

JAGGAER CHANGE REQUEST GUIDE

August 2025

LEAD ON.SM



This guide will assist in performing a Change Request to an existing Purchase Order. This action is required when there are any revisions to the original purchase order such as total cost, number of items ordered, revise accounting/budget codes and/or when invoice needing payment does not match the original purchase order.

First step, locate the original purchase order.

The screenshot displays the TCU Jaggaer procurement system interface. The top navigation bar includes the TCU logo, a search bar with the text "Search (Alt+Q)", and a currency indicator showing "24.99 USD". The main header area shows "Shop • Shopping Homepage". On the left sidebar, the "Orders" menu is highlighted, and a dropdown menu is visible with the following options: "Quick search", "My Requisitions", "My Purchase Orders", "My Invoices", "My Change Requests", "Draft Change Requests", and "My Procurement Requests". The "My Purchase Orders" option is currently selected. Below the sidebar, there is a "Contract Search" section with a search bar and a yellow search button. The search bar contains the text "Search by contract name, number, summary, etc.". Below the search bar, there are links for "Search Contract Parties" and "Advanced Search". The "Showcases" section is visible below the search bar, displaying a grid of logos for various suppliers: Amazon Business, B&H Photo Video, Fisher Scientific, Henry Schein, Lowes PRO, and Preferred Business Solutions. On the right side of the interface, there is a "Quick Links" section with a list of links: "Request New Supplier", "View Carts", "My Requisitions", "My Invoices", "My Supplier Requests", "Search Contract Requests", "Request Contract", "TCU Jaggaer Resources", "TCU Jaggaer System Access Request", "TCU Jaggaer Financial Approver Update", "Jaggaer Help", and "Current Preferred Service Provider List". Below the "Quick Links" section, there is an "Action Items" section with a message: "There are no Action Items to display." At the bottom of the interface, there is a "Printed Handbooks" section.

Select the purchase order in need of the change request by clicking on the PO number itself.

The screenshot displays the 'My Purchase Orders' page in the TCU system. The interface includes a sidebar with navigation icons and a main content area with filters and a table of results.

Filters:

- Supplier:** Smith Temporaries dba CornerStone Staffing (1)
- PO Status:** Completed (1)
- Prepared By:** Held, Mary Grace (1)
- Invoice Status:** Partially Invoiced (1)
- AP Status:** Open (1)
- Bill To:** TCU-Financial Services (1)
- Change Request Status:** No Change Request (1)
- Commodity Code:** (1)

Table of Results:

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
P00106822	Smith Temporaries dba CornerStone St...	9/22/2025 3:52:32 PM	Completed	206714674	Mary Grace Held	Sent To Supplier	Partially Matched	25,000.00 USD

Click on the three dots on the top right and select Create Change Request.

TCU

All Search (Alt+Q) 24.99 USD

Purchase Order • Smith Temporaries dba Corne... • P00106822 Revision 0

1 of 1 Results

Status Summary Revisions 1 Confirmations Shipments Change Requests Invoices 4 Comments Attachments History

General Information

PO/Reference No. **P00106822**

Revision No. **0**

Supplier Name **Smith Temporaries dba CornerStone Staffing**

Purchase Order Date **9/22/2025**

Total **25,000.00**

Owner Name **Mary Grace Held**

Owner Email **MARY.GRACE.HELD@tcu.edu**

Requisition Number **206714674** [view](#) | [print](#)

Internal PO Ref #: **175374182**

Document Status

A/P status **Open**

Workflow **✓ Completed**
(9/22/2025 3:53 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

Email (HTML Body) **fw@cornerstonestaffing.com**

Distribution Date/Time **9/22/2025 3:52 PM**

Supplier **Sent To Supplier**

Summary

Details

Supplier Status

Sent To Supplier

Supplier

Smith Temporaries dba CornerStone Staffing

Total (25,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal **25,000.00**

25,000.00

Related Documents

Requisition: 206714674

Invoice: JINV000124497

Invoice: JINV000124513

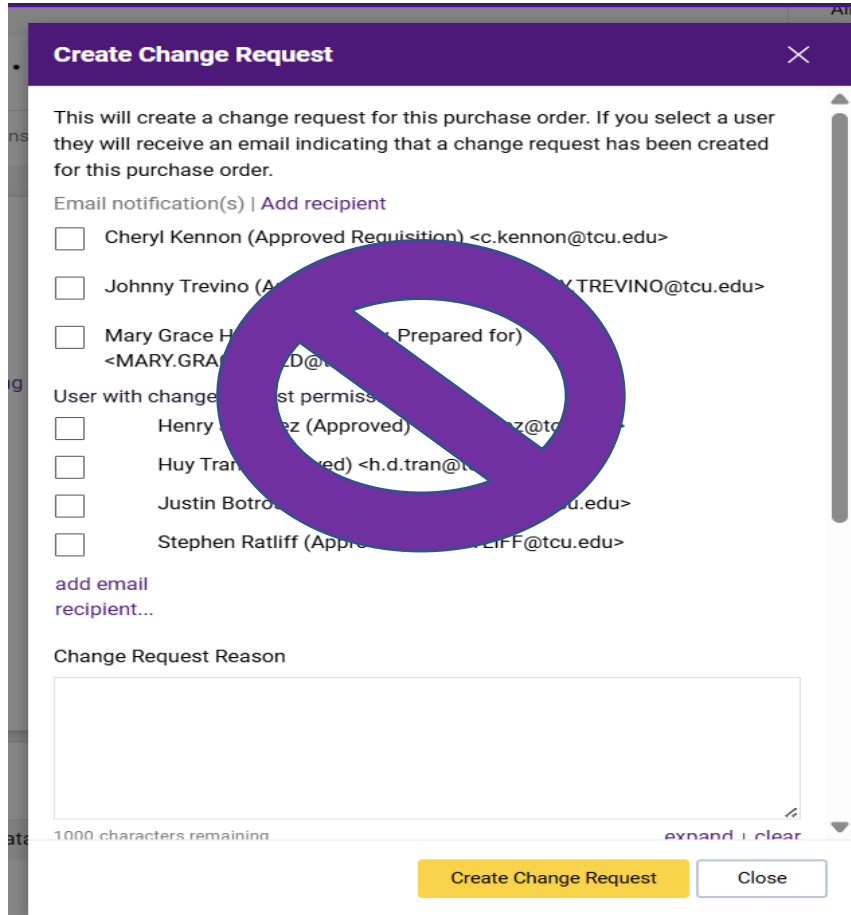
Invoice: JINV000124514

Line Details

Line	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Procurement staffing			25,000.00	1	25,000.00

DETAILS

A Create Change Request box will pop-up. The only required field that needs to be filled out is the Change Request Reason box. There is not a need to select a recipient. Then select Create Change Request.



Create Change Request [X]

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

Email notification(s) | [Add recipient](#)

- ☐ Cheryl Kennon (Approved Requisition) <c.kennon@tcu.edu>
- ☐ Johnny Trevino (Approved Requisition) <JOHNNY.TREVINO@tcu.edu>
- ☐ Mary Grace H... (Prepared for) <MARY.GRA...@tcu.edu>

User with change request permission

- ☐ Henry ... (Approved) <...@tcu.edu>
- ☐ Huy Tran ... (Approved) <h.d.tran@tcu.edu>
- ☐ Justin Botros ... <...@tcu.edu>
- ☐ Stephen Ratliff (Approved) <...@tcu.edu>

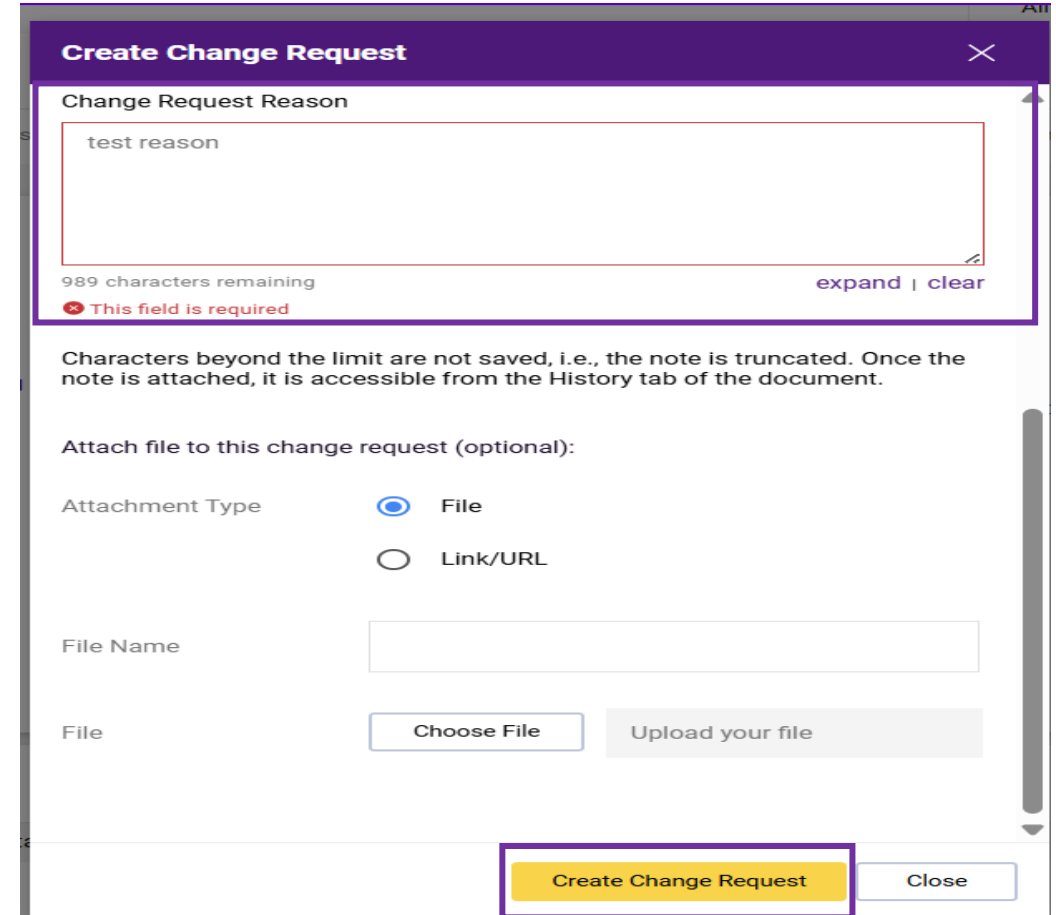
[add email recipient...](#)

Change Request Reason

1000 characters remaining

[expand](#) | [clear](#)

[Create Change Request](#) [Close](#)



Create Change Request [X]

Change Request Reason

test reason

989 characters remaining

[expand](#) | [clear](#)

This field is required

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Attach file to this change request (optional):

Attachment Type

- ☒ File
- ☐ Link/URL

File Name

File

[Choose File](#) [Upload your file](#)

[Create Change Request](#) [Close](#)

If the accounting codes require revision, they can be revised by going to the purchase order line items. To revise the accounting codes by selecting the three (3) dots on each of the line(s) and selecting Accounting Codes to revise.

1 Line ... ☐

Smith Temporaries dba CornerStone Staffing - 1 Item - 25,000.00 USD ☐

SUPPLIER DETAILS

Contract *no value* PO Number **P00106822**

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Procurement staffing			25,000.00	Qty: 1	25,000.00	... ☐

ITEM DETAILS

Onsite Contact: **Johnny Trevino** Contract: *no value* Internal Note: *no value*

Name

Onsite Contact: **817-257-1705** Commodity Code: *no value* Internal Attachments: **Add**

Phone Number

Charge Back: *no value* External Note: *no value*

[more info...](#) Services: **X** Attachments for supplier: **Add**

Total (25,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal **25,000.00**

25,000.00

Related Documents

Supplier: **P00106822**

006714674

for my order?

Central Procurement Approval

Trevino, Johnny

Workflow ...

☐ Show skipped steps

Override

Delivery Options

Billing Options

Accounting Codes

Facilities Codes

Override Line 1: Accounting Codes ✕

GL Unit ★	Account ★	Fund ★	Department ★	Project
TCU	6410	11000	22200	Search

★ Required fields

Save **Close** **6**

If the original line item entered on the purchase order needs revision, click on the purchase order line that requires revisions.

1 Line

...

Smith Temporaries dba CornerStone Staffing · 1 Item · 25,000.00 USD

^

SUPPLIER DETAILS

Contract

no value

PO Number

P00106822

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Procurement staffing			25,000.00	Qty: 1	25,000.00	...

^

ITEM DETAILS

Onsite Contact: Johnny Trevino Name

Contract: no value

Internal Note

no value

Onsite Contact: 817-257-1705 Phone Number

Commodity Code

no value

Internal Attachments

Add

more info...

Charge Back

no value

External Note

no value

Services

×

Attachments for supplier

Add

7

Once the line is selected then make any revisions to the information that was previously entered, then select Save. Skip to page 11 if no additional line items are to be added.

Form • Services

Close

Save

Form

History

Service Information

Commodity Code

Search...

Description ★

Procurement staffing

234 characters remaining

expand | clear

Estimated Price ★

30000

Requested Service Start By Date: ★

8/15/2025

mm/dd/yyyy

Requested Service End By Date: ★

12/31/2025

mm/dd/yyyy

Information for Service Provider

Onsite Contact: Name ★

Johnny Trevino

Onsite Contact: Phone Number ★

817-257-1705

Onsite Contact: Email ★

johnny.trevino@tcu.edu

External Attachments

Add

Total 25,000.00 USD

If an extra line or charge needs to be added, change the information and select “Add and Go to Cart” instead.

The screenshot displays the TCU Form Services interface. The top navigation bar includes the TCU logo, a search bar, and a cart icon showing 24.99 USD. The main content area is titled 'Form • Services' and has tabs for 'Form' and 'History'. The 'Form' tab is active, showing a form for submitting a request for the purchase of services. The form includes sections for 'Instructions', 'Supplier', and 'Service Information'. The 'Supplier' section is currently filled out with information for 'Smith Temporaries dba CornerStone Staffing', including a fulfillment address in Fort Worth, Texas, and a supplier phone number. A dropdown menu is open, showing options: 'Add and go to Cart' (highlighted), 'Add to Cart', 'Add to Draft Cart or Pending PR/PO', and 'Add to new Cart'. The bottom of the page shows a 'Total' of 30,000.00 USD.

TCU

All ▾ Search (Alt+Q) 24.99 USD

Form • Services

Form History

Instructions

Use this form to submit a request for the purchase of services

Supplier

Supplier Information:

Supplier ★ Smith Temporaries dba CornerStone Staffing

Fulfillment Address **PS Location**
1300 Summit Ave, Suite 110
Fort Worth, Texas 76102 United States

Supplier Phone +1 817-332-5882 ext. 171

Distribution Method ★
The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Body) fw@cornerstonestaffing.com

Can't find your Supplier? They probably need to be enrolled. Please request your new supplier using the **Supplier Request form**.

Contract Select Contract

Service Information

Total 30,000.00 USD

Once the new line item is in the cart, select Add to Draft Change Request. Then select the correct Change Request number. To finalize, select Add.

The screenshot shows a shopping cart interface with a purple sidebar on the left. The main area displays '1 Item' in the cart. The item is 'Test Change Request' from 'Smith Temporaries dba CornerStone Staffing' with a price of 5,000.00 USD. A context menu is open over the item, showing options: 'Remove', 'Add to Favorites', 'Move to Another Cart', 'Add to Draft Cart or Pending PR/PO', and 'Add to Draft Change Request' (which is highlighted with a red box). The 'Summary' panel on the right shows details for 'Mary Grace Held' and a date '2025-10-02 108018342 01'.

Add To Draft Change Request

Draft Change Request

☒ 2025-09-19 108018342 01 - CR (207285212)

Add

Cancel

Return to the Change Request if you added new lines. Then select the Attachments tab, then Add Internal Attachment to attach the document and/or invoice substantiating the Change Request.

The screenshot displays the 'Change Requests' interface for request ID 207285212. The top navigation bar includes a home icon, a search bar, and a currency selector set to '0.00 USD'. The main header shows 'Change Requests • 207285212' with a search icon, a menu icon, and buttons for 'Assign Draft' and 'Submit Request'. Below the header, a tabbed interface shows 'Summary', 'External Communication', 'Comments' (with a count of 1), 'Attachments' (selected and highlighted with a red box), and 'History'. The 'Attachments' tab displays 'Attachments found: 0' and a message: 'This document does not have any attachments associated with it. If you need to add an attachment, return to the Summary page and find the "Add attachment" button. Please note that attachments cannot be added to documents once they have completed workflow.' A red box highlights the 'Add Internal Attachment' button with a dropdown arrow. On the right, a 'Summary' sidebar shows the document status as 'Draft' and a 'Total (30,000.00 USD)' section with a 'Subtotal' of 30,000.00. Below this, 'Related Documents' lists 'Purchase Order: P00106822' and 'Requisition: 206714674'. The 'What's next for my order?' section indicates the 'Next Step' is 'Central Procurement Approval' by 'Approver: Trevino, Johnny'. A 'Workflow' section includes a 'Show skipped steps' toggle and a 'Draft' status indicator.

Confirm that the revision and/or addition is correct and that the total is correct then select Submit Request.

Change Requests • 207285212

Summary External Communication Comments 1 Attachments History

PO Clauses 1 View details

2 Lines

Smith Temporaries dba CornerStone Staffing • 2 Items • 35,000.00 USD

SUPPLIER DETAILS

Contract no value PO Number P00106822

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Procurement staffing			30,000.00	Qty: 1	30,000.00
2	Test Change Request			5,000.00	Qty: 1	5,000.00

ITEM DETAILS

Onsite Contact: Johnny Trevino Name Contract: no value Internal Note: no value

Onsite Contact: 817-257-1705 Phone Number Commodity Code: no value Internal Attachments: Add

Charge Back: no value External Note: no value

Services: X Attachments for supplier: Add

Summary Draft

Total (35,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 35,000.00

Related Documents

Purchase Order: P00106822

Requisition: 206714674

What's next for my order?

Next Step Central Procurement Approval

Approver Trevino, Johnny

Workflow

Show skipped steps

This line item has been added

12

Change Request has been submitted and it will show pending approvals.

TCU

All ▾

Search (Alt+Q) 🔍

0.00 USD 🛒

🏠 🚩

🔔 1 👤

Orders ▸ Search ▸ Change Requests

Logout

Search Change Requests

Save As ▾ Pin Filters ▾ Export All ▾

Quick Filters

My Searches

Supplier

Smith Temporaries dba CornerStone Staffing

1

Change Request Status

Pending

1

Created Date: Last 90 days ▾

Quick search

🔍 ⓘ

Add Filter ▾

Clear All Filters

?

☐	Change Request No. ▾	Supplier	Prepared For	Submitted Date ▾	Change Request Status	Total Amount ▾	Original PO Total ▾	Amount of Change ▾	PO Number
☐	207289277	Smith Temporaries dba CornerStone St...	Mary Grace Held ⓘ	10/2/2025 4:08:53 PM	Pending	32,000.00 USD	25,000.00 USD	7,000.00 USD	P00106822



QUESTIONS?

Submit to

procurement@tcu.edu