

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.

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Orders Search Purchase Orders Cha	nge Requests - PO PO0005317								
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2968023	Status	Status Change Request Details							
Supplier: Chartwells Status: Completed Document Total: 82.04 USD View Related Documents	Draft	2786140	Owner Depart	mental User		Created 10	/15/2019	Î	Delete
Status									
Purchase Order >									
Revisions									
PO Approvals									
Shipments									
Change Requests									
Receipts									

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	Draft 2786140	Owner Departmental User	Created 10/15/2019
Document Total: 82.04 USD View Related Documents	Delete Change Request	×	
Status	This will delate a change request for this purchase	order. If you select a user they will	
Purchase Order 🔌	receive an email indicating that a change request ha order.	is been deleted for this purchase	
Revisions	 Deborah Richards (Prepared for) < drichard Departmental User (Prepared by) < dbodle(@iu.edu> @iu.edu>	
PO Approvals	add email recipient		
Shipments	Change request was nullified by a new BUY.UU invo new change request.	pice. Need to delete and create a	
Change Requests			
Receipts	899 characters remaining		
Invoices	Attach file to this document (optional): Attachment Type File ✓		
Comments 2	File Browse No f	ile selected.	
Attachment Overview			
		Delete Change Request	



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**.

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

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	Orders ► My Orders ► Draft	Change Requests						-¶ Log
•	Change Requests							
5	My Drafts Assign	ed Drafts						
	1-13 of 13 Results						20) Per Page
	Change Request Number 🗠	Date Created 🔺	Created By $ riangle$	PO Number 🗠	PO Owner 🛆	Supplier 🛆		Action
0	2706620	7/14/2019	Sarah Chavez	PO0003611	Sarah Chavez	VWR International		View -
2	2711025	7/17/2019	Sarah Chavez	PO0003877	Sarah Chavez	Dawn's Donuts	View	
	2747649	8/27/2019	Sarah Chavez	PO0005091	Sarah Chavez	Workplace Health S	Delete	
	2779870	10/7/2019	Sarah Chavez	PO0005305	Sarah Chavez	CDWG		View -
	2790505	10/8/2019	Sarah Chavez	PO0003122	Dawn Bodle	A Plus Painting LLC		View -
	2780303							

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**.

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	P00003611 Revision 1 2913681						Add Cor Create (nment Change Re	equest	pse All	
	Supplier: VWR International Status: Completed	✓ General Information					Add Notes to History				
	Document Total: 401.68 USD View Related Documents	PO/Reference No.	/Reference No. PO0003611					Add Discount			
-12 2	Status	Revision No. Supplier Name Purchase Order Date	1 VW 5/3(R International 😭 🜟	more info		Finalize Create C	Revision Juantity R	eceipt		
3 9	Purchase Order 🔉	Total Owner Name	401.68 Sarah Chavez				Create Invoice				
հե	Revisions	Owner Phone Owner Email	+1 scha	812-856-4574 avez2@iu.edu			Print Fa Send Te	k Version st PO			
A	PO Approvals	Requisition Number 2672855 view print					Soft Close PO Close PO				
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