JAGGAER CHANGE REQUEST GUIDE

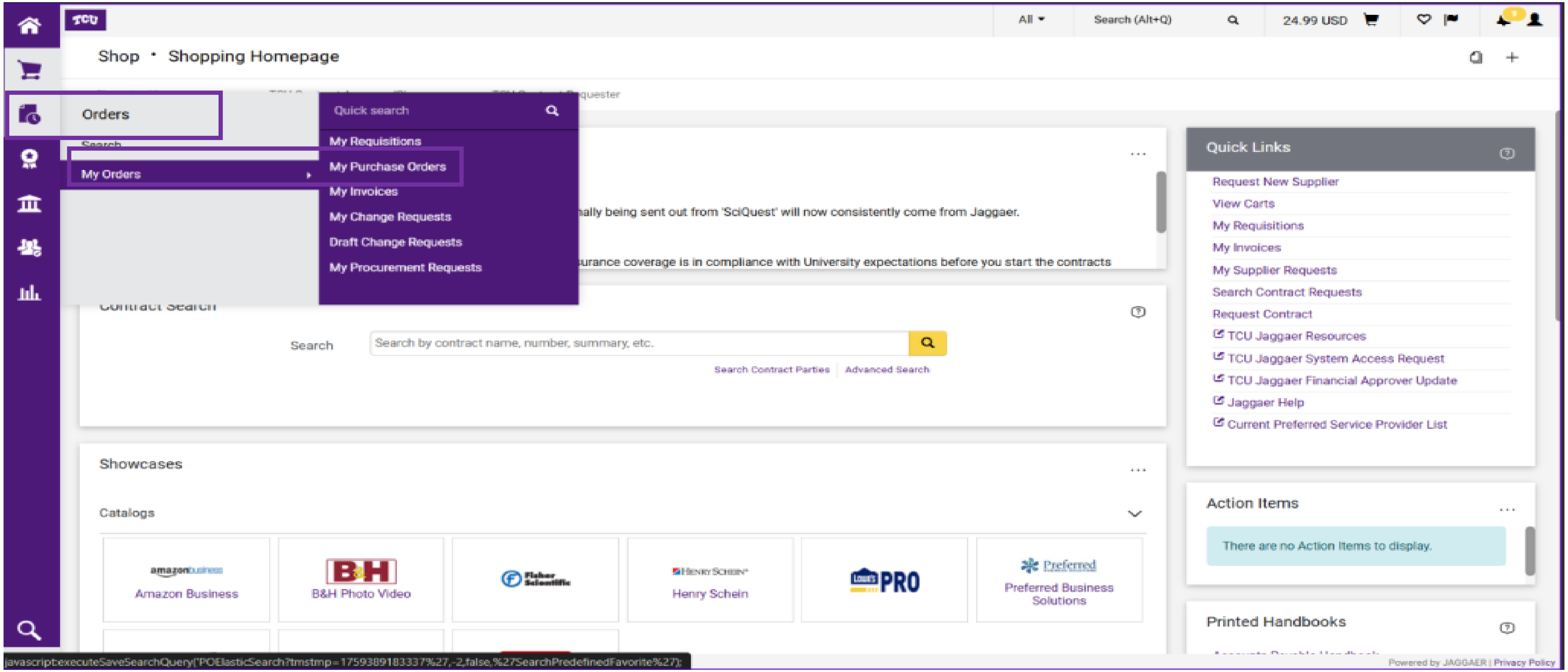
August 2025

LEAD ON.℠

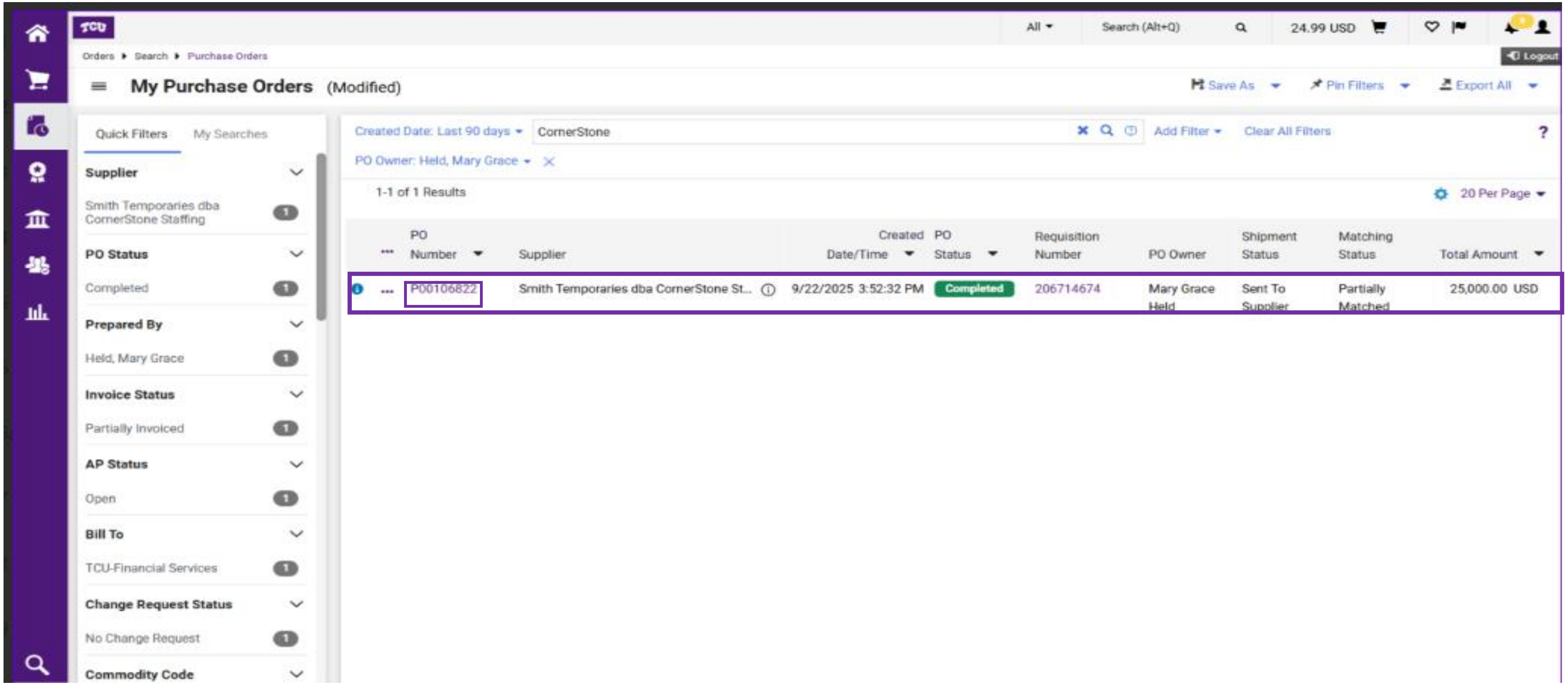
TCU®

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.

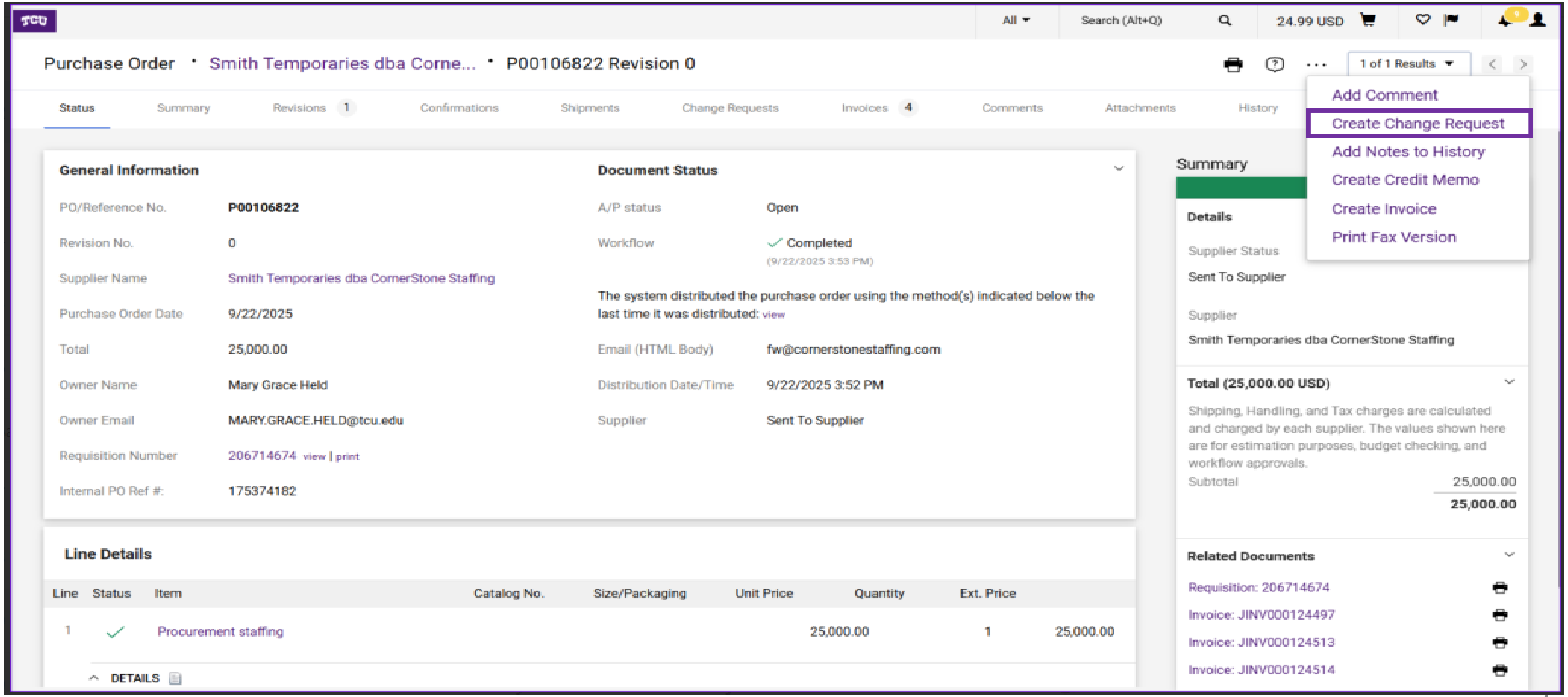
First step, locate the original purchase order.



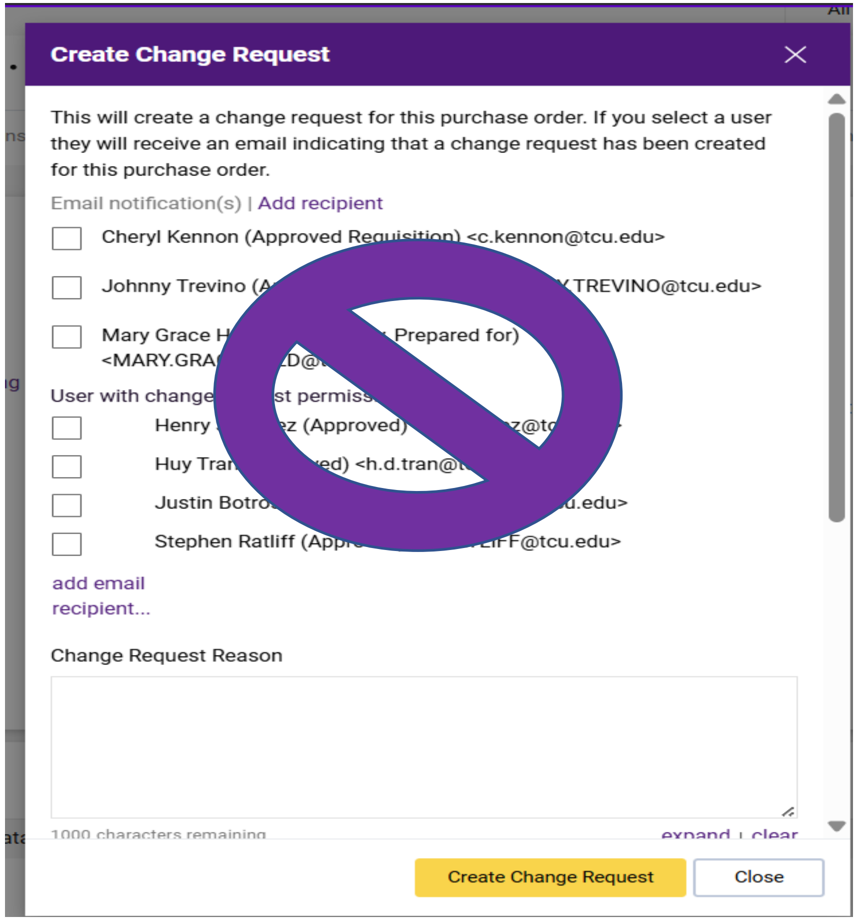
Select the purchase order in need of the change request by clicking on the PO number itself.

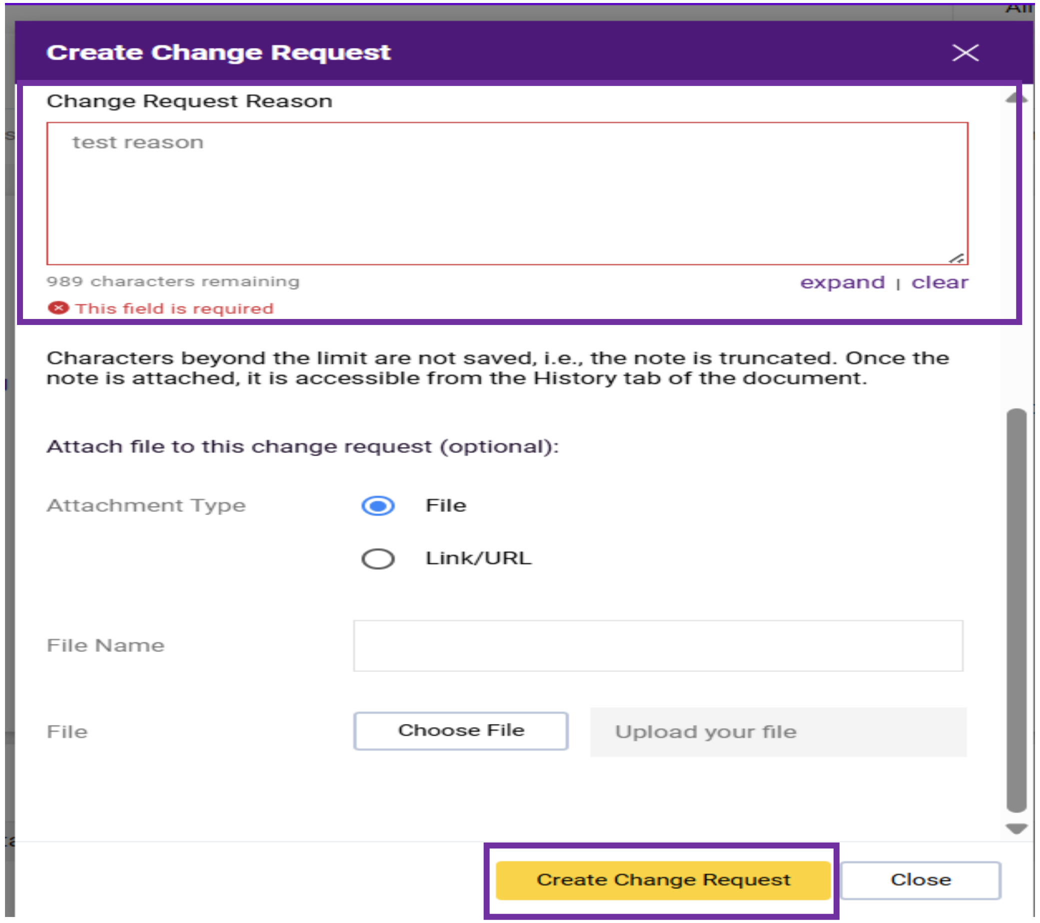


Click on the three dots on the top right and select Create Change Request.

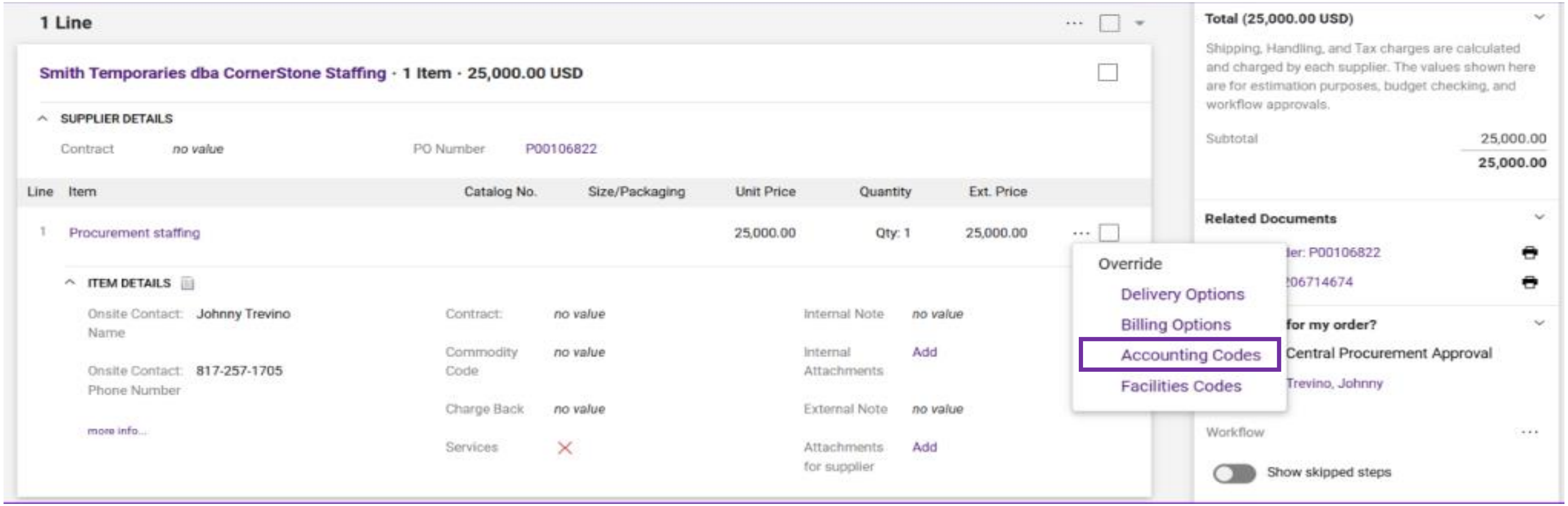


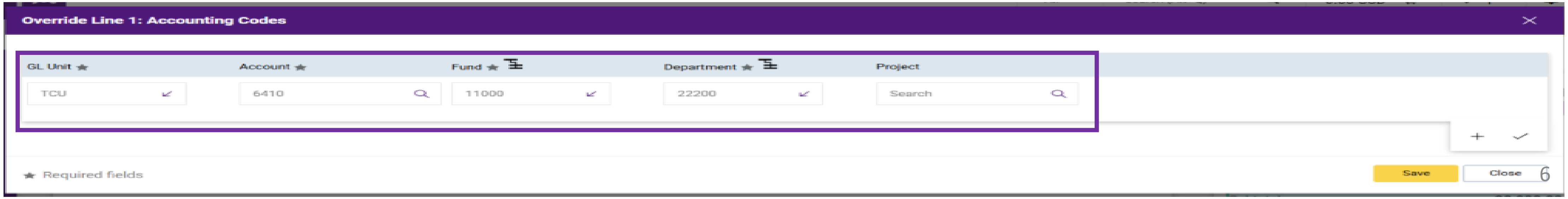
A Create Change Request box will pop-up. The only required field that needs to be filled out is the Change Request Reason box. There is not a need to select a recipient. Then select Create Change Request.



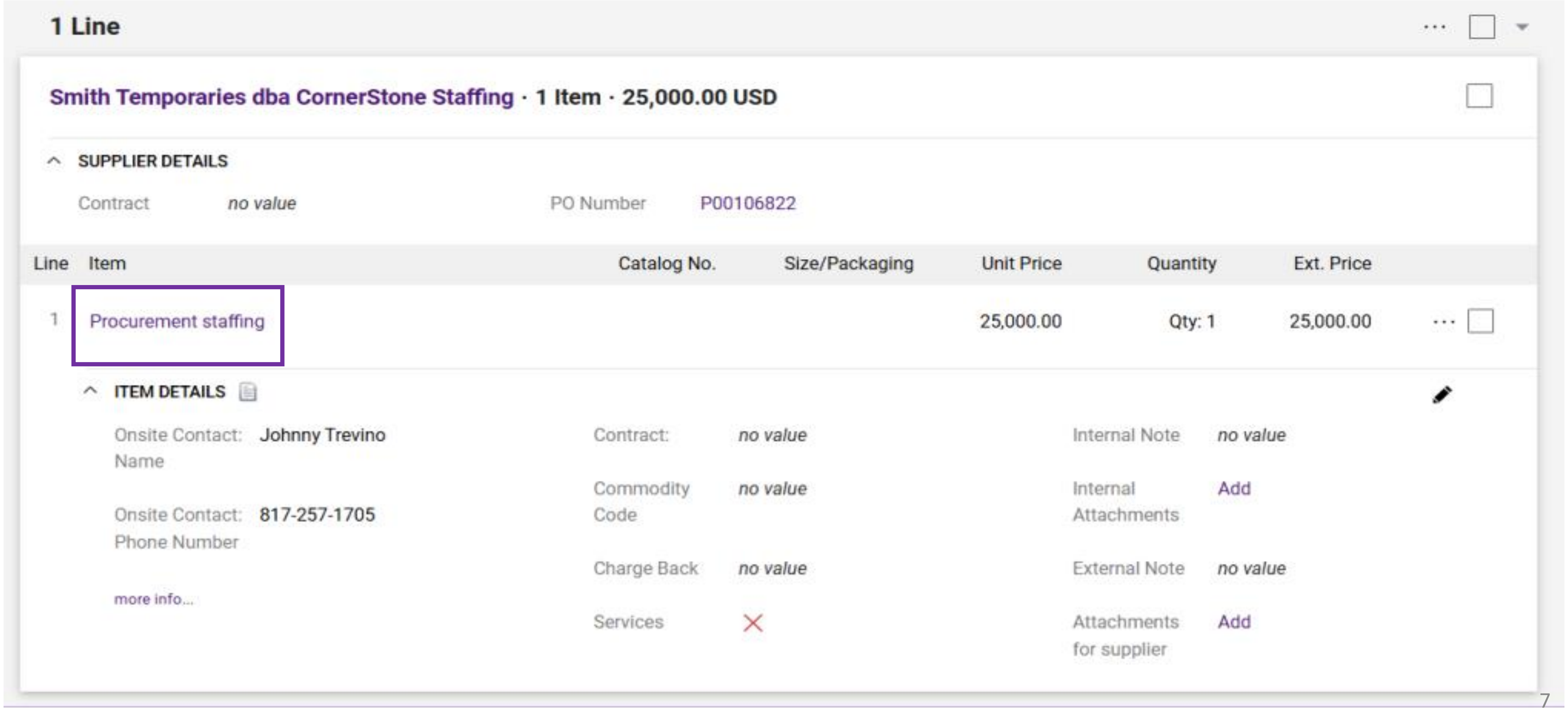


If the accounting codes require revision, they can be revised by going to the purchase order line items. To revise the accounting codes by selecting the three (3) dots on each of the line(s) and selecting Accounting Codes to revise.

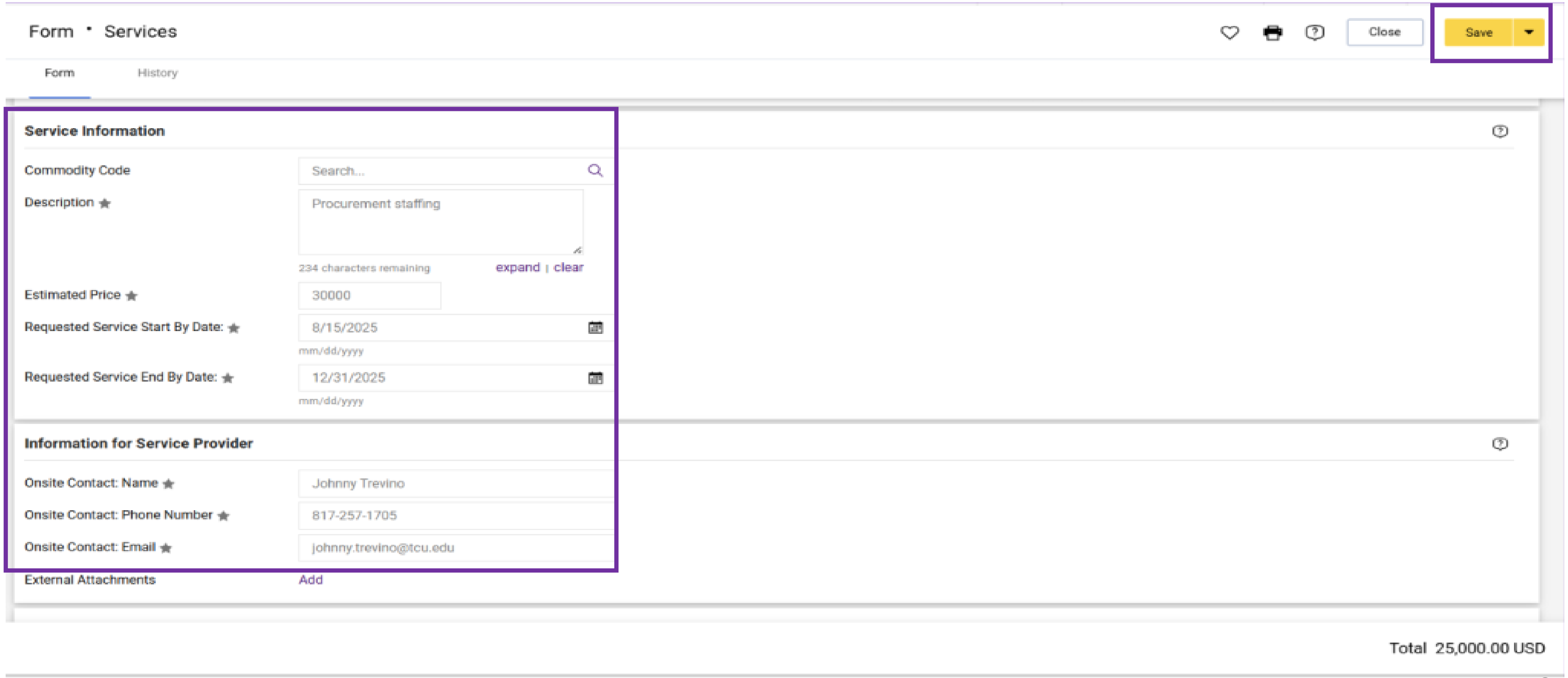




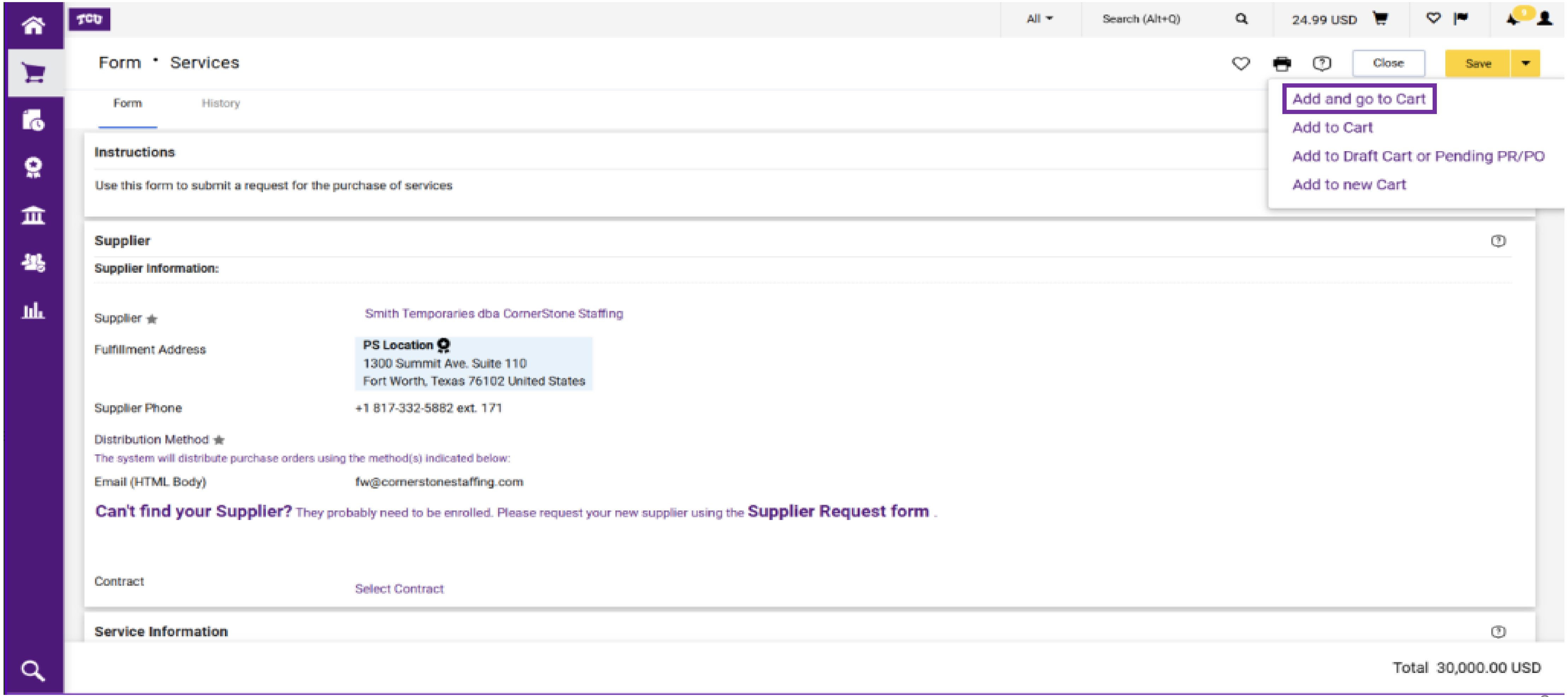
If the original line item entered on the purchase order needs revision, click on the purchase order line that requires revisions.



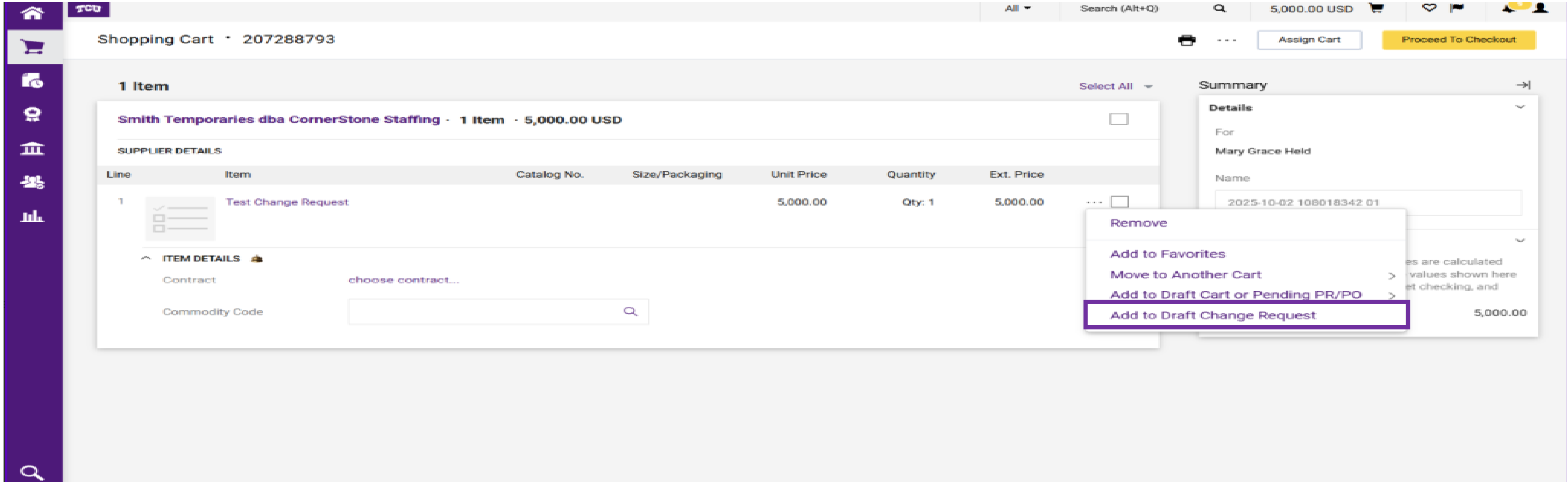
Once the line is selected then make any revisions to the information that was previously entered, then select Save. Skip to page 11 if no additional line items are to be added.

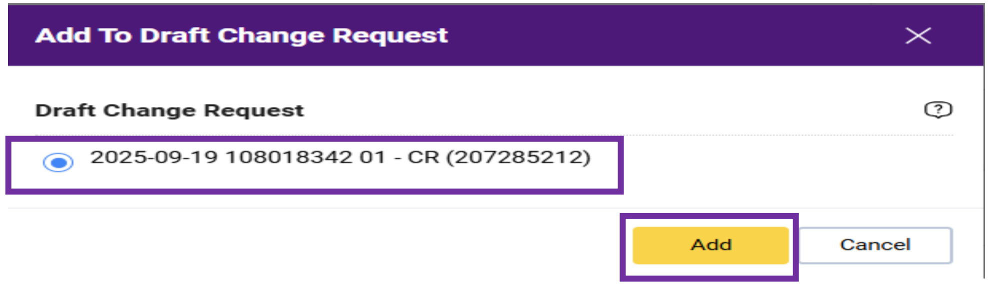


If an extra line or charge needs to be added, change the information and select "Add and Go to Cart" instead.

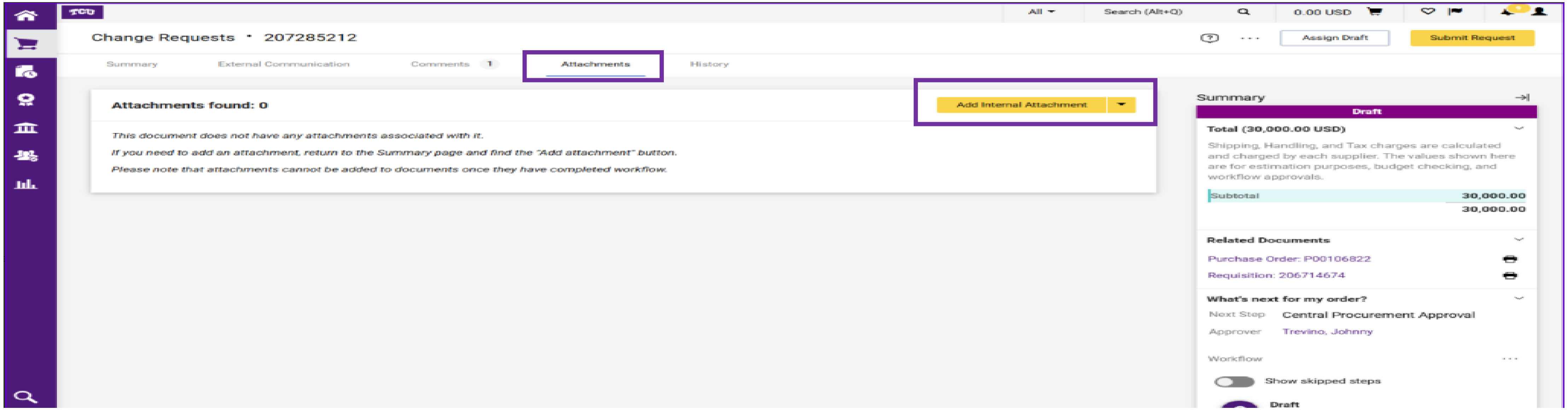


Once the new line item is in the cart, select Add to Draft Change Request. Then select the correct Change Request number. To finalize, select Add.

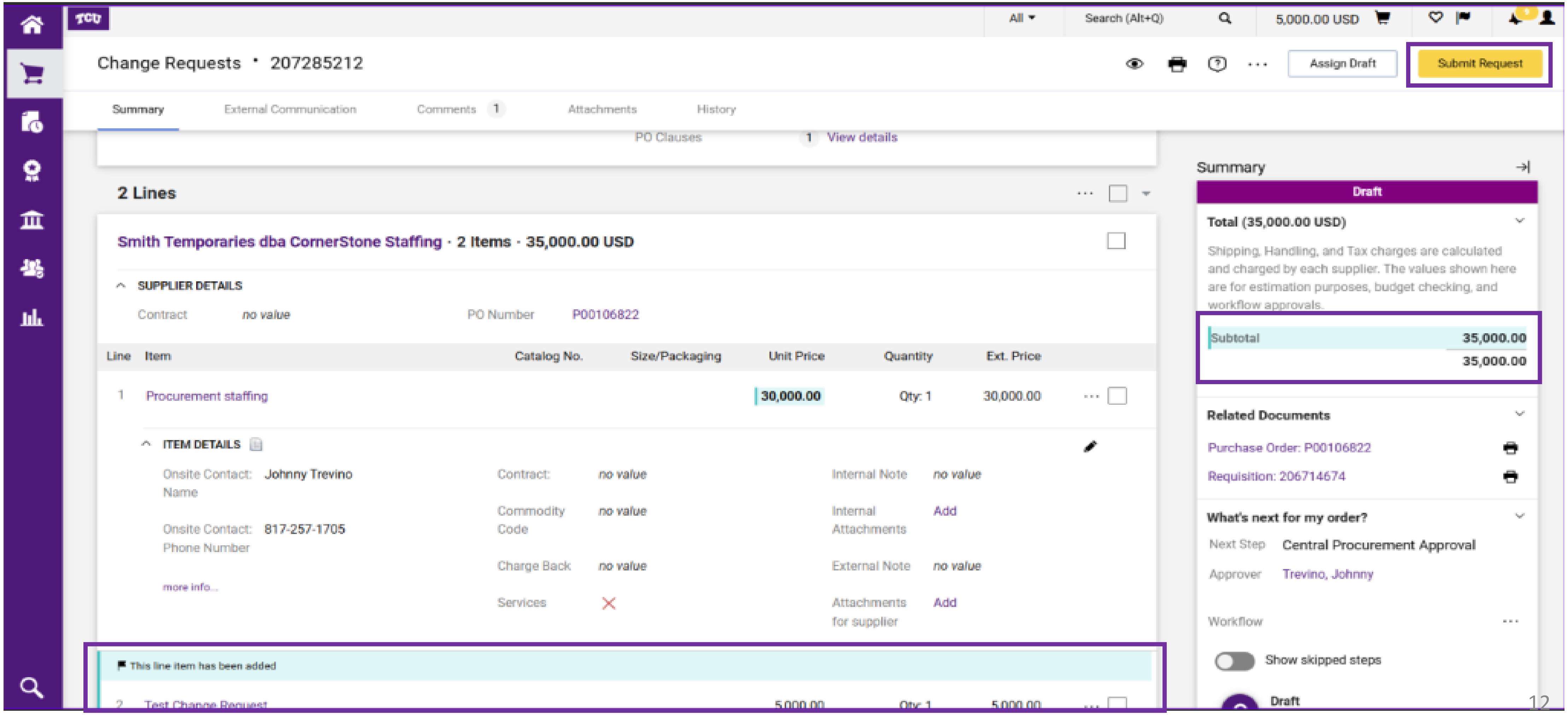




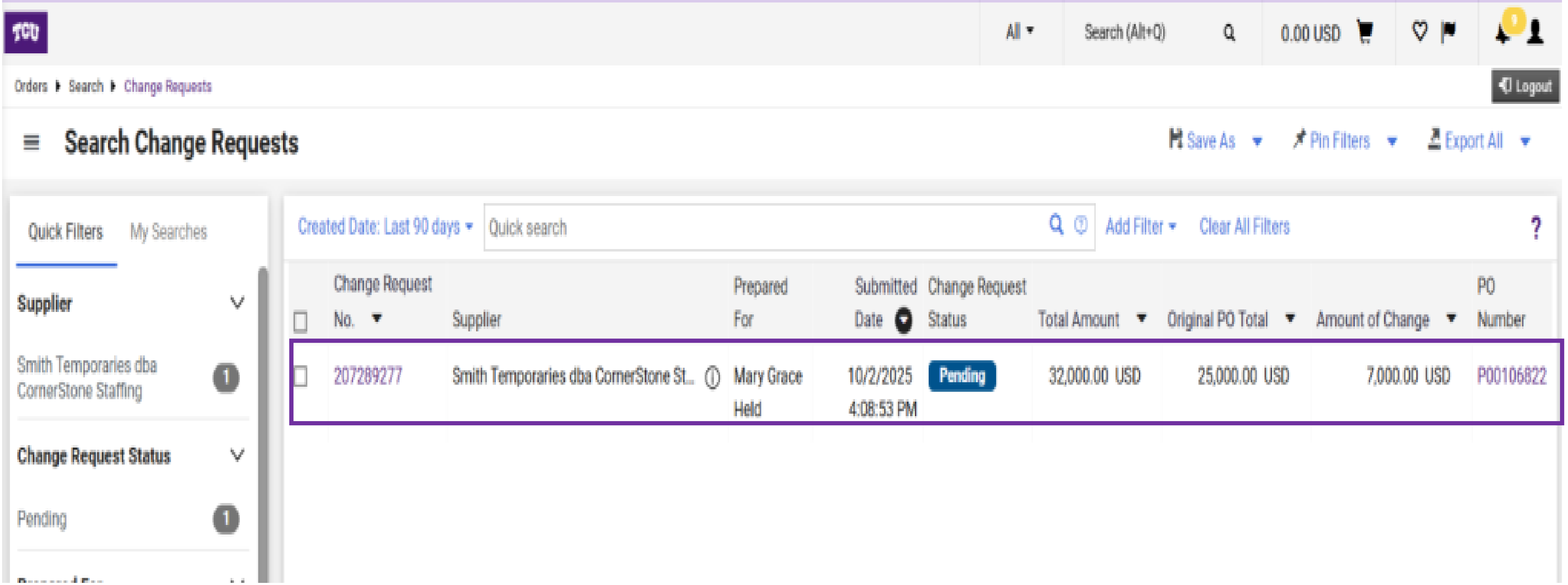
Return to the Change Request if you added new lines. Then select the Attachments tab, then Add Internal Attachment to attach the document and/or invoice substantiating the Change Request.



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



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



QUESTIONS?

Submit to procurement@tcu.edu

TCU