





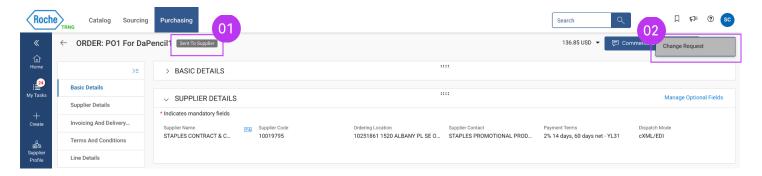


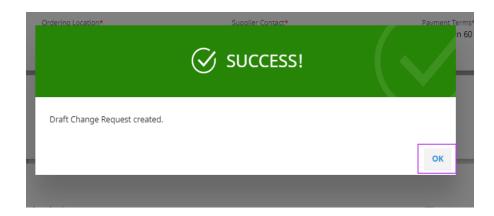
Create Change Request

This guide walks you through how to request a change to an order in myBuy.

Start Change Request

- 1. Check the status of the order. It can be in either Sent to Supplier or Supplier Acknowledged status.
- 2. Click on the : More button, select Change Request, and then click on OK to continue





Add Details

3. The order will open in draft status

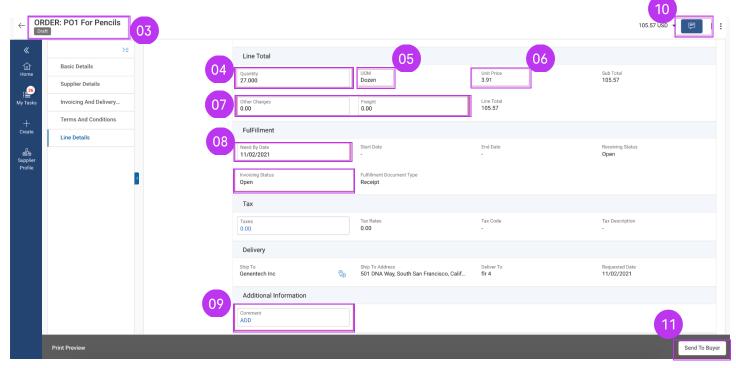
For orders in Sent to Supplier status, you may update the following details in the lines tab if necessary:

- 4. Quantity
- 5. Unit of Measure (UOM)
- 6. Unit Price
- 7. Freight or Other Charges
- 8. Need by Date (materials only) if you are unable to fulfill the order by the date indicated

To enter comments about the requested change (this will provide context to the approver), you have two options:

- 9. Click ADD to add comments on the line item
- 10. Click the Dialog box icon to add comments for the entire order
 - *Supplier Item Number & Manufacturer Details may be updatable depending on the type of order
 - **Note: Basel and Malaysian suppliers should not add tax in the change request
- 11. Click Send to Buyer to submit your request.

Once your change request is submitted, you will be redirected to the Order tab where status will show as *Sent to Buyer*.



(Card View)