

FASTWEBREQ

Case: 20081 PO Change request submission

We have added the ability for you to create a Web Requisition Type of PO Change Request Submission. By choosing this option from the drop-down list, a list of eligible Purchase Orders will display for you to select from. Choosing an existing PO will populate all the accounting lines and allow you to make modifications as needed before submitting through your regular approval queue processes. Making modifications here will not alter the data in your ERP, however it will allow more accurate record-keeping between FAST and your ERP when changes have been made. The Web Req status report will display these entries with a default Prefix of PCR for easy retrieval and sorting, and once approved and completed, will auto-populate the "Cancelled" field with the following notation: PO Change Request Completed.