

# Create Change Order Requisition

This explains to employees and managers how to create Change Order Requisitions for Non-Catalog items from the Requisitions worklet. In addition to creating Requisitions, employees may check on the progress of their requests at any time.

## Detailed Instructions



1. Select the **Global Navigation Menu** icon at the top left corner and select **Requisitions** under the **Organizations** category.
2. The **Requisition Details** will be prepopulated. Select the **Edit Details** button to make changes, if needed. NOTE: Company may not default in correctly so please make sure the company is correct.

**ATTENTION REQUIRED**

**Requisition Details**

**Requesting for**  
[REDACTED]

**Company**  
The Foundation for Grossmont & Cuyama...

**Currency**  
USD (\$)

**Deliver-To**  
DS District Offices

**Ship-To**  
8800 Grossmont College Drive...

**Worktags**  
SmartKey: D2105U0 General Aux Operations  
Fund: D1 Auxiliary  
4 more worktags [view all worktags](#)

**Start Requisition** **Edit Details**

3. Select the **Edit Details** button within the **Requisition Details** section.

The screenshot shows the 'Requisitions' page. On the left, there's an 'Instructions' section with a scroll bar. Below it, a 'Requisitions (Past 6 Months)' section shows 'Open (0)' and 'Completed (0)' tabs. On the right, the 'Requisition Details' section is visible. It includes fields for 'Requesting for' (Sally Cox [C]), 'Company' (The Foundation for Grossmont & Cuyamaca ...), 'Currency' (USD (\$)), 'Requisition Type' (Regular Requisitions), 'Deliver-To' (DS District Offices), and 'Ship-To' (8800 Grossmont College Drive...). Below these, there's a 'Worktags' section with 'SmartKey: D210SU0 General Aux Operations' and 'Fund: D1 Auxiliary'. At the bottom right, there are two buttons: 'Start Requisition' and 'Edit Details'. The 'Edit Details' button is highlighted with a red box, and a red arrow points to it.

4. For **Request Type**, select **Change Order Requisitions**.

The screenshot shows the 'Edit Requisition Details' modal. It has a blue header with a close button. Below the header, there's a blue box with a warning icon and text: 'Updates to Worktags, Deliver-to Locations, and Ship-to Addresses won't apply to existing cart items. Remove all cart items if you want to edit Requisition Details that are read-only.' Below this, there are several fields: 'Requesting for \*' (Sally Cox [C]), 'Requesting Entity' (empty), 'Company \*' (The Foundation for Grossmont & Cuyamaca Colleges), 'Currency \*' (USD), and 'Requisition Type \*'. The 'Requisition Type \*' field is highlighted with a red box, and its dropdown menu is open, showing 'Search' and 'Change Order Request Requisitions'.

Add your Location. This is your building and room number. Add your smartkey.

a. For requisitions for **Goods**, complete the **Request Details** section.

- i. **Supplier Item Identifier:** [Not required] Enter the supplier quote number, if applicable.
- ii. **Supplier:** [Required] - Enter the supplier's name and press enter or select the supplier from the Supplier by Supplier Category list.

- iii. **Request Description:** [Required] - Enter a detailed description of the goods being purchased. This field is required.
- iv. **Spend Category:** [Required] - Select the spend category using the prompt or search by entering text. This field is required.
- v. Enter the **Pricing** details: [Required]
  - 1. **Quantity:** Enter the quantity. This field is required.
  - 2. **Unit of Measure:** Select the unit of measure using the prompt or search by entering text. This field is required.
  - 3. **Price:** Enter the price per unit of measure.
- vi. **Subtotal:** Automatically calculated based on pricing details. Shipping/Freight and Additional Charges are added at checkout (Requisition Information- Step 8)
- vii. **Memo:** [Required] - Enter additional information about your request. This is an internal memo field.
  - 1. Add the purchase order number to be amended: X26.\_\_\_\_

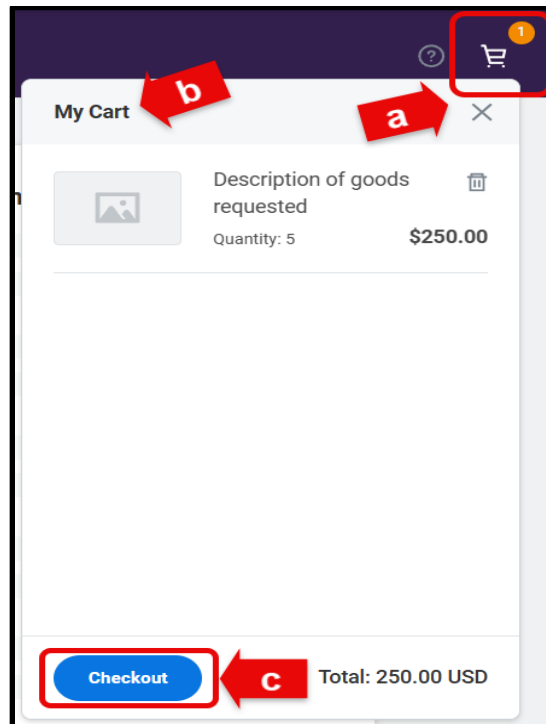
b. For requisitions for **Services**, complete the **Request Details** section.

- i. **Request Description:** Enter a detailed description for the request. This field is required.
- ii. **Supplier:** Enter the supplier's name and press enter or select the supplier from the Supplier by Supplier Category list.
- iii. **Spend Category:** Select the spend category using the prompt or search by entering text. This field is required.
- iv. Enter the **Additional Details:**
  - 1. **Start Date:** Date services will begin
  - 2. **End Date:** Date services are to be completed. (
  - 3. **Price:** Enter the extended amount.
- v. **Memo:** Enter additional information about your request. This is an internal memo field.
  - 1. Add the purchase order number to be amended: X26.\_\_\_\_
  - 2. Example: Increase contract \$10,000 for additional scope of work.
  - 3. Example: Extend contract to end 12/31/25

5. Press the **Add to Cart** button to submit the request.



6. Select the **Continue Shopping** button within the **Requisition Details** section to add another item to your cart.
7. When you have completed shopping and are ready to check out, follow the steps below.



- a. Select the cart icon to **View Cart**.
  - b. Review the items in **My Cart**.
  - c. Select the **Checkout** button
8. On the **Checkout** page, select "Access Advanced Checkout" to review the **Requisition Information** for accuracy. Update, as needed. Note: You may add additional goods or services during checkout by clicking on the plus sign (+) above the goods or services line.

[Access Advanced Checkout](#)

### Requisition Summary

Subtotal	250.00
Freight	0.00
Other Charges	0.00
<b>Total</b>	<b>\$250.00 USD</b>

! 3 Errors

9. Add Sourcing Buyer:

- a. **Heba Almasraf**, for all other grants not mentioned below and F smartkeys
- b. **Mayra Chavez**, for K16 Collaborative Grant
- c. **Sue Fisher**, for Regional Strong Workforce Program, K12 Strong Workforce Program, Regional Collaboration and Coordination Grants, K14 TAP and Pathway Coordinator Grant, Irvine Apprenticeship Grant

10. Enter the purchase order number for the original requisition in the internal memo field.

Checkout

<b>Company</b> The Foundation for Grossmont & Cuyamaca Colleges	<b>Requester</b> Sally Cox [C]	<b>Requisition</b> - new -	<b>Status</b> Draft	<b>Total Amount</b> 1,000.00 USD
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v
**Shipping Address**

**Deliver-To**      DS District Offices

**Ship-To Address**    8800 Grossmont College Drive  
El Cajon, CA 92020  
United States of America

v
**Requisition Information**

**Request Date**    \*    08/13/2025 📅

**Currency**        \*    x USD ⋮

**Requisition Type**    x    Change Order Request Requisitions ⋮

**High Priority**        ☐

**Sourcing Buyer**      ⋮

**Submitted by**      Sally Cox [C]

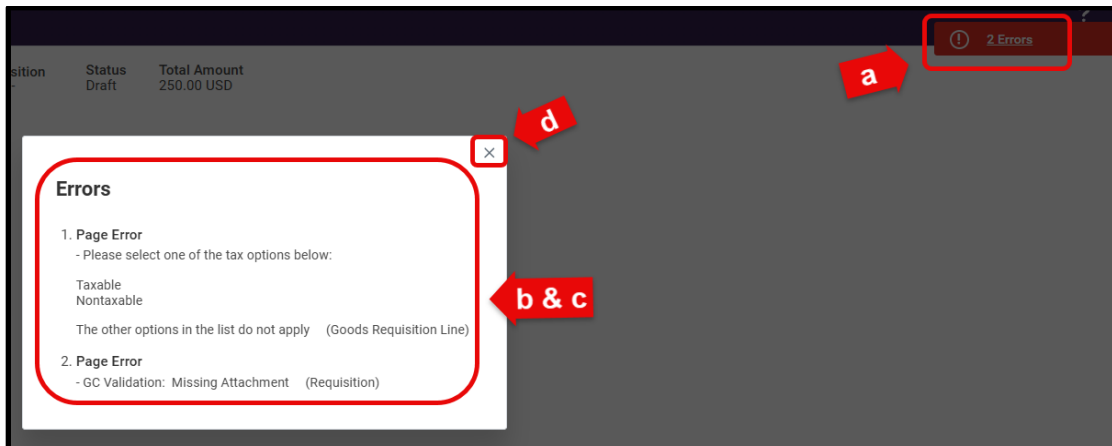
**Freight Amount**    0.00

**Other Charges**     0.00

**Memo to Suppliers**

**Internal Memo**

11. An **Error** (and alerts, if applicable) will display.



- a. Select the **Error** message to display details.
  - b. Review the **Error** message(s).
    - i. Possible Error Messages:
      1. Add Sourcing Buyer
      2. Missing attachment
      3. Requisition tax
        - a. If taxable is chosen, use 8.25% as the tax code
      4. Requisition total amount cannot be \$0
      5. Requisition type is required
      6. Supplier is TBD
  - c. Review **Alerts** if applicable.
  - d. Select the **X** to close the screen.
12. From the **Goods** line, move over to the **Tax** field. Select the tax options specified in the error message.

Goods

1 item

Requested Delivery Date	*Supplier	Supplier Contract	Supplier Item Identifier	Tax	Tax Recoverability	Memo	*Location
MN/DD/YYYY	AMAZON X CAPITAL SERVICES, INC			<div> <div>Tax Applicability</div> <div>X Nontaxable</div> <div>Tax Code</div> </div>			

13. From the **Services** line, scroll over to the Tax field. Professional services for consultants is not taxable, select the icon with the 3 lines and choose **Tax Applicabilities**, and then select **Nontaxable**.

Services

1 item

Address	Ship-To Contact	Supplier	Tax
8800 Grossmont College Drive El Cajon, CA 92020 United States of America	X Heather Cavazos [C]	<div> <div>Supplier</div> <div>X JONATHAN PAUL KROPP</div> <div>Supplier Contract</div> </div>	<div> <div>Tax Applicability</div> <div>X Nontaxable</div> <div>Tax Code</div> </div>

- a. Verify Location has your building and office number added in the field. Ensure the smartkey is correct.

Memo	*Location	*SmartKey	*Fund
Consultant for Advanced Manufacturing	X DS District Offices > DS_80 District Annex > DS_80_857	X D2900R0 K16 Collaborative Administration	X

14. Select the **Submit** button when complete. Other options include: **Save for Later**, **Continue Shopping** as well as **Edit Requisition Defaults**, **Edit Address**, and **Cancel** from the more button.

Submit Save for Later Continue Shopping

Edit Requisition Defaults  
Edit Address  
Cancel

15. Upon submission, you will be redirected to the **Requisitions** worklet. The newly created requisition will appear under **Requisitions** on the **Open** tab. Select the **Awaiting Action - Show Details** hyperlink to view the **Requisition Process History**.

Requisitions (Past 6 Months) Edit Filters

Open (1) Completed (0)

XR24.0020 ...  
Total Amount: \$250.00  
1 item

Awaiting Action - Show Details  
Created on 08/06/2025

Ordering Receiving Invoicing

16. The **Requisition Process History** will display all the steps in the process.

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Requisition Event	Step Completed	08/06/2025 01:08:23 PM	08/20/2025	[Redacted]	1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	08/06/2025 01:08:23 PM	08/08/2025		0	
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	08/06/2025 01:08:24 PM			0	
Check Budget (Financial)	Review Budget Check	Not Required		08/08/2025		0	
Check Budget (Financial)	Review Budget Check	Not Required		08/08/2025		0	
Check Budget (Financial)	Override Budget Check	Not Required		08/08/2025		0	
Check Budget (Financial)	Service: Reserve Budget in Budget Check	Step Completed	08/06/2025 01:08:24 PM	08/08/2025	Workday Service	1	
Requisition Event	Approval by Cost Center Manager	Awaiting Action		08/08/2025	[Redacted]	1	

17. Approval of the request will be displayed on the **Requisitions** worklet along with its progress. **Ordering** means the PO is approved but not issued. **Ordered** means the PO has been issued.



6. Do any of your items require a MSDS from the vendor? If so, please note on that line item.  
 7. Only one supplier is allowed per requisition. Although you will need to indicate the supplier for each line item, you can enter different suppliers within the requisition.

### Requisitions

(Past 6 Months)

**Open (1)**   Completed (0)

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**XR24.0020** ...

Total Amount: \$250.00

1 item ▾

Approved

Created on 08/06/2025

### Ordering

[X25.0281](#)

Status: Approved

Contact: [REDACTED]

Supplier: AMAZON CAPITAL SERVICES, INC

Ordering

Receiving

Invoicing

Fund: D1 A

4 more work...

Start R...

## Have Questions?

For information please contact the sourcing buyer:

- Heba Almasraf, for all other grants not mentioned below and F smartkeys.  
[Heba.almasraf@gcccd.edu](mailto:Heba.almasraf@gcccd.edu)
- Mayra Chavez, for K16 Collaborative Grant. [Mayra.chavez@gcccd.edu](mailto:Mayra.chavez@gcccd.edu)
- Sue Fisher, for Regional Strong Workforce Program, K12 Strong Workforce Program, Regional Collaboration and Coordination Grants, K14 TAP and Pathway Coordinator Grant, Irvine Apprenticeship Grant. [Sue.fisher@gcccd.edu](mailto:Sue.fisher@gcccd.edu)