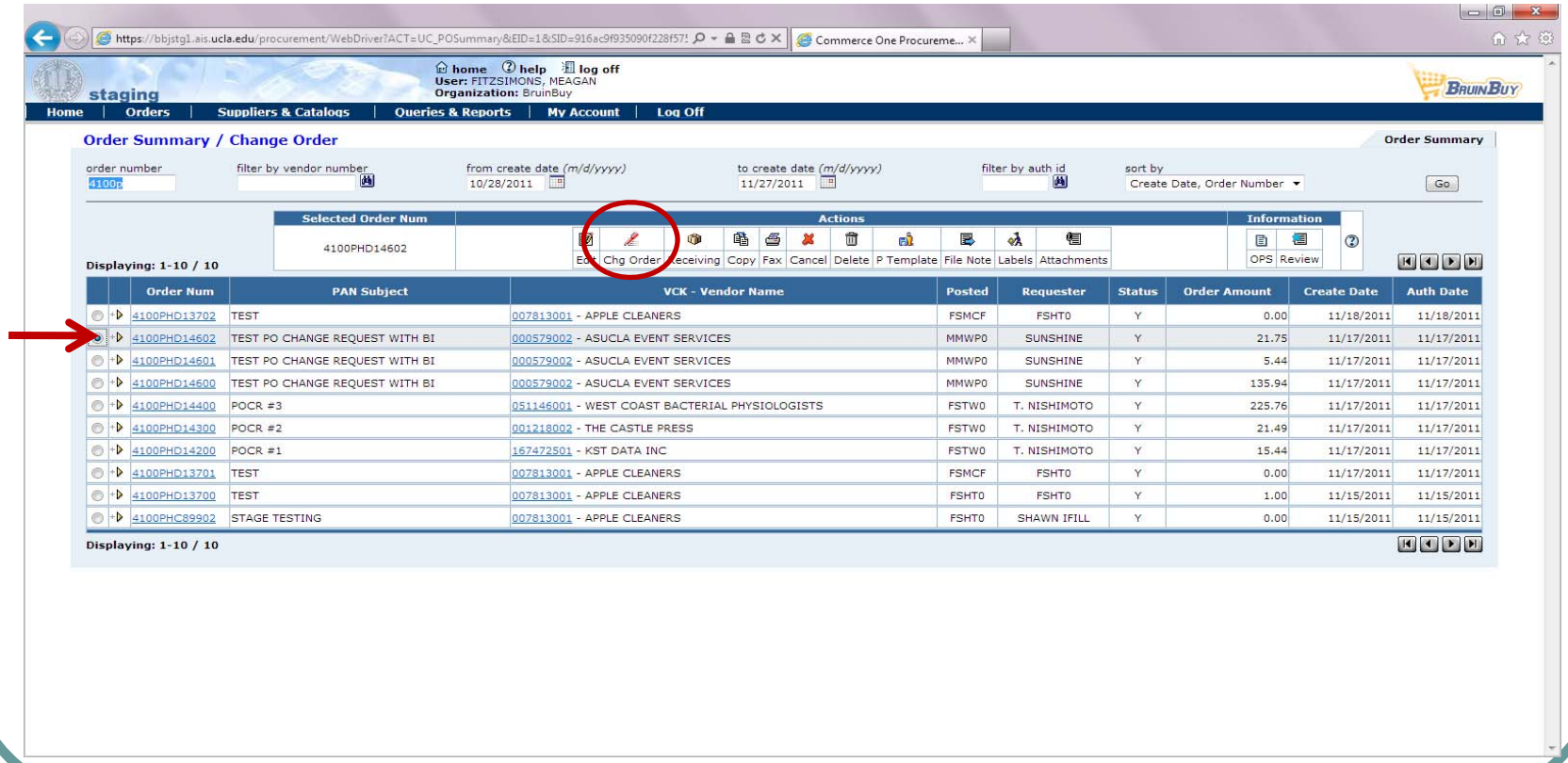
CatBuy PO Change Request

Select the PO you want changed and click the Chg Order icon



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CatBuy PO Change Request

There are 4 PO Change Request options:

Change FAU Only	**Request for an FAU change only**
Change Scope	**Request for other changes**
Add Attachments Only	**Request to add Attachment**
(this will not be used by UC Merced)	
Close PO	**Request to close the PO**

There is also a Notes/Comments section to include any details

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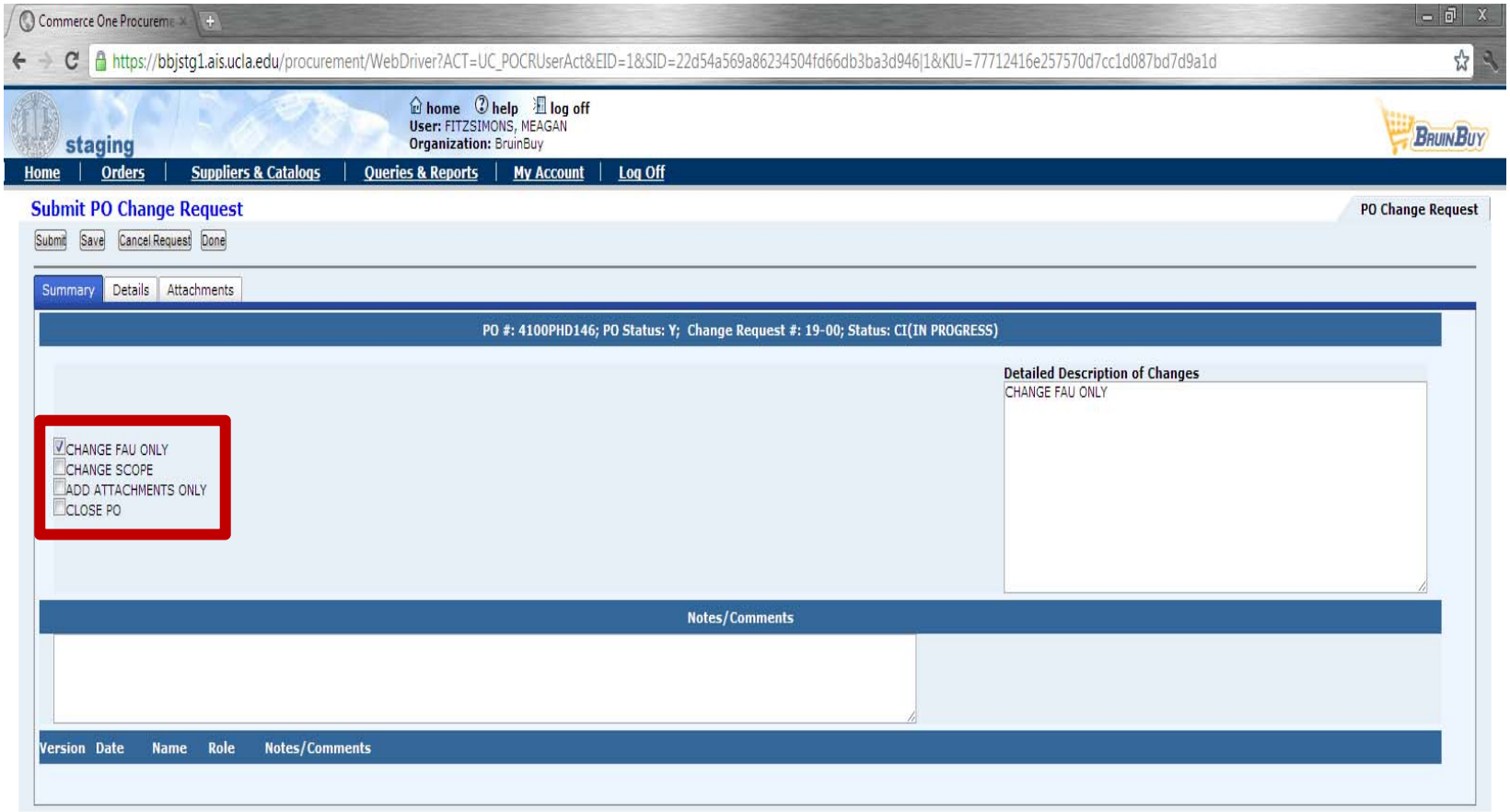
CatBuy PO Change Request



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CatBuy PO Change Request

Change FAU Only

Click the Details Tab

Click the Change Header/Line FAU icon

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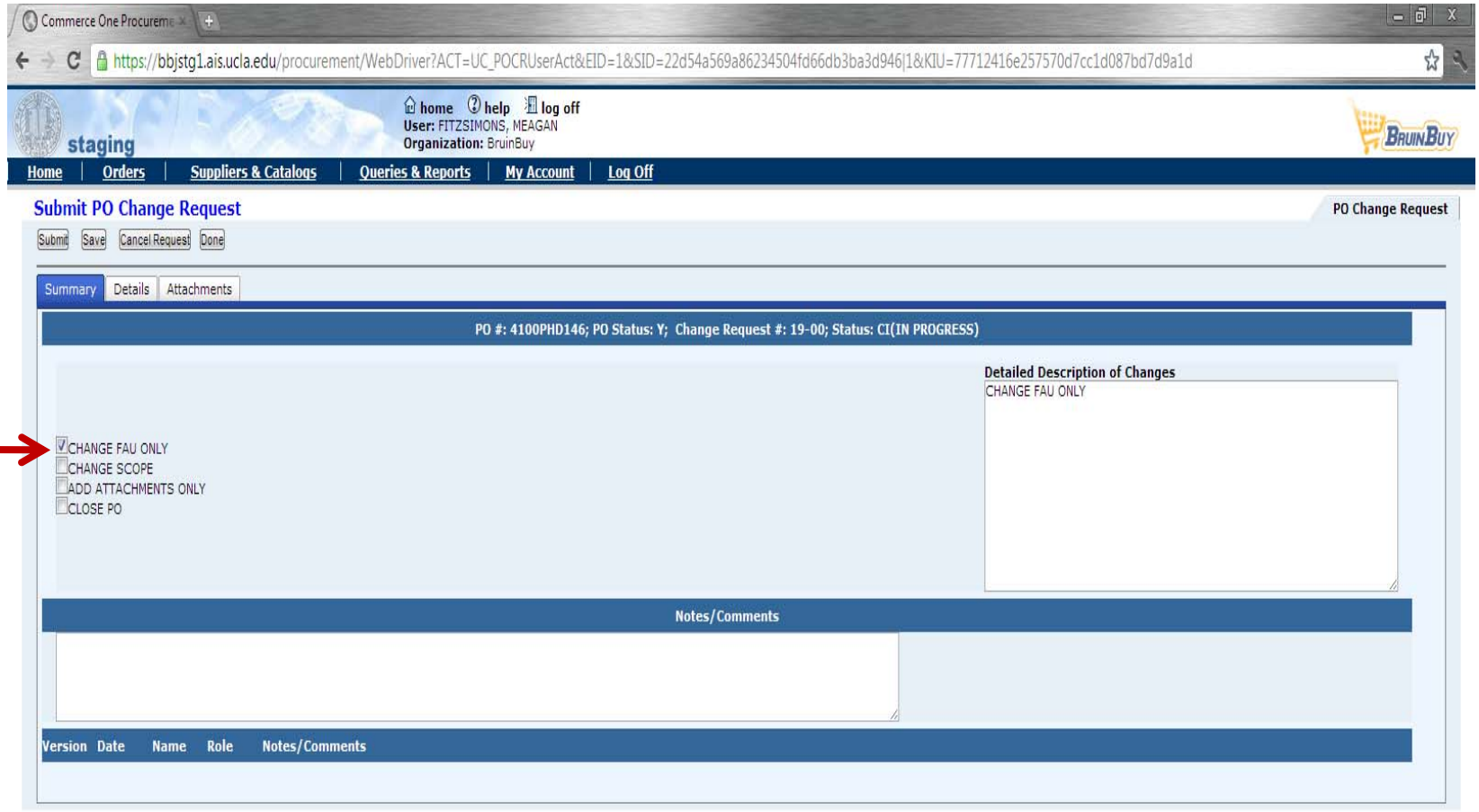
CatBuy PO Change Request



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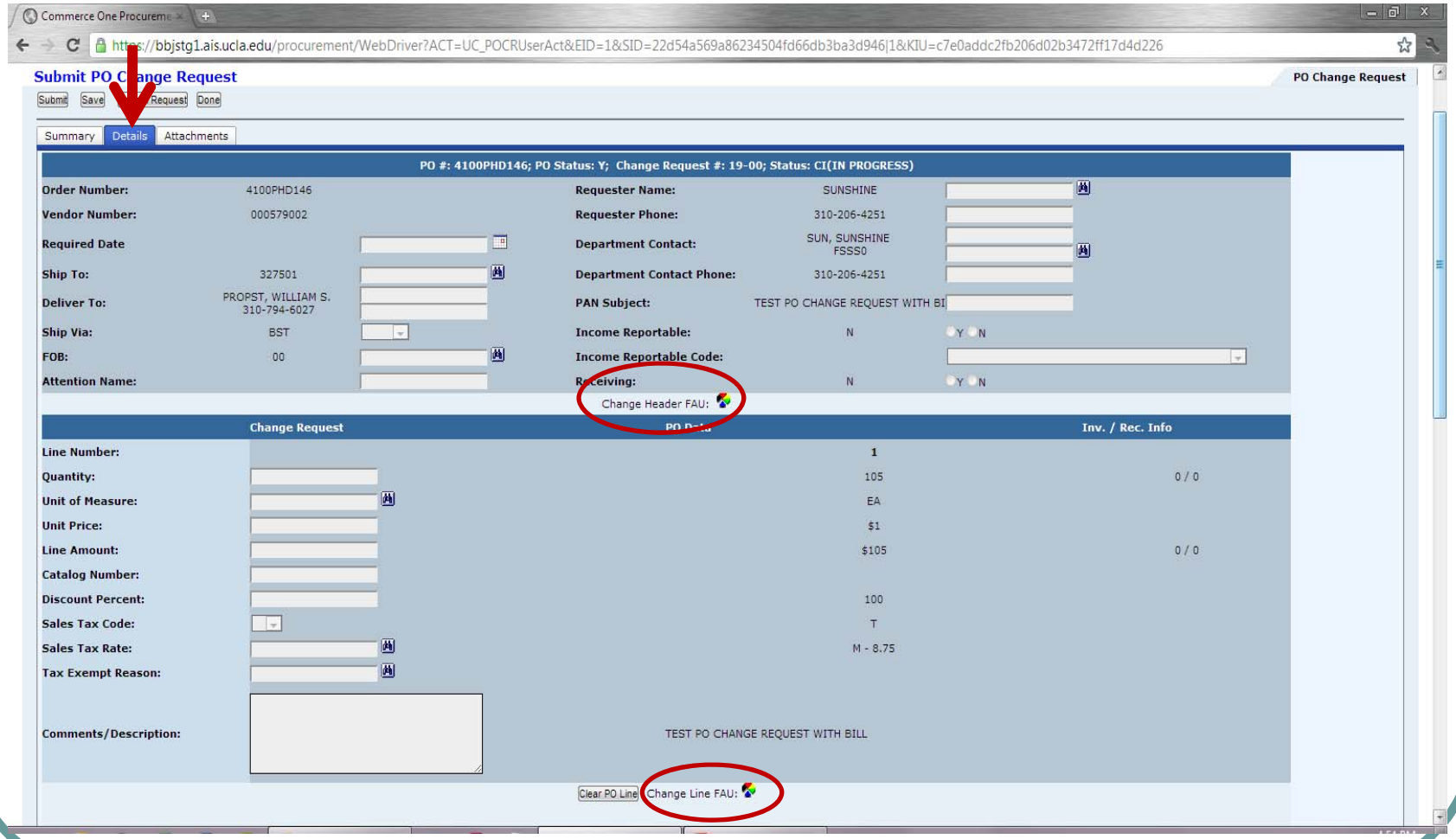
CatBuy PO Change Request



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CatBuy PO Change Request

Change FAU Only

On the Change Line FAU web page

Make Changes

Click Save and Close

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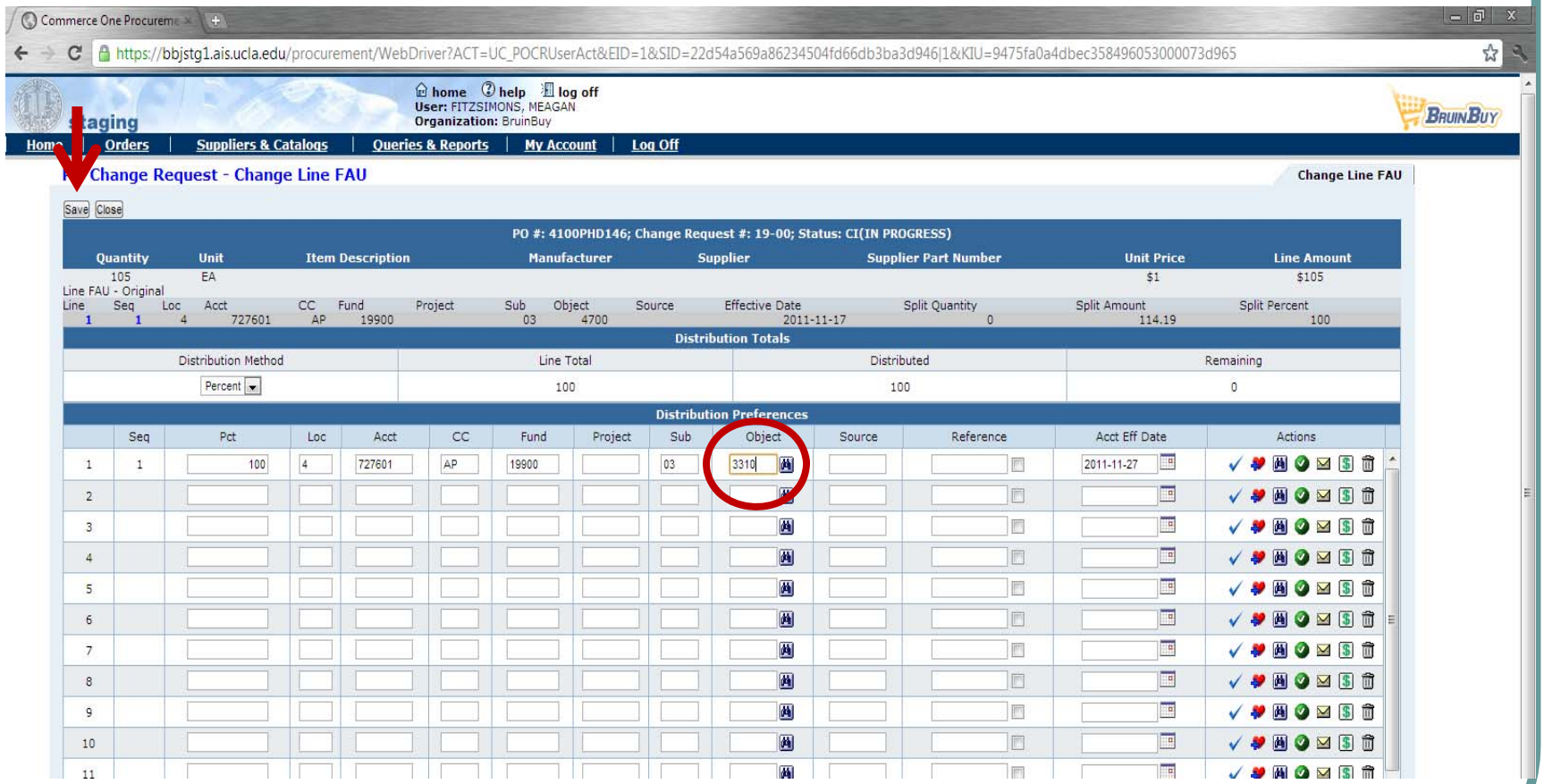
CatBuy PO Change Request



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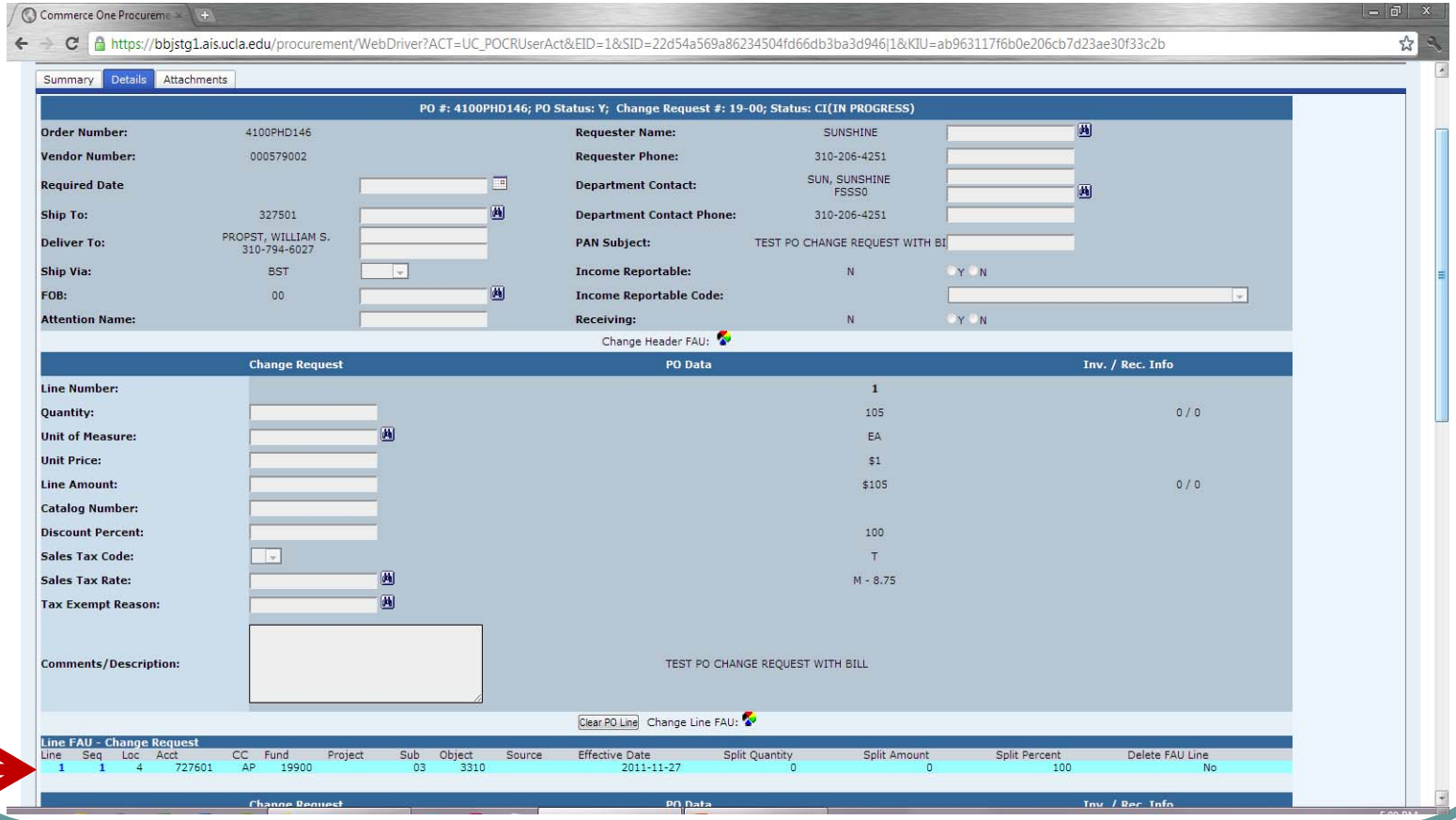
CatBuy PO Change Request

The Requested FAU Change is shown highlighted in light blue



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CatBuy PO Change Request

Change Scope

Click the Details Tab

- **Add a PO Line**
- **Delete a PO Line**
- **Change Quantity**
- **Change Pricing**

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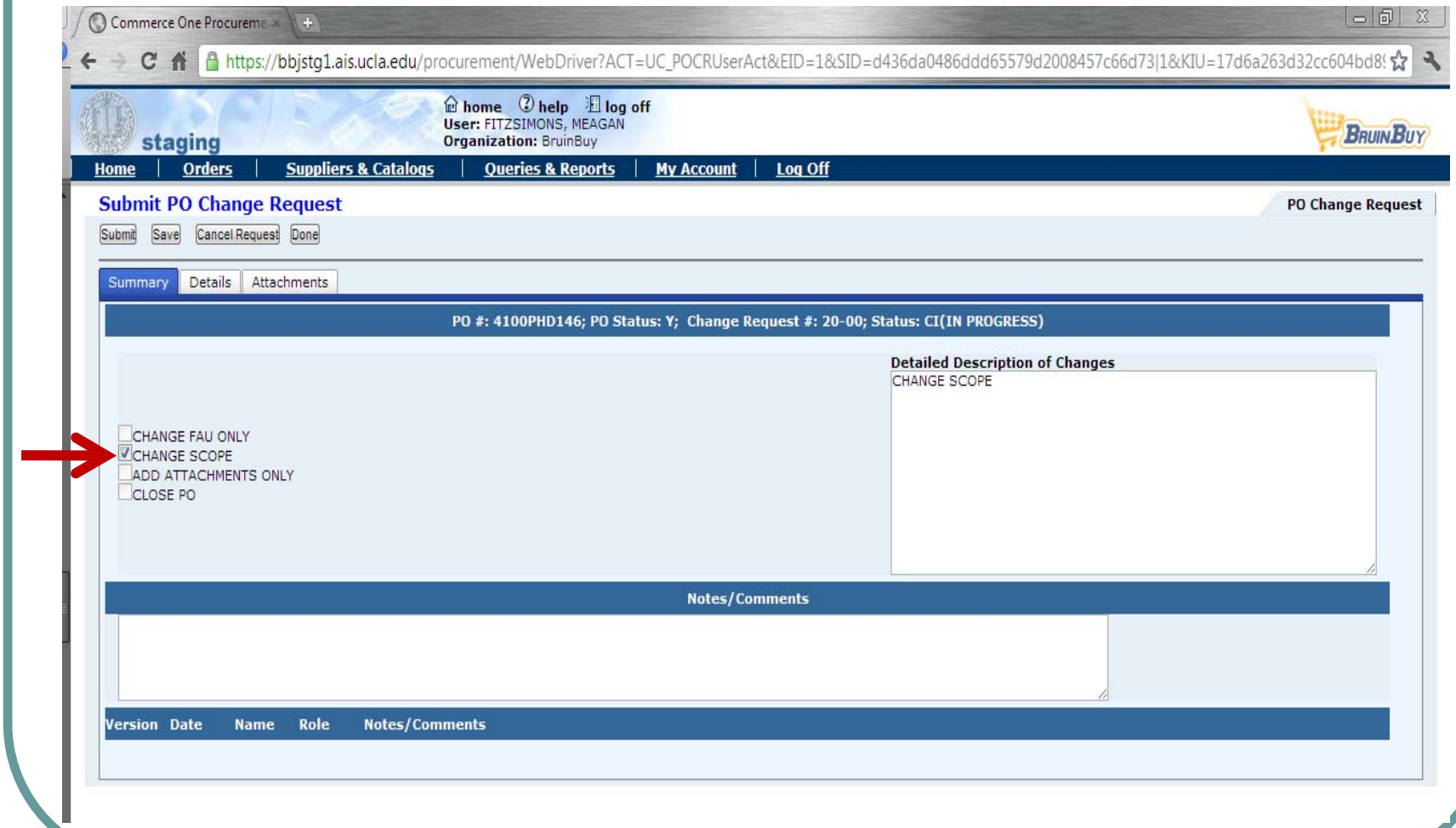
CatBuy PO Change Request



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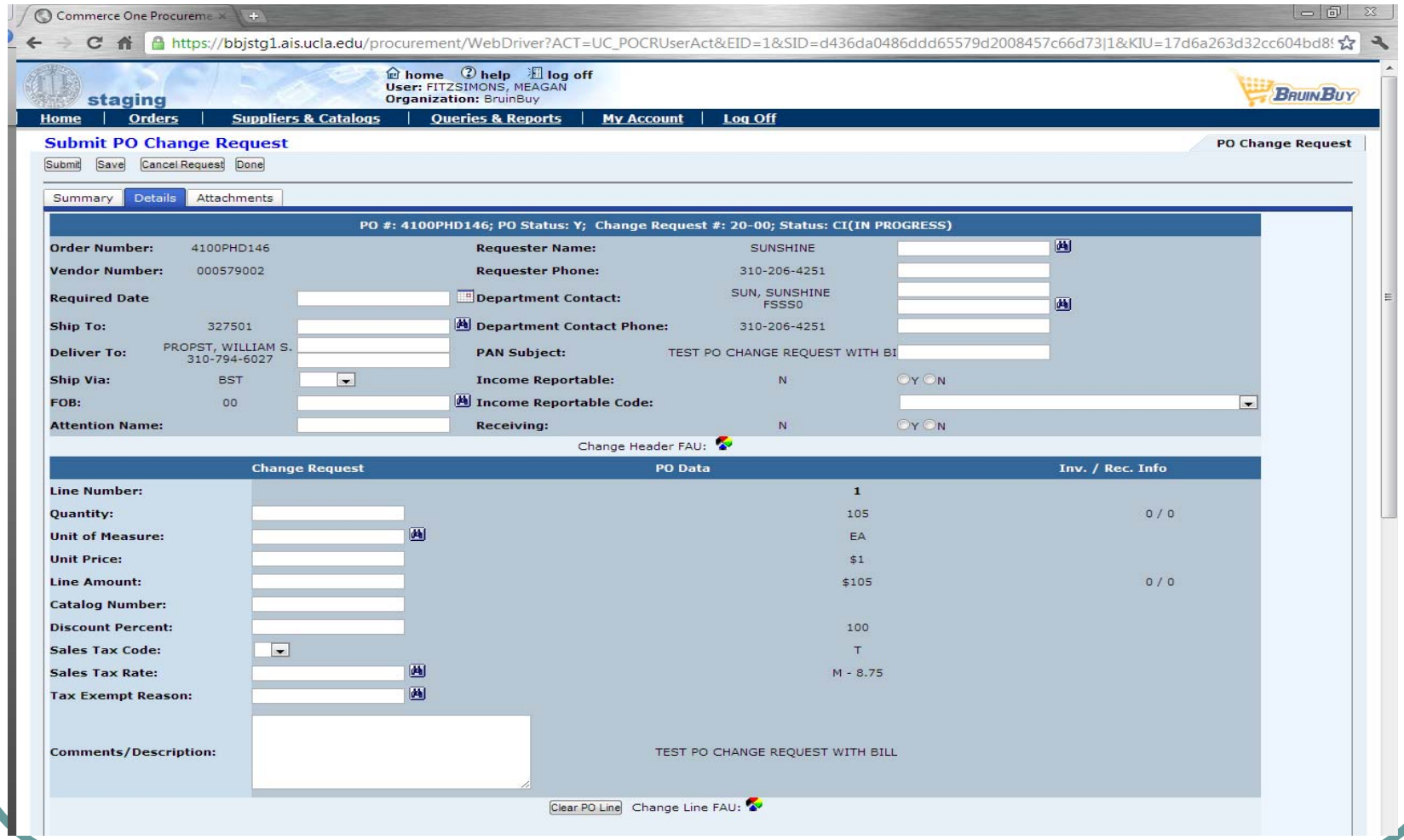
CatBuy PO Change Request



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Notes can be added to your PO Change Request by typing in the Note/Comments Field.

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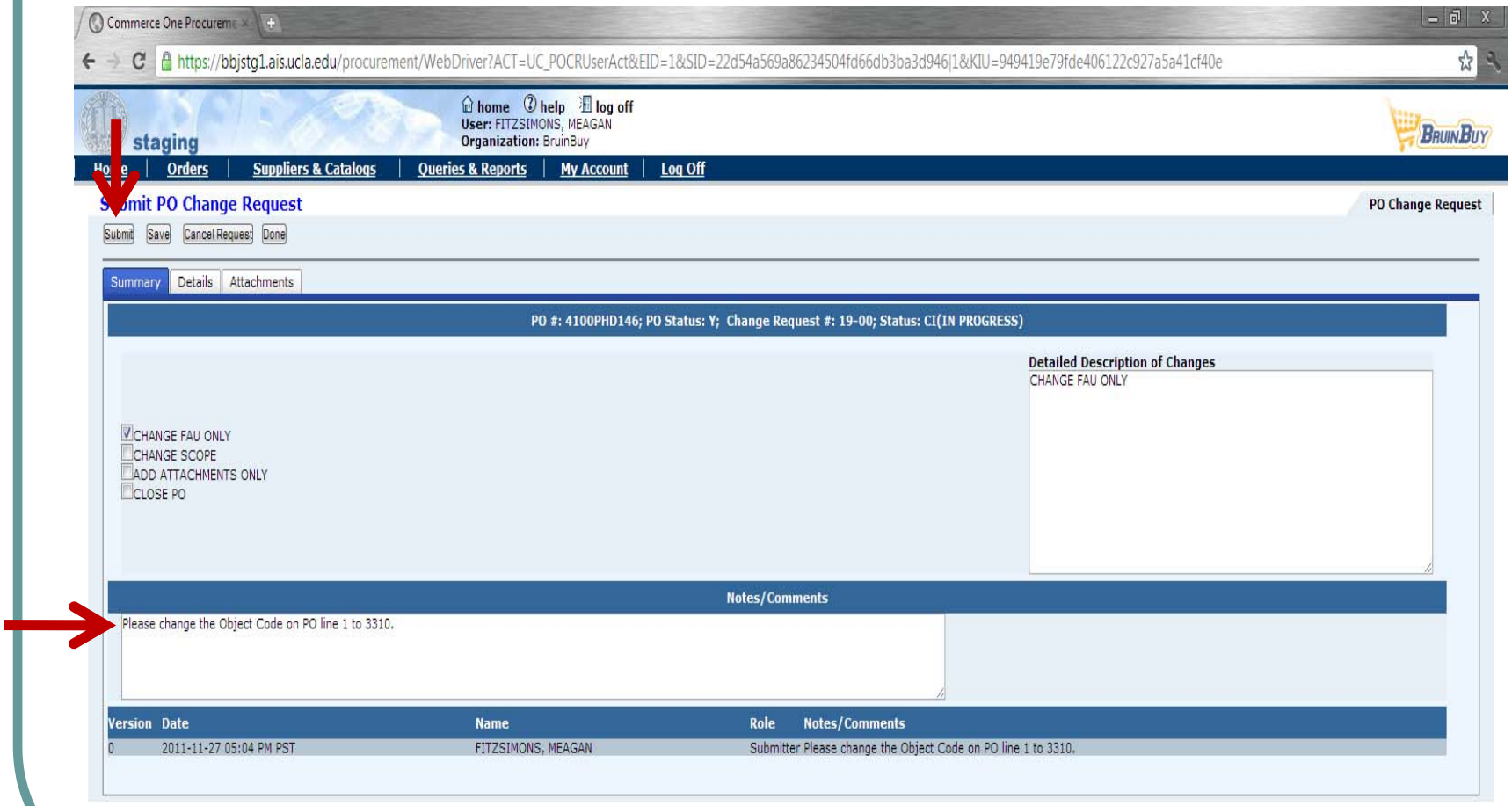

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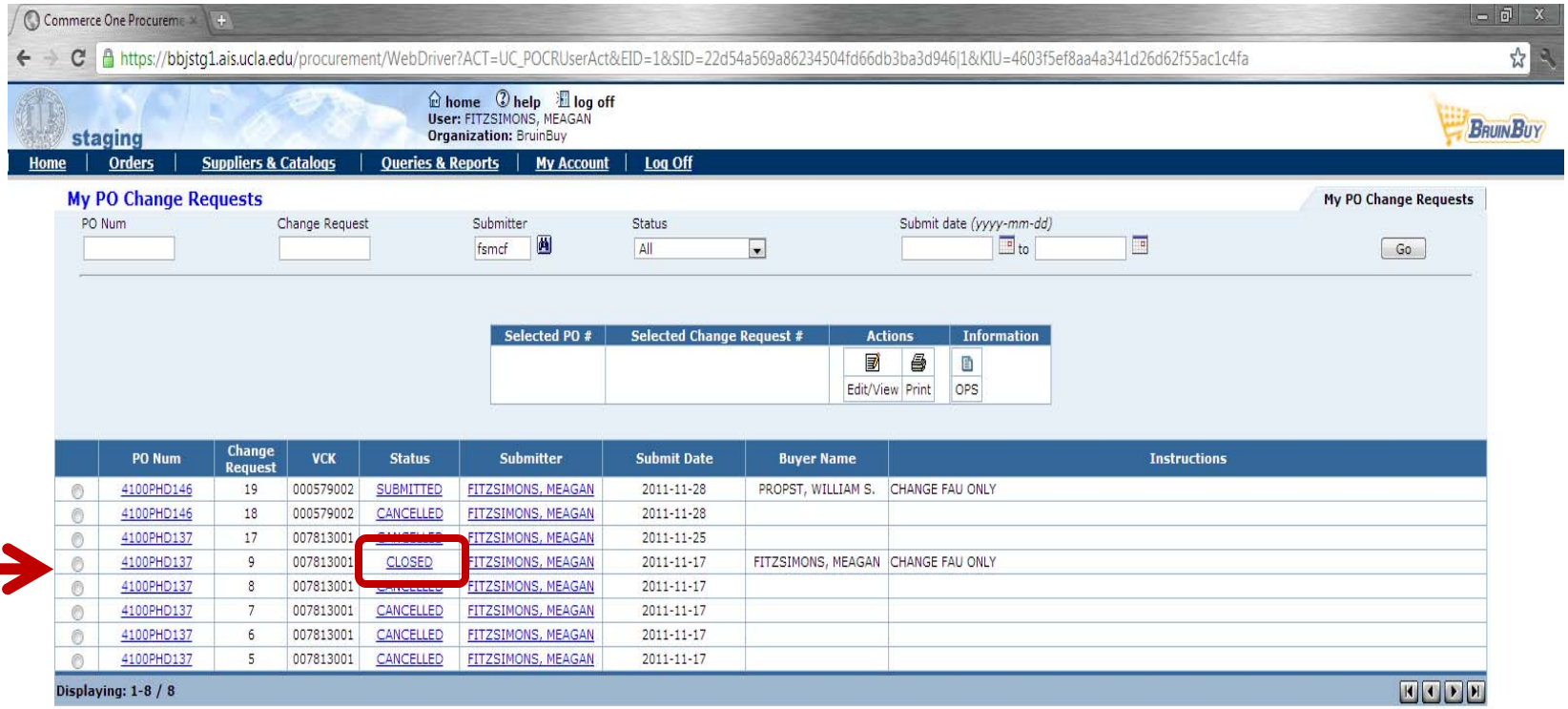
CatBuy PO Change Request

Once the request has been submitted the status can be reviewed in **My PO Change Requests**



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Close PO

Close the entire PO

Close the remainder of the PO

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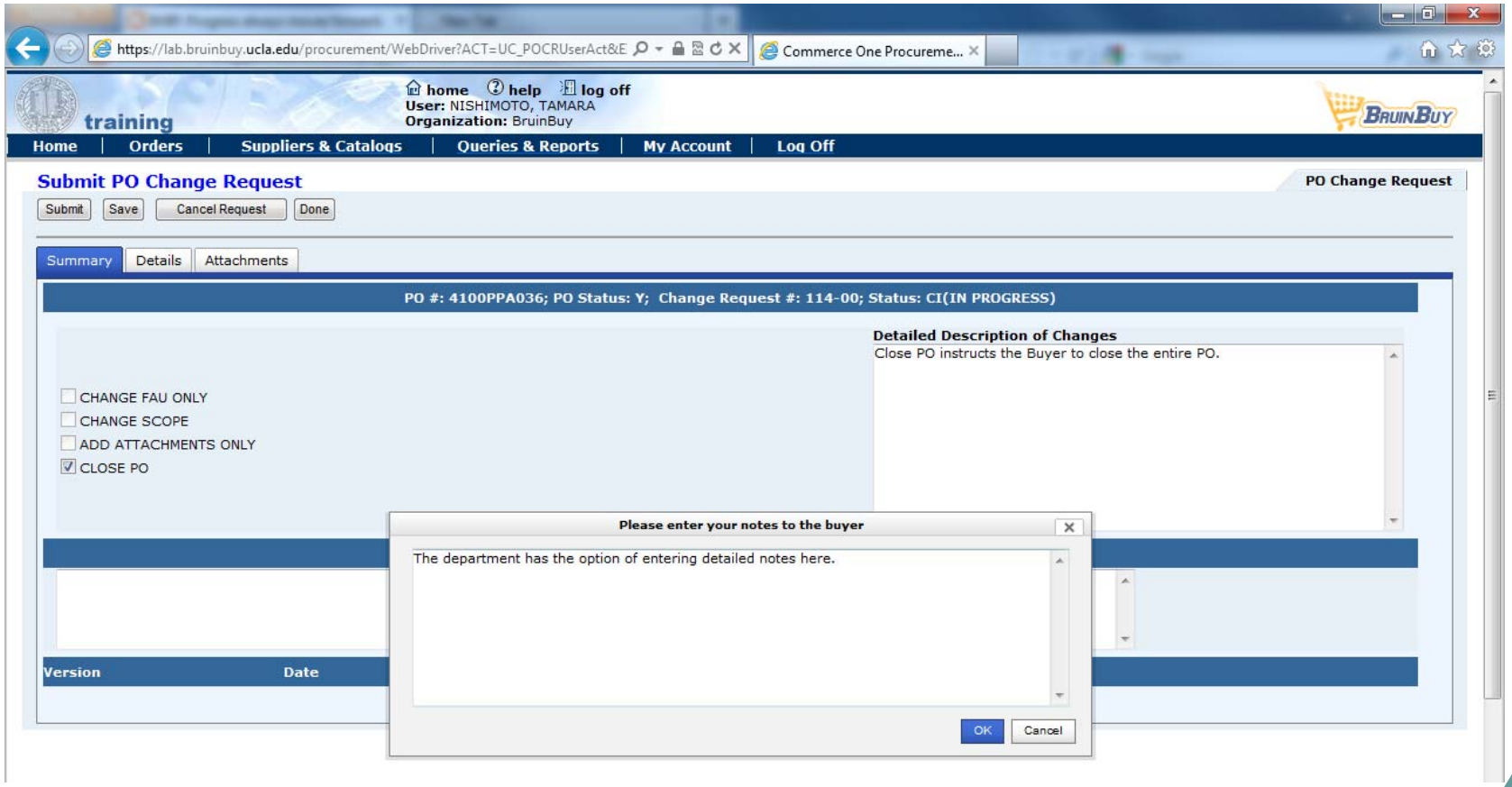

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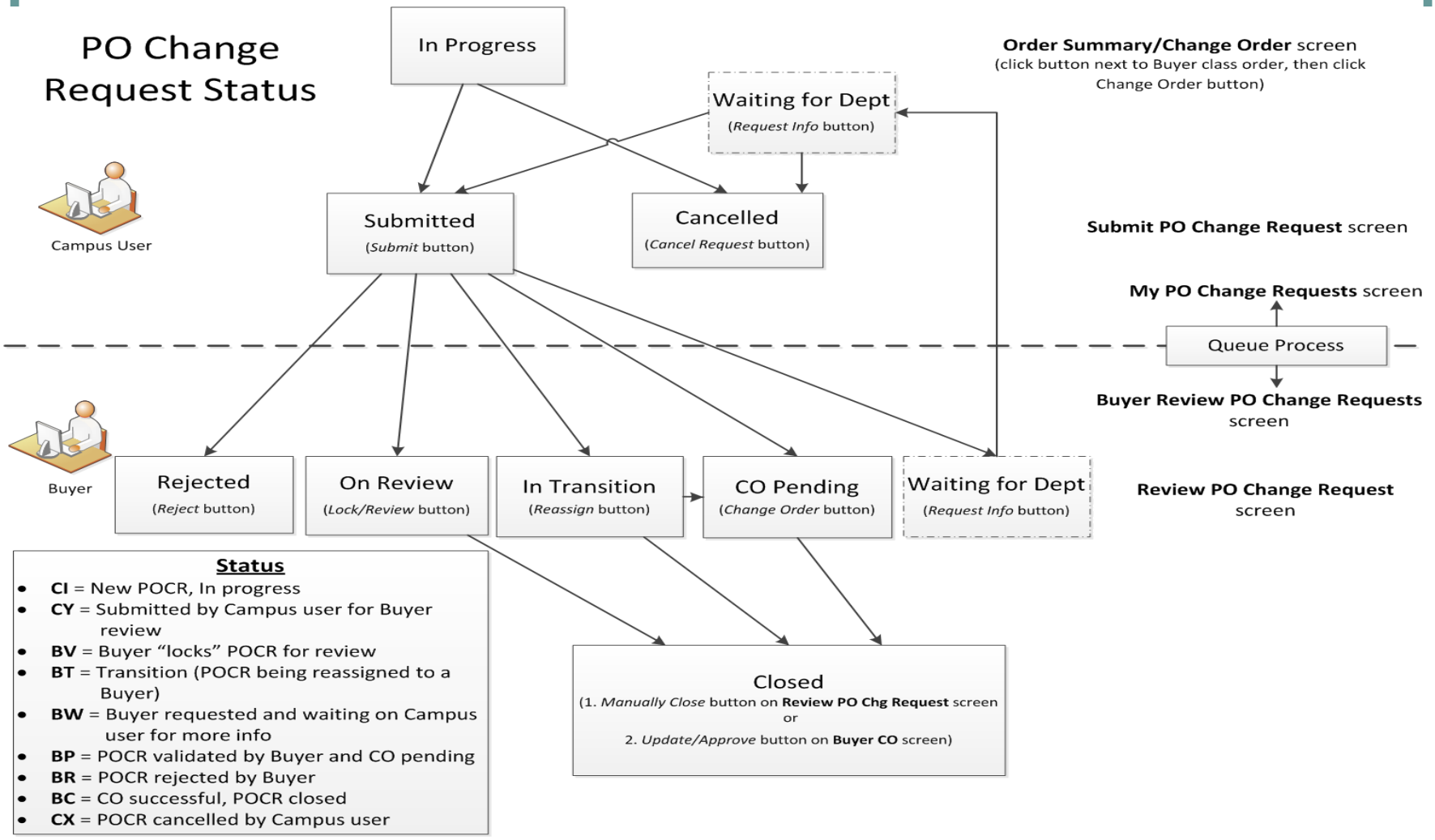

UC Merced Procurement Services
References

- CatBuy Help Desk - contact dgarcia@ucmerced.edu or jmendez@ucmerced.edu
- Procurement Services inquiries - Email procurement@ucmerced.edu
- UC Merced Procurement Services Website www.procurement.ucmerced.edu
- Procurement Services Training sessions are listed at https://training.ucmerced.edu/