

To Create a CHANGE-ORDER Subaward Requisition in Oracle iProcurement:

OVERVIEW:

Change-order requisitions are needed for subawards when you want to :

- *extend the time* of an existing subaward, and/or
- *add more funds* to an existing subaward, and/or
- *make corrections* on an existing subaward (e.g., change task number)

Change order requisitions for subawards are also done in iProcurement. Steps 1-4 are the same as for a new subaward, then...

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Step 5: Choose “Standard Change Order – Blankets and Contracts” from Request Type drop-down list:

The screenshot displays the Oracle iProcurement Shop interface in Microsoft Internet Explorer. The browser's address bar shows the URL: https://ofweb.stanford.edu:8051/OA_HTML/OA.jsp?. The page title is "Oracle iProcurement: Shop - Microsoft Internet Explorer".

The main content area is titled "Non-catalog Request Store" and includes a "Shopping Cart" section on the right that states "Your cart is empty." The "Request Type" dropdown menu is open, showing a list of options. The option "Standard Change Order - Blankets and Contracts" is highlighted with a red circle. A black arrow points from the text in the previous block to this highlighted option.

Field	Value
* Request Type	Choose From List
Item Type	Choose From List
Item Description	RPO Fabrication
	RPO Goods
Category	RPO Services
* Quantity	Standard Blanket
Unit of Measure	Standard Capital Equipment
Unit Price	Standard Capital Project
Supplier Item	Standard Change Order
	Standard Change Order - Blankets and Contracts
	Standard Confirmed and Received
	Standard Consultant
	Standard Goods
	Standard Lease
	Standard Radioactive
	Standard Services
	Standard Subaward

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Step 6: Change order details are entered here. Note the 2 fields for change order reqs: Orig PO # and Description of Change

The screenshot shows the Oracle iProcurement interface in a Microsoft Internet Explorer browser window. The page title is "Non-catalog Request Store". The main content area contains the following fields and controls:

- Request Type:** Standard Change Order - Blankets and Contracts (dropdown)
- Item Type:** Goods or services billed by amount (dropdown)
- Item Description:** Increase subaward amount by \$75,000 and extend time 8/15/08 - 9/14/09. SPO #55555, PI Brain (text area)
- Category:** STANDARD.CHANGE ORDER (dropdown)
- Amount:** 75000.00 (text input)
- Supplier Item:** (empty text input)
- Supplier Name:** AEROACOUSTICS LLC (text input)
- Site:** R607644 (text input)
- Contact Name:** (empty text input)
- Phone:** (empty text input)

Below the main form, there is a section titled "STANDARD CHANGE ORDER" with a tip: "TIP Please enter all the dates in 'DD-MON-YYYY' format". Two fields are highlighted with red circles:

- Reference Original P.O. Number:** 21123990
- Description of Change:** increase amount & time

At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

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Step 7: This will bring up your Shopping Cart with the subaward “item”. Click “Checkout”

The screenshot shows the Oracle iProcurement Checkout page in a Microsoft Internet Explorer browser. The page title is "Oracle iProcurement: Checkout - Microsoft Internet Explorer". The browser address bar shows the URL: [https://ofweb.stanford.edu:8051/OA_HTML/OA.jsp?](https://ofweb.stanford.edu:8051/OA_HTML/OA.jsp?;). The page header includes the Oracle iProcurement logo and navigation links: Shopping Cart, Home, Logout, Preferences, Help. Below the header, there are tabs for Shop, Requisitions, and Receiving. The main content area is titled "Shopping Cart" and contains a table with the following data:

Line	Item Description	Category Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	Increase subaward amount by \$75,000 and extend time 8/15/08 - 9/14/09. SPO #55555, PI Brain Brown	Standard Change Order	STANDARD CHANGE ORDER	EACH	75000	1.00 USD	75000.00	
							Total	75000.00

Below the table, there is a "Return to Shopping" link and a "Checkout" button circled in red. The footer includes the copyright notice: Copyright (c) 2006, Oracle. All rights reserved. and a "Privacy Statement" link.

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Step 8: Checkout screen: If your subaward *cumulative* amount is greater than \$25K, then you will only need to use exp type 54720. Remember to change the tax code to "TAX_EXEMPT"... click "Next"... and you're on to approvals and submission, which are the same as for new subaward reqs.

The screenshot shows the Oracle iProcurement checkout interface in Microsoft Internet Explorer. The browser address bar shows the URL: https://ofweb.stanford.edu:8051/OA_HTML/OA.jsp?. The page title is "Oracle iProcurement: Checkout - Microsoft Internet Explorer".

The Oracle iProcurement logo is at the top left. Navigation links include "Shopping Cart", "Home", "Logout", and "Preferences". A breadcrumb trail shows "Shop", "Requisitions", and "Receiving". A progress bar indicates the current step: "Requisition Information", "Approvers", and "Review & Submit".

The main heading is "Checkout: Requisition Information". Below it, a note states "* Indicates required field". Buttons for "Cancel", "Save", "Edit Lines", and "Step 1 of 3 Next" are visible.

The form contains the following fields:

- * Description / Business Purpose: Increase subaward amount by \$75,000 and extend time 8
- Delivery**
 - * Need-By Date: 14-Aug-2008 (example: 28-Jul-2008)
 - * Requester: Bunten, Alexandria C.
 - * Deliver-To Location: 07-342T (with a link to "Enter one-time address")
 - * Department Name: ERA
 - * Room: 105
 - * Attention To: Lex Bunten
- Billing**
 - * Project: 1029133
 - * Task: 1
 - * Award: AABEC
 - * Expenditure Type: 54720 (circled in red)
 - * Expenditure Item Date: 15-Aug-2008 (example: 28-Jul-2008)
 - * Tax Code: TAX_EXEMPT (circled in red)

At the bottom of the form, there are buttons for "Cancel", "Save", "Edit Lines", and "Step 1 of 3 Next" (circled in red). Navigation links "Shop", "Requisitions", "Receiving", "Shopping Cart", "Home", "Logout", and "Preferences" are at the bottom. A "Privacy Statement" link is also present.

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