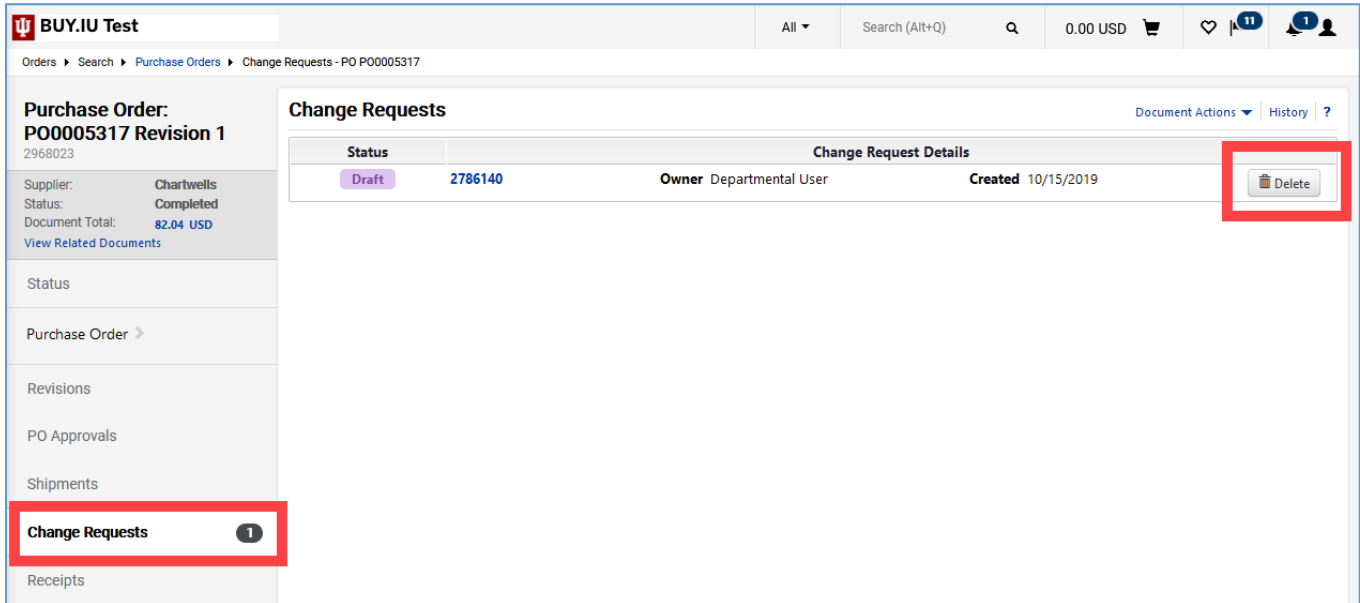


Delete a Change Request

When a new BUY.IU invoice is created, all draft change requests are nullified. A draft change request must be deleted and recreated. It is not possible to duplicate a draft change request.

Unsubmitted change requests can be deleted by any BUY.IU user by navigating to the **Change Request** section of the purchase order (PO) in the left-hand menu. Click **Delete** next to the change request you need to delete.



BUY.IU Test | All | Search (Alt+Q) | 0.00 USD | 11 | 1

Orders > Search > Purchase Orders > Change Requests - PO P00005317

Purchase Order:
PO0005317 Revision 1
 2968023

Supplier: Chartwells
 Status: Completed
 Document Total: 82.04 USD
[View Related Documents](#)

Status

Purchase Order >

Revisions

PO Approvals

Shipments

Change Requests 1

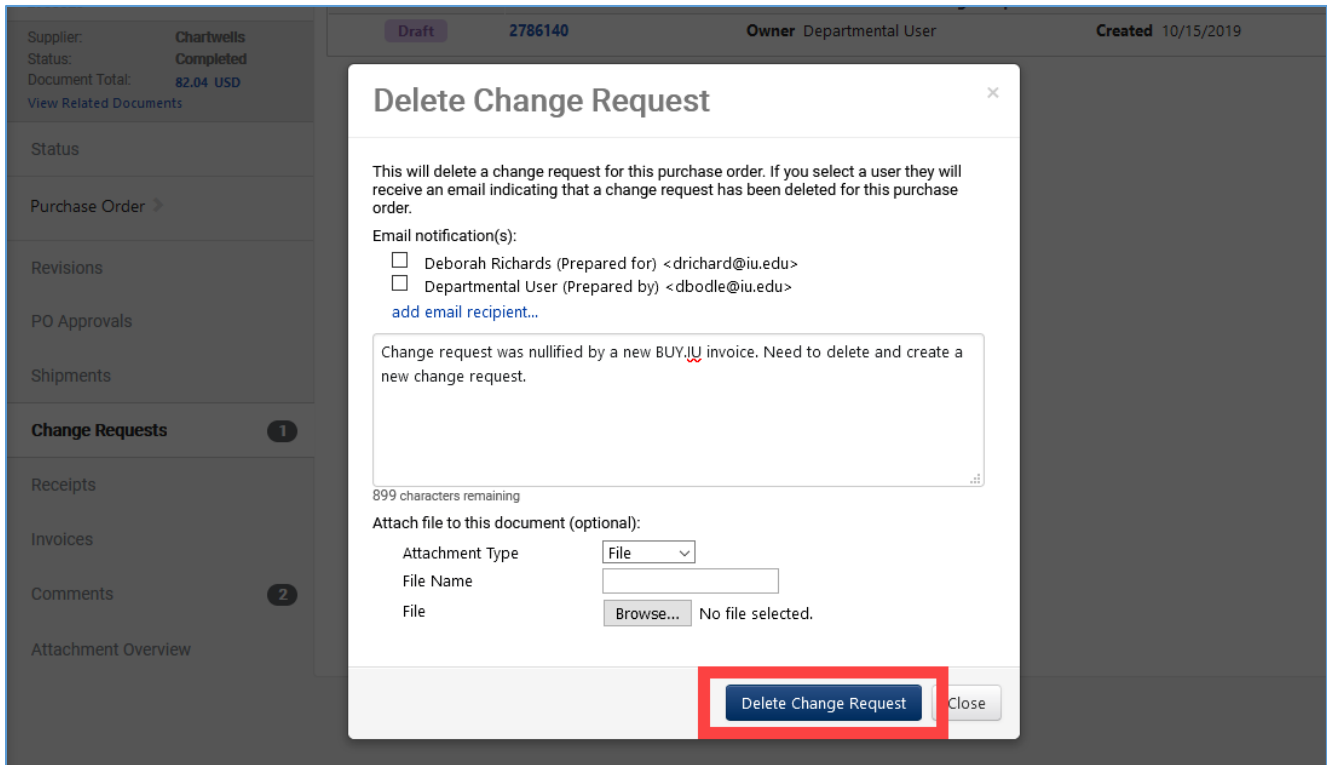
Receipts

Change Requests | Document Actions | History ?

Status	Change Request Details
Draft	2786140 Owner: Departmental User Created: 10/15/2019

Delete

A new window appears and prompts you to log a comment explaining why the change request is being deleted. Enter your comment and click **Delete Change Request**.



Supplier: Chartwells
 Status: Completed
 Document Total: 82.04 USD
[View Related Documents](#)

Status

Purchase Order >

Revisions

PO Approvals

Shipments

Change Requests 1

Receipts

Invoices

Comments 2

Attachment Overview

Draft 2786140 | Owner: Departmental User | Created: 10/15/2019

Delete Change Request

This will delete a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been deleted for this purchase order.

Email notification(s):

Deborah Richards (Prepared for) <drichard@iu.edu>
 Departmental User (Prepared by) <dbodle@iu.edu>
[add email recipient...](#)

Change request was nullified by a new BUY.IU invoice. Need to delete and create a new change request.

899 characters remaining

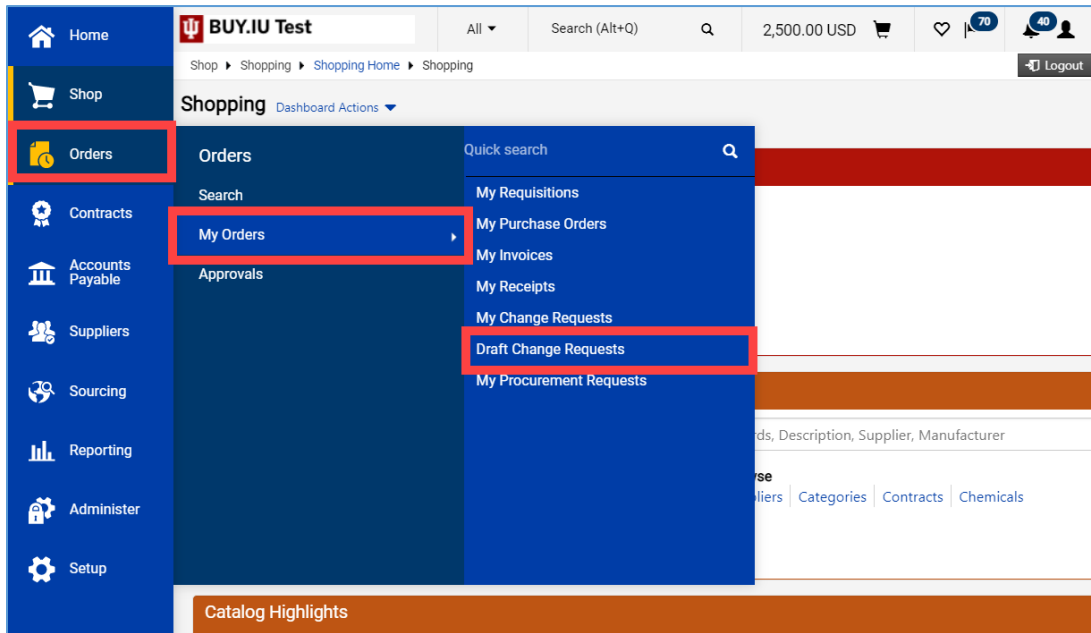
Attach file to this document (optional):

Attachment Type: File
 File Name:
 File: No file selected.

Delete Change Request | Close

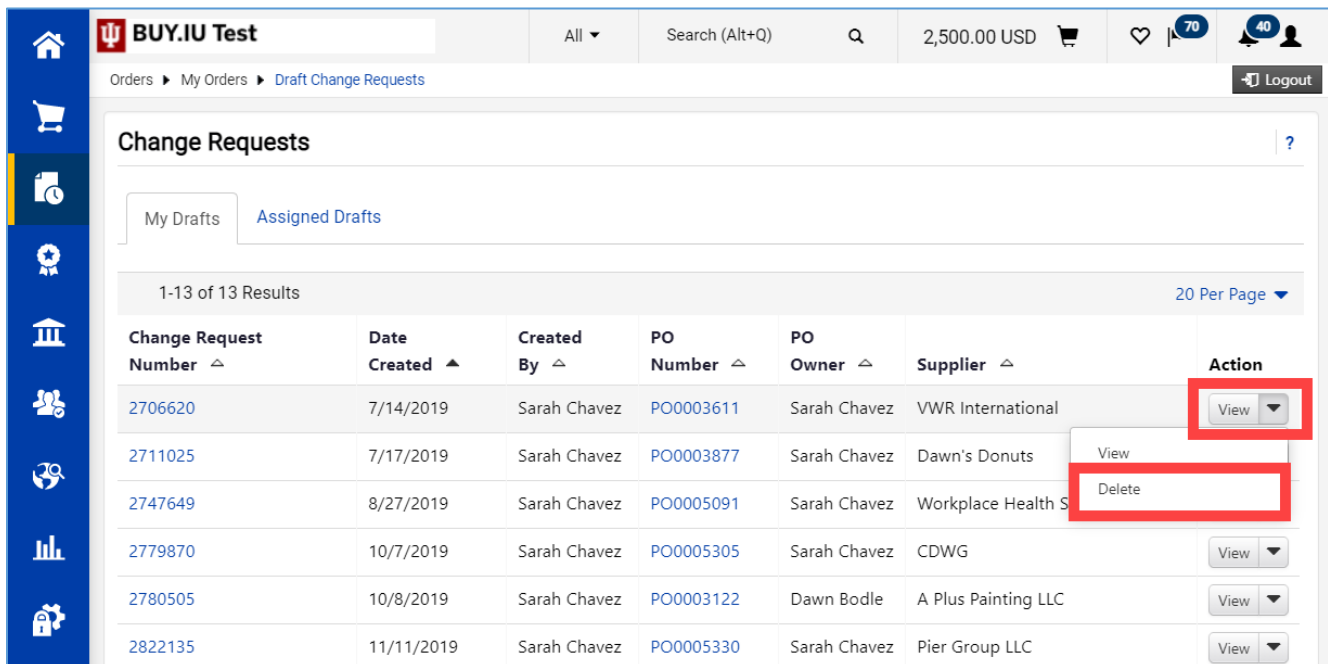
Submitted change requests may only be deleted by the person who submitted the original request.

Submitted change requests may be deleted by following the instructions above or by navigating to the **Orders** module, then **My Orders**, and finally **Draft Change Requests**.



On the next screen, locate the change request that needs to be deleted. Click the **down arrow** next to **View** then select **Delete**.

BUY.IU will not ask you to confirm your choice. Be sure you select the right document!



After the draft change request is deleted, a new change request can now be initiated on the purchase order by selecting **Document Actions** then **Create Change Request**.

The screenshot shows the BUY.IU Test interface. At the top, there is a navigation bar with 'BUY.IU Test', search, and currency (2,500.00 USD). Below this, a breadcrumb trail reads 'Orders > Search > Purchase Orders > Status - PO P00003611'. The main content area is titled 'Purchase Order: PO0003611 Revision 1' with a status of 'Completed' and a total of '401.68 USD'. A 'Document Actions' dropdown menu is open, listing various actions such as 'Add Comment', 'Create Change Request', 'Add Notes to History', 'Add Discount', 'Finalize Revision', 'Create Quantity Receipt', 'Create Credit Memo', 'Create Invoice', 'Print Fax Version', 'Send Test PO', 'Soft Close PO', and 'Close PO'. The 'Create Change Request' option is highlighted with a red box. The page also displays 'General Information' and 'Document Status' sections.

General Information	
PO/Reference No.	P00003611
Revision No.	1
Supplier Name	VWR International more info...
Purchase Order Date	5/30/2019
Total	401.68
Owner Name	Sarah Chavez
Owner Phone	+1 812-856-4574
Owner Email	schavez2@iu.edu
Requisition Number	2672855 view print

Document Status	
A/P status	Open