

# Initiating a Change Order Request in Coupa

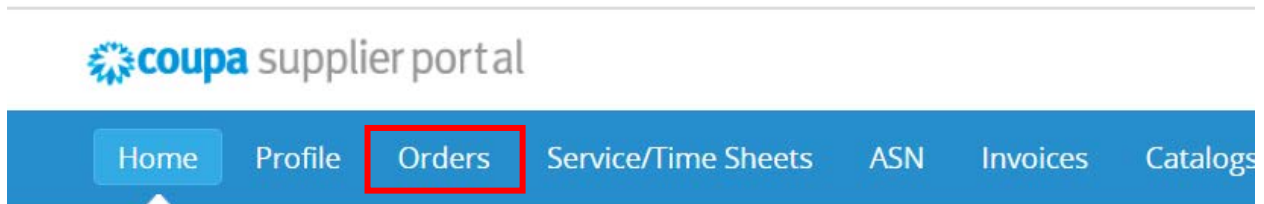
Ensure the PO has enough funds remaining to cover your invoice before submitting it. If there are not enough funds and you submit the invoice anyways it will likely be rejected. Instead, initiate a PO change request using the Coupa Supplier Portal using the below instructions.

Suppliers can request changes to the following PO details:

- Quantity
- Price
- Need-by date

To initiate a PO change request:

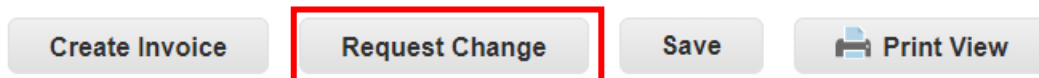
- 1) Login to the Coupa Supplier Portal and navigate to the "Orders" tab.



- 2) Click on the PO number you would like changed.

PO Number	Order Date	Status	Acknowledged At	Items
1106	05/13/20	Issued	None	150 Each of truck

- 3) Once on the PO details screen, click on "Request Change".



- 4) Enter the updated quality, price or need-by date.

Lines

Type	Item	Qty	Unit	Price	Total
1	Truck	200.00	Each	100.000000	15,000.00

Need By  
mm/dd/yy

Total 15,000.00 CAD

- 5) Select a "Reason for Change" from the drop-down menu. If you choose "Other" you will need to provide more information in the comments field.

\* Reason for Change

Comment (required for "Other")

- 6) Click "Submit Change Request".

Cancel Save Change Request Submit Change Request

- 7) The PO change request will be sent to NAL for review. Once approved, you will be notified via email/CSP and be able to submit an invoice against the updated PO.