Corporate Financial Services

BruinBuy
PO Change Request
Order Classes

PO Change Request
BruinBuy PO Change Requests can be submitted for

<table>
<thead>
<tr>
<th>Order Class</th>
<th>Description</th>
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<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 Purchasing 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>
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<tr>
<td>S</td>
<td>Sub Contracts</td>
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</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
- **Close PO**: Request to close the PO

There is also a Notes/Comments section to include any details.
Change FAU Only

Click the Details Tab

Click the Change Header/Line FAU icon
Corporate Financial Services
BruinBuy PO Change Request
Change FAU Only

On the Change Line FAU web page

Make Changes

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

**PO #: 4100PH0146; Change Request #: 19-00; Status: CI (IN PROGRESS)**

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<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 Efi Date</th>
<th>Actions</th>
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**Distribution Totals**

<table>
<thead>
<tr>
<th>Distribution Method</th>
<th>Line Total</th>
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<th>Remaining</th>
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<tbody>
<tr>
<td>Percent</td>
<td>100</td>
<td>100</td>
<td>0</td>
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</tbody>
</table>

**Distribution Preferences**

- **Object**: 318

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Corporate Financial Services
BruinBuy PO Change Request
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
Add Attachments Only

Click the Attachments Tab

Choose File
Document Notes
Corporate Financial Services
BruinBuy PO Change Request

Submit PO Change Request

PO #: 4100PHD146; PO Status: Y; Change Request #: 21-00; Status: CI (IN PROGRESS)

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

Detailed Description of Changes
ADD ATTACHMENTS ONLY

Notes/Comments

Version Date Name Role Notes/Comments
Corporate Financial Services
BruinBuy PO Change Request

File Name:
Choose File 4100PH0146.docx

Supporting documentation for typical purchase of:

Goods
- Quote
- Sole Source Justification
- Other

Services
- Scope of Work (required)
- Bid Specification
- IRS Pre-hire Worksheet (for individuals)
- Independent Contractor / Consultant Form (for individuals)
- Foreign Source Income Form (for individuals)
- Other

Other
- Vendor Documents
- Insurance Certificate
- Special Approvals
- Other

Document Notes:
These are some notes regarding the document I've attached.
### Corporate Financial Services

#### BruinBuy PO Change Request

![Image of BruinBuy PO Change Request form]

**Summary**

**PO #: 4108944146; PO Status: Y; Change Request #: 19-09; Status: CI (IN PROGRESS)**

**Detailed Description of Changes**

- Change FAU only
- Change Scope
- Add Attachments only
- Close PO

**Notes/Comments**

Please change the Object Code on PO line 1 to 3310.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
<th>Role</th>
<th>Notes/Comments</th>
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</table>
Once the request has been submitted the status can be reviewed in **My PO Change Requests**

![My PO Change Requests](https://bpissl.asu.edu)

<table>
<thead>
<tr>
<th>PO Num</th>
<th>Change Request</th>
<th>VCK</th>
<th>Status</th>
<th>Submitter</th>
<th>Status</th>
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</tbody>
</table>

Displaying: 1-10 / 10
Close PO

Close the entire PO

Close the remainder of the PO
Corporate Financial Services

References

- BruinBuy Help Desk - contact bruinbuy@finance.ucla.edu or 310-794-6013
- Purchasing inquiries - Email purchasing@finance.ucla.edu
- UCLA Purchasing Portal www.purchasing.ucla.edu
- For complete overview of BruinBuy training, please go to www.chr.ucla.edu to sign up for training classes through the UC Learning Center