

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

Roche TRNG Catalog Sourcing Purchasing

ORDER: P01 For DaPencil

136.85 USD

Change Request

BASIC DETAILS

SUPPLIER DETAILS

* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
STAPLES CONTRACT & C...	10019795	10251861 1520 ALBANY PL SE O...	STAPLES PROMOTIONAL PROD...	2% 14 days, 60 days net - YL31	cXML/EDI

Ordering Location* Supplier Contact* Payment Terms*

SUCCESS!

Draft Change Request created.

OK

Add Details

- 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:

- Quantity
- Unit of Measure (UOM)
- Unit Price
- Freight or Other Charges
- 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:

- Click ADD to add comments on the line item
- 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

- 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*.

ORDER: P01 For Pencils **Draft** 105.57 USD

03

04 05 06

Line Total			
Quantity	UOM	Unit Price	Sub Total
27.000	Dozen	3.91	105.57

07 08

Fulfillment			
Other Charges	Freight	Line Total	
0.00	0.00	105.57	
Need By Date: 11/02/2021			
Start Date: -			
End Date: -			
Receiving Status: Open			
Invoicing Status: Open			
Fulfillment Document Type: Receipt			

09

Tax			
Taxes	Tax Rates	Tax Code	Tax Description
0.00	0.00	-	-

10

Delivery			
Ship To: Genentech Inc	Ship To Address: 501 DNA Way, South San Francisco, Calif...	Deliver To: ffr 4	Requested Date: 11/02/2021

11

09

Comment: ADD

Print Preview

Send To Buyer

(Card View)