

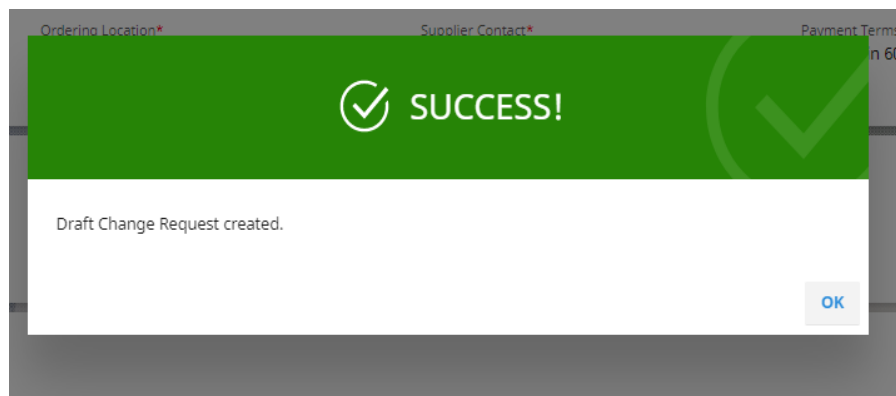
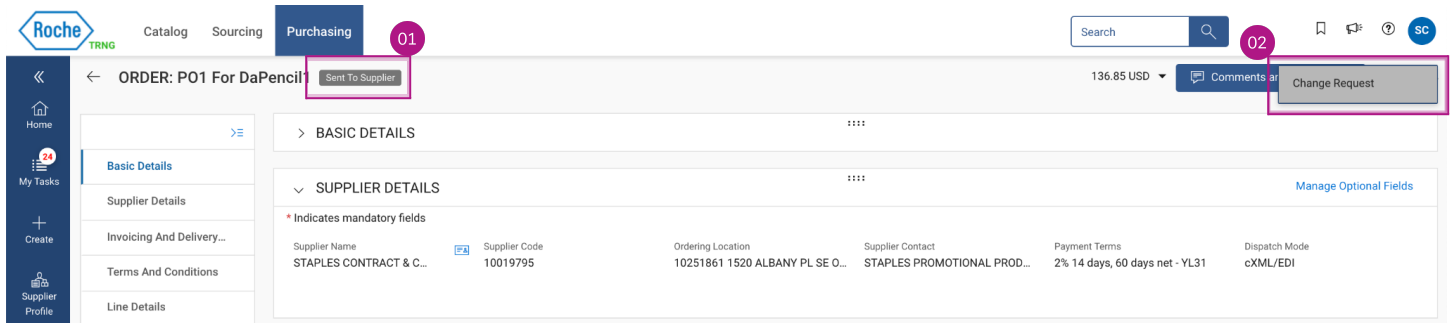


# Change requests

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

## Start change request

1. Check to ensure that the order is in **sent to supplier** status
2. Click on the **More** button, then select **Change Request**, and click on **OK** to continue



## Add details

- The order will open in **draft** status

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
- Comments

\*Supplier Item Number & Manufacturer Details - may be updatable depending on the type of order

- Once complete, click **Send to Buyer** to complete the change request

You will be redirected to the **Order tab** where status will show as *Sent to Buyer*

ORDER: POT For Pencils  
Draft

105.57 USD

Line Total

Quantity	27.000	UOM	Dozen	Unit Price	3.91	Sub Total	105.57
Other Charges	0.00	Freight	0.00	Line Total	105.57		

Fulfillment

Need By Date	11/02/2021	Start Date	-	End Date	-	Receiving Status	Open
Invoicing Status	Open	Fulfillment Document Type	Receipt				

Tax

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

Ship To	Genentech Inc	Ship To Address	501 DNA Way, South San Francisco, Calif...	Deliver To	flr 4	Requested Date	11/02/2021
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Additional Information

Comment  
ADD

Send To Buyer

(Card View)

Note: If you have **acknowledged the order**, please reach out to your order contact directly and they will need to create the change order on their end