Corporate Financial Services

BruinBuy
PO Change Request

Order Classes
PO Change Request

BruinBuy PO Change Requests can be submitted for

Order Class   **Description**

B   **Restricted [Departmental] Blanket Agreements**

C   **Consultant Agreements**

H   **Long Term Leases / Rentals**

P   **Purchase Orders**

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The procedure for remainder of the Purchasing generated POs will remain the same

Order Class	Description
G	Sub Grants
	Sub Awards
S	Sub Contracts

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Accessing the PO Change Request from the Home Page

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Select the PO you want changed and click the Chg Order icon

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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

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Change FAU Only

Click the Details Tab

Click the Change Header/Line FAU icon

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Change FAU Only

On the Change Line FAU web page

Make Changes

Click Save and Close

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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**

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Add Attachments Only

Click the Attachments Tab

Choose File

Document Notes

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Once the request has been submitted the status can be reviewed in **My PO Change Requests**

Close PO

Close the entire PO

Close the remainder of the PO

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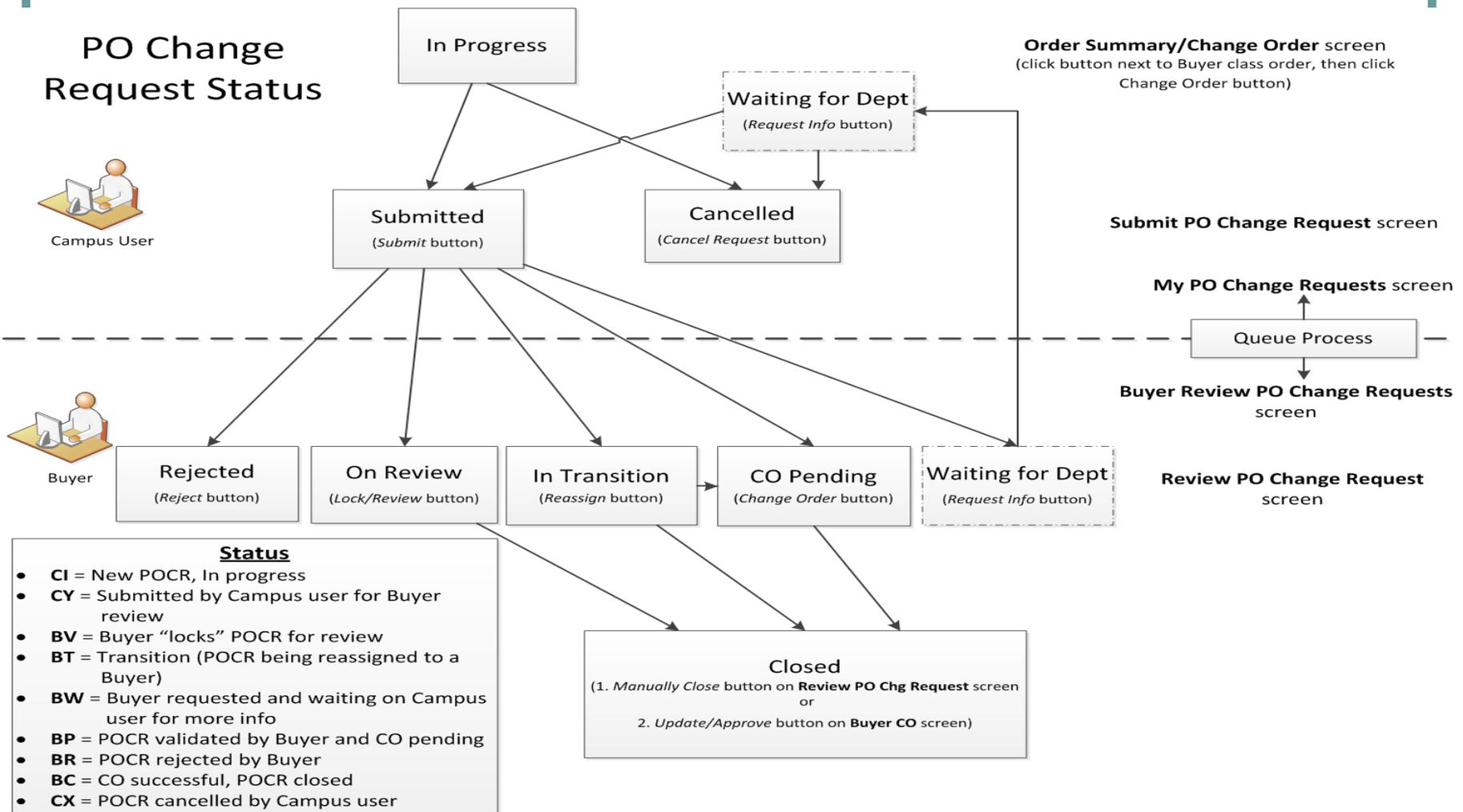## BruinBuy PO Change Request

PO Change Request Status

Campus User

Buyer

In Progress

Waiting for Dept
(*Request Info* button)

Submitted
(*Submit* button)

Cancelled
(*Cancel Request* button)

Rejected
(*Reject* button)

On Review
(*Lock/Review* button)

In Transition
(*Reassign* button)

CO Pending
(*Change Order* button)

Waiting for Dept
(*Request Info* button)

Closed
(1. *Manually Close* button on **Review PO Chg Request** screen
or
2. *Update/Approve* button on **Buyer CO** screen)

Order Summary/Change Order screen
(click button next to Buyer class order, then click Change Order button)

Submit PO Change Request screen

My PO Change Requests screen

Queue Process

Buyer Review PO Change Requests screen

Review PO Change Request screen

Status
- **CI** = New POCR, In progress
- **CY** = Submitted by Campus user for Buyer review
- **BV** = Buyer "locks" POCR for review
- **BT** = Transition (POCR being reassigned to a Buyer)
- **BW** = Buyer requested and waiting on Campus user for more info
- **BP** = POCR validated by Buyer and CO pending
- **BR** = POCR rejected by Buyer
- **BC** = CO successful, POCR closed
- **CX** = POCR cancelled by Campus user

Corporate Financial Services
References

- BruinBuy Help Desk - contact bruinbuy@finance.ucla.edu or 310-79**4-6013**

- 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