Order Classes
PO Change Request
CatBuy PO Change Requests can be submitted for

<table>
<thead>
<tr>
<th>Order Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Restricted [Departmental] Blanket Agreements</td>
</tr>
<tr>
<td>C</td>
<td>Consultant Agreements</td>
</tr>
<tr>
<td>H</td>
<td>Long Term Leases / Rentals</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Orders</td>
</tr>
</tbody>
</table>
The procedure for remainder of the Procurement Services generated POs will remain the same

<table>
<thead>
<tr>
<th>Order Class</th>
<th>Description</th>
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<tbody>
<tr>
<td>G</td>
<td>Sub Grants</td>
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<tr>
<td></td>
<td>Sub Awards</td>
</tr>
</tbody>
</table>
Accessing the PO Change Request from the Home Page
Select the PO you want changed and click the Chg Order icon.
There are 4 PO Change Request options:

- **Change FAU Only**  
  Request for an FAU change only

- **Change Scope**  
  Request for other changes

- **Add Attachments Only**  
  Request to add Attachment  
  *(this will not be used by UC Merced)*

- **Close PO**  
  Request to close the PO

There is also a Notes/Comments section to include any details.
Submit PO Change Request

PO #: 4100P00145; PO Status: Y7; Change Request #: 19-06; Status: CI (IN PROGRESS)

- CHANGE FAU ONLY
- CHANGE SCOPE
- ADD ATTACHMENTS ONLY
- CLOSE PO

Detailed Description of Changes

CHANGE FAU ONLY

Notes/Comments

Version | Date | Name | Role | Notes/Comments
Change FAU Only

Click the Details Tab

Click the Change Header/Line FAU icon
### UC Merced Procurement Services

**CatBuy PO Change Request**

---

**PO #:** 4100PHD146

<table>
<thead>
<tr>
<th>Line Number:</th>
<th>Quantity:</th>
<th>Unit of Measure:</th>
<th>Unit Price:</th>
<th>Line Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>105</td>
<td>DA</td>
<td>$1</td>
<td>$105</td>
</tr>
</tbody>
</table>

**Comments/Description:** 

*TEST PO CHANGE REQUEST WITH BILL*

---

**Error:** Change Header FAILED

**Error:** Change Line FAILED
Change FAU Only

On the Change Line FAU web page

Make Changes

Click Save and Close
### Change Request - Change Line FAU

**PO #: 4100690146; Change Request #: 13-08; Status: CI (IN PROGRESS)**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Supplier</th>
<th>Supplier Part Number</th>
<th>Unit Price</th>
<th>Line Amount</th>
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<tbody>
<tr>
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</table>

**Distribution Totals**

- **Distribution Method**
- **Line Total**
- **Distributed**
- **Remaining**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Pct</th>
<th>Loc</th>
<th>Acct</th>
<th>CC</th>
<th>Fund</th>
<th>Project</th>
<th>Sub</th>
<th>Object</th>
<th>Source</th>
<th>Reference</th>
<th>Acct Off Date</th>
<th>Actions</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
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</tbody>
</table>

**Distribution Preferences**
The Requested FAU Change is shown highlighted in light blue.
Change Scope

Click the Details Tab

Add a PO Line
Delete a PO Line
Change Quantity
Change Pricing
### Submit PO Change Request

**PO #: 4100PHD146; PO Status: Y; Change Request #: 20-00; Status: CI (IN PROGRESS)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>4100PHD146</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>0000579002</td>
</tr>
<tr>
<td>Required Date</td>
<td>3277501</td>
</tr>
<tr>
<td>Ship To</td>
<td>PROSK, WILLIAM S., 310-794-6027</td>
</tr>
<tr>
<td>Ship Via</td>
<td>BBT</td>
</tr>
<tr>
<td>FOB</td>
<td>00</td>
</tr>
<tr>
<td>Requester Name</td>
<td>SUNSHINE</td>
</tr>
<tr>
<td>Requester Phone</td>
<td>310-265-4251</td>
</tr>
<tr>
<td>Department Contact</td>
<td>SUN, SUNSHINE</td>
</tr>
<tr>
<td>Department Contact Phone</td>
<td>310-265-4251</td>
</tr>
<tr>
<td>PAN Subject</td>
<td>TEST PO CHANGE REQUEST WITH BILL</td>
</tr>
</tbody>
</table>

**Change Request**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>PO Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

- **Quantity:** 100
- **Unit of Measure:** EA
- **Unit Price:** $1
- **Line Amount:** $100
- **Discount Percent:** 100
- **Sales Tax Code:** T
- **Sales Tax Rate:** 6.75%
- **Tax Exempt Reason:**

**Comments/Description:** TEST PO CHANGE REQUEST WITH BILL
Notes can be added to your PO Change Request by typing in the Note/Comments Field.
Please change the Object Code on PO line 1 to 3315.
Once the request has been submitted the status can be reviewed in **My PO Change Requests**.
Close PO

Close the entire PO

Close the remainder of the PO
UC Merced Procurement Services
CatBuy PO Change Request

PO Change Request Status

- **Submitted** (Submit button)
- **Cancelled** (Cancel Request button)
- **In Progress**
- **Waiting for Dept** (Request Info button)
- **Rejected** (Reject button)
- **On Review** (Lock/Review button)
- **In Transition** (Reassign button)
- **CO Pending** (Change Order button)
- **Waiting for Dept** (Request Info button)

**Order Summary/Change Order** screen
(click button next to Buyer class order, then click Change Order button)

**Submit PO Change Request** screen

**My PO Change Requests** screen

**Queue Process**

**Buyer Review PO Change Requests** screen

**Review PO Change Request** screen

**Closed**
(1. Manually Close button on Review PO Chg Request screen or 2. Update/Approve button on Buyer CO screen)

**Status**
- CI = New POCR, In progress
- CY = Submitted by Campus user for Buyer review
- BV = Buyer “locks” POCR for review
- BT = Transition (POCR being reassigned to a Buyer)
- BW = Buyer requested and waiting on Campus user for more info
- BP = POCR validated by Buyer and CO pending
- BR = POCR rejected by Buyer
- BC = CO successful, POCR closed
- CX = POCR cancelled by Campus user
UC Merced Procurement Services

References

- CatBuy Help Desk - contact dgarcia@ucmerced.edu or jmendez@ucmerced.edu

- Procurement Services inquiries - Email procurement@ucmerced.edu

- Procurement Services Training sessions are listed at https://training.ucmerced.edu/

UC Merced Procurement Services Website www.procurement.ucmerced.edu