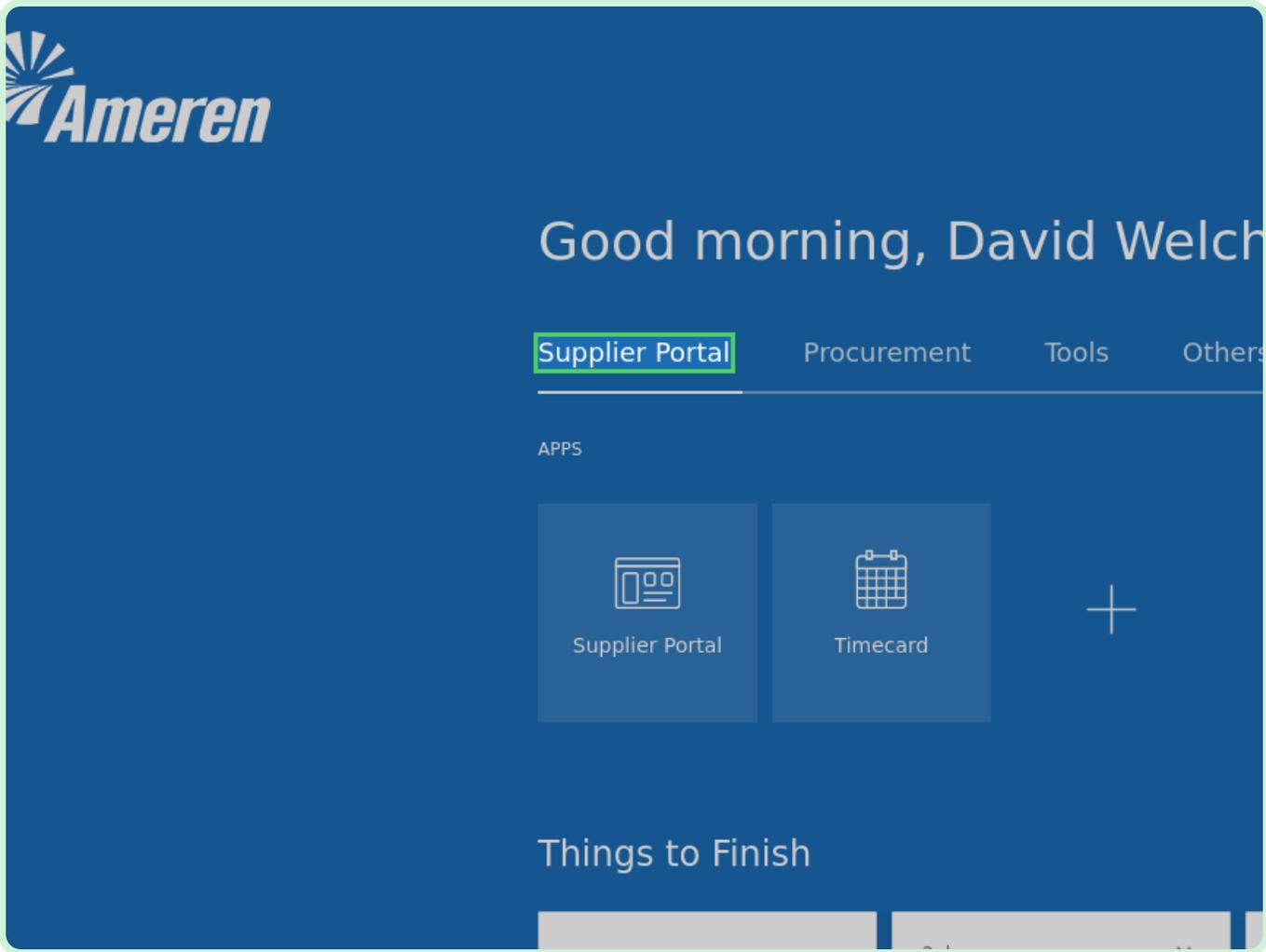# Submit Change Requests Against Material POs on Supplier Portal

🕐 Time to Completion: **3 minutes**

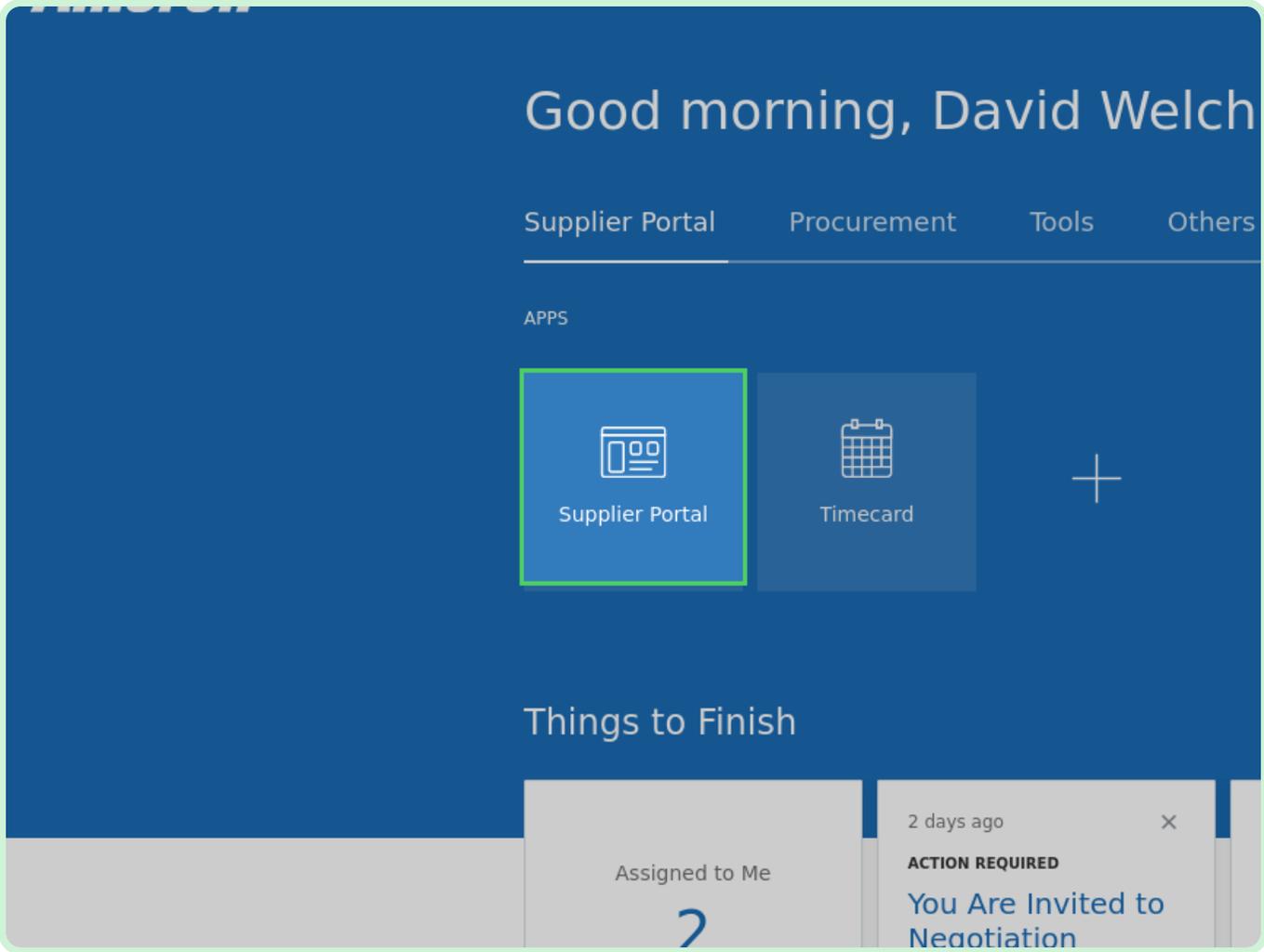You will learn how to submit a change request against a material purchase order (PO) through the Supplier Portal.

Step 1

Select **Supplier Portal**.

Step 2

Select **Supplier Portal**.

Step 3

Select **Manage Orders**.

Step 4

Select **Search**.

Step 5

In the **Search Results** table, select **P2003051**.

⊘ **Warning**

Make sure you do not select the order link.

Ameren
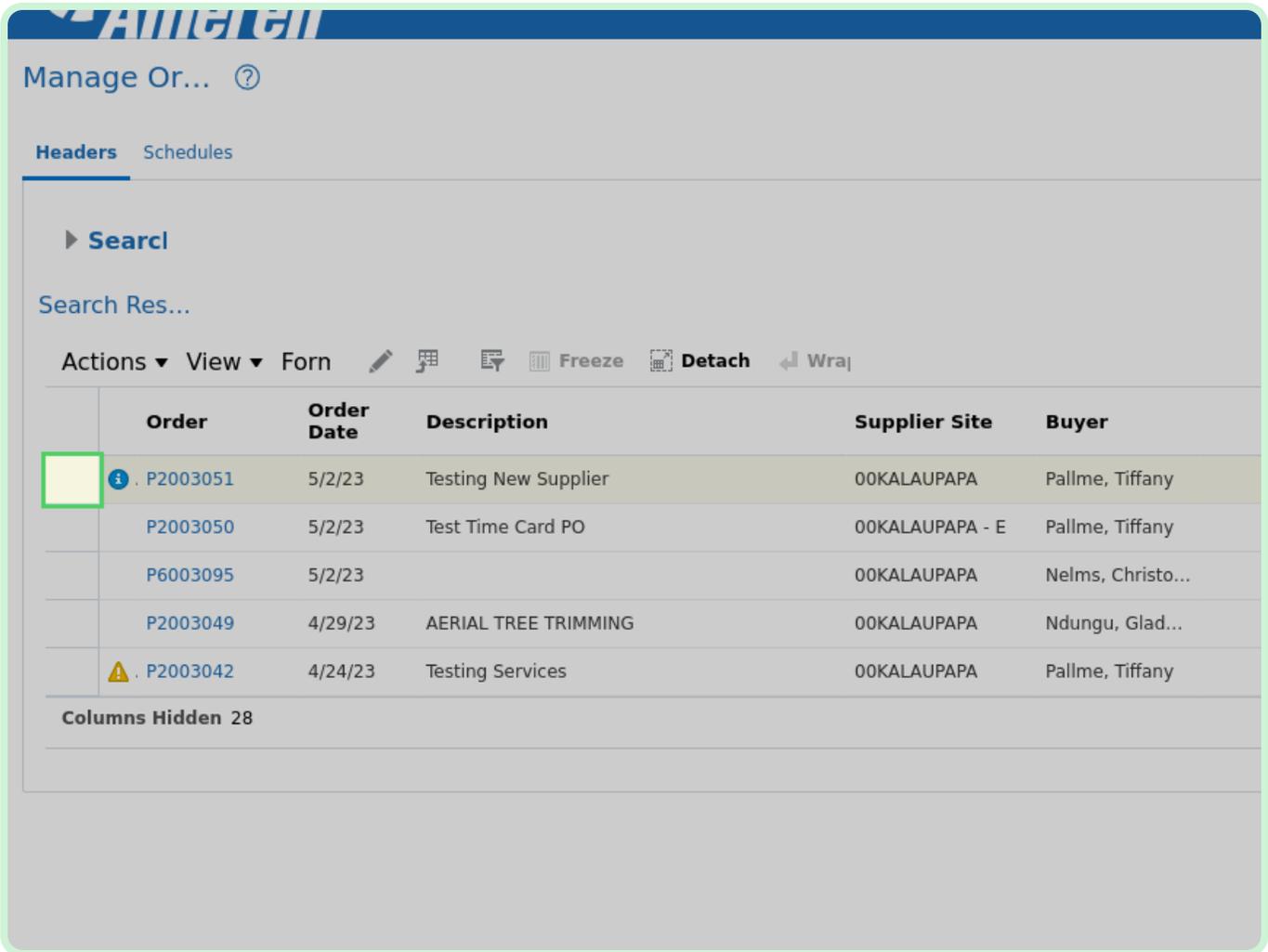
Manage Or... ⑦

Headers   Schedules

▶ **Search**

Search Res...

Actions ▾ View ▾ Form   ✏ ⊞   ⊟   ⊞ Freeze   ⊞ **Detach**   ⊲ Wrap

	Order	Order Date	Description	Supplier Site	Buyer
	ℹ . P2003051	5/2/23	Testing New Supplier	00KALAUPAPA	Pallme, Tiffany
	P2003050	5/2/23	Test Time Card PO	00KALAUPAPA - E	Pallme, Tiffany
	P6003095	5/2/23		00KALAUPAPA	Nelms, Christo...
	P2003049	4/29/23	AERIAL TREE TRIMMING	00KALAUPAPA	Ndungu, Glad...
	⚠ . P2003042	4/24/23	Testing Services	00KALAUPAPA	Pallme, Tiffany

Columns Hidden 28

Step 6

Select **Actions**.

Step 7

In the **Actions** drop-down list, select **Edit**.

Step 8

In the **Description** field, type **Changing line 1**.

Step 9

In the **Quantity** field, type **20,000**.

Description	Supplier Item	Quantit	UOM	* Price	Ordered	* Location	Note t Suppli
sting New Supplier		10,000	US DOLLARS	1.00	10,000.00	DECATUR SA	

Payment Terms IMMEDIATE

Shipping Method CHR

Freight Terms Collect Shipment

FOB Destination

icy Deviation

Time Card Entry Mode

cument Type STANDARD

Retainage Required? N

Forn   Freeze   Detach   Wrap

Step 10

In the **Change Reason** field, type **Supply increase needed**.

Shipping Method	CHR
Freight Terms	Collect Shipment
FOB	Destination

— Pay on

— Confirm

Time Card Entry Mode	▼	EDI REJECTION STATUS
Retainage Required?	N ▼	PO Source Type

* Price	Ordered	* Location	Note to Supplier	Change Reason
1.00	20,000.00	DECATUR SA		

Step 11

Select **Submit**.

Step 12

Select **OK**.

rmation   ✕

order 2 for document Purchase Order number P2003051 was submitted
.

                                                        OK

↵ Wra|

	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date

Advan

Include Closed Doc

Step 13

Select **Home**.