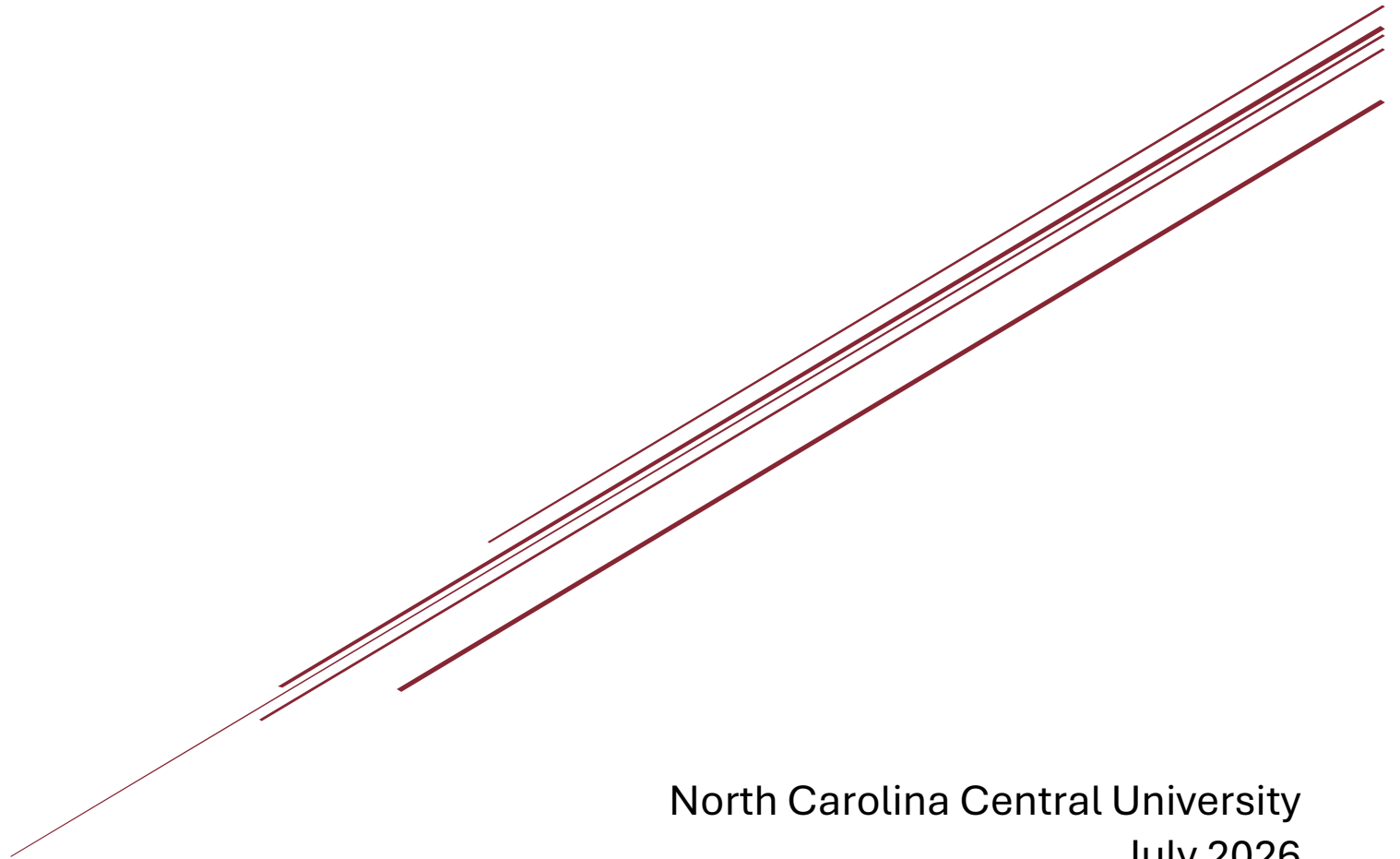


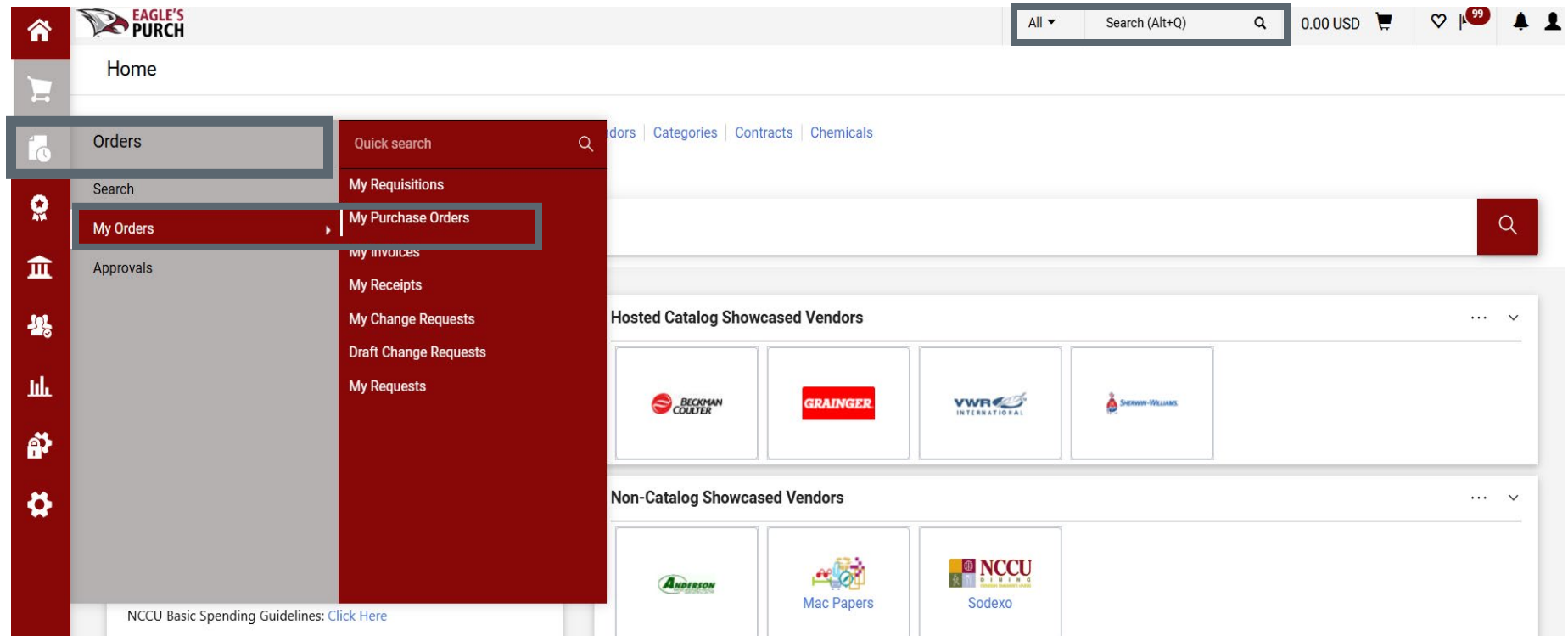
EAGLE'S PURCH CHANGE REQUEST GUIDE



North Carolina Central University
July 2026

This guide will assist in performing a Change Request to an existing Purchase Order. This action is required when there are any revisions to the original purchase order such as total cost, number of items ordered, and/or when invoice needing payment does not match the original purchase order. ***Note: Quantity and cost cannot be revised on a Punchout Catalog PO.**

1. Navigate to the Eagle's Purch.
2. Access the PO that needs to be edited.
 - a. Type the PO number in the search bar at the top left of the screen.
 - b. Or access the Orders menu, My Orders, then My Purchase Orders.



3. Select the purchase order in need of the change request by clicking on the PO number itself.

All ▾

P0140346

Q

0.00 USD

99

Logout

Orders ▸ Search ▸ Purchase Orders

Quick Search (Alt+Q)

205672654

216407637

Save As ▾

Pin Filters ▾

Export All ▾

Clear All Filters

?

100 Per Page ▾

Search Purchase Orders

Quick Filters

My Searches

Manage Searches

My Purchase Orders

My Recent Approvals

Favorite Searches

You do not have any favorite searches yet.

Created Date: All ▾

P0140346

1-1 of 1 Results

PO Number ▾

Supplier

Created Date/Time ▾

PO Status ▾

Requisition Number

PO Owner

Shipment Status

Matching Status

Total Amount ▾

...

P0140346

DNA Calibrations, LLC ⓘ

10/3/2025 3:31:51 PM

Completed

205672654

Kai Ding

Sent To Supplier

Fully Matched

554.00 USD

4. In the PO screen, click on the three (3) dots on the top right and select 'Create Change Request'.

The screenshot displays the Eagle's Purchasing system interface for a Purchase Order (PO) titled "DNA Calibrations, LLC • P0140346 Revision 1". The top navigation bar includes the Eagle's Purchasing logo, a search bar, and a currency selector set to 0.00 USD. The main header shows the PO details and a "1 of 1 Results" indicator. Below the header, a tabbed interface allows switching between various views: Status, Summary, Revisions (2), Confirmations, Shipments, Change Requests (1), Receipts (1), Invoices (1), and Comments. The "Status" tab is currently active, displaying "General Information" and "Document Status".

General Information:

- PO/Reference No.: P0140346
- Revision No.: 1
- Supplier Name: DNA Calibrations, LLC
- Purchase Order Date: 10/3/2025
- Total: 554.00
- Requestor Name:
- RequestorPhone: +1 919-530-6832
- Requestor Email:
- Requisition Number: 205672654 [view](#) | [print](#)

Document Status:

- A/P status: Open
- Workflow: ✓ Completed (5/21/2026 11:27 AM)
- The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)
- Email (PDF Attachment): info@dnacal.com
- Distribution Date/Time: 10/3/2025 3:33 PM
- Supplier: Sent To Supplier

Summary:

- Total (554.00 USD)**
- Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
- Subtotal: 554.00
- 554.00**

Related Documents:

- [Requisition: 205672654](#)

Line Details:

Line	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
------	--------	------	-------------	----------------	------------	----------	------------

A dropdown menu is open on the right side of the screen, triggered by clicking the three dots icon. The menu contains the following options: "Add Comment", "Create Change Request" (highlighted with a red box), "Add Notes to History", "Cancel PO", "Finalize Revision", "Create Receipt", "Print Fax Version", "Soft Close PO", "Close PO", "Resend to Supplier", and "Create Order Confirmation".

5. A Create Change Request box will appear. The only required field is the Change Request Reason box. There is no need to select a recipient. Attach supporting documentation, such as an invoice or vendor quote. Once all required information has been entered, select Create Change Request.

Create Change Request

This will create a change request for this purchase order. If you select a user they will receive an email notification. Once the change request has been created for this purchase order, you will be able to view the change request details.

Email notification recipient

☐ Be (Bright3 Acquisition) <bbright3@bright3.com>

☐ Ceanu (Approvals) <gibeau@bright3.com>

☐ K... Prepared by, Prepared by <@NCCO>

User with edit permission:

☐ Ash...

[add email recipient...](#)

Change Request Reason

1000 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Create Change Request

Close

Change Request Reason

1000 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Attach file to this change request (optional):

Attachment Type

☒ File

☐ Link/URL

File Name

File

Choose File

Upload your file

Create Change Request

Close

6. The requester may make edits during the PO review process. Complete Step 7 and/or Step 8, depending on the type of changes needed.

7. If the original line item entered on the purchase order needs revision, click on the purchase order line that requires revisions.

DNA Calibrations, LLC · 1 Item · 554.00 USD

... ☐

^ SUPPLIER DETAILS

Contract *no value*

PO Number [P0140346](#)

Quote number *no value*

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Pipettes Calibrations. Quote No.: 1161, attached.	1	EA	554.00	1 EA	 554.00 ... ☐

^ ITEM DETAILS

Contract: *no value*

Internal Note *no value*

Commodity Code 12142200

Internal Attachments [Add](#)

External Note *no value*

Attachments for supplier [Add](#)

7a. Once the line is selected then make any revisions to the information that was previously entered, then select Save. Skip to step 9 if no additional line items are to be added.

Non Catalog Item

DNA Calibrations, LLC

Fulfillment Address

BU Business 1 - 65 Glen Road, #661, Garner, North Carolina 27529 United States

Item

Product Description ★	Item No.	Quantity ★	Price	Packaging
Pipettes Calibrations. Quote No.: 1161. 205 characters remaining	1	1	554.00	EA - Each

Additional Details

Commodity Code

12142200

Stable Isotopes

Product Flags

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

☐ Select Agent

☐ Toxin

★ Required fields

Save

Close

8. If an extra line or charge needs to be added, click on the three dots on right corner and select "Add Non-Catalog Item".

DNA Calibrations, LLC · 1 Item · 554.00 USD

...

Add Non-Catalog Item

^ SUPPLIER DETAILS

Contractno value

PO NumberP0140346

Quote numberno value

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
⚠ Line is fully invoiced.						
1	Pipettes Calibrations. Quote No.: 1161, attached.	1	EA	554.00	1 EA	i 554.00 ...

^ ITEM DETAILS

Contract:no value

Commodity Code12142200

Internal Note: no value

Internal Attachments: [Add](#)

External Note: no value

Attachments for supplier: [Add](#)

Relate

[Purchi](#)

[Requis](#)

What's

Next S

Appro

8a. Add the new line-item information, select 'Save' to continue or 'Save and Add Another' to add additional line item(s)

Add Non-Catalog Item

DNA Calibrations, LLC

Fulfillment Address

BU Business 1 - 65 Glen Road, #661, Garner, North Carolina 27529 United States

Item

Product Description *	Item No.	Quantity *	Price	Packaging
 254 characters remaining				EA - Each

Additional Details

Commodity Code

Product Flags

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

☐ Select Agent

☐ Toxin

★ Required fields

👤 Preferred

Save

Save And Add Another

Close

9. Confirm that the revision and/or addition is correct and that the total is correct then select 'Submit Request.'

Change Requests • 216587567

Summary PO Preview External Communication Comments 1 Attachments 4 History

Changes will not be sent to the Supplier.

Change Request Reason

Reason test

General

Cert Name 2025-09-26 kding 01 - CR(1)

Description no value

Priority Normal

Prepared by Ashley Hill

Prepared for Kai Ding

Owner Phone

Standing Order ☒

Supervisor ID no value

Legal Review ☒

Shipping

Ship To

Contact Name Dr. Bin Xu

Phone +1 919-530-6850

Email bxu@ncceu.edu

North Carolina Central University

BRITE

302 E Lawson Street

Durham, NC 27707

USA

Billing

Bill To

accountspayable@ncceu.edu

919-530-6360

North Carolina Central University

Accounts Payable

P.O. Box 19737

Durham, NC 27707

United States

Buyer Information

Buyer	Email	Phone
Bernell Bright	bbright3@ncceu.edu	919-530-6877
Bernell Bright	BB	BB

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

1 Item

DNA Calibrations, LLC - 1 Item - 554.00 USD

SUPPLIER DETAILS

Summary

Drafts

Be aware of these issues. You may review and proceed.

Total (\$54.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 554.00

554.00

Related Documents

Purchase Order: P0140346

Requisition: 205672654

What's next for my order?

Next Step Fund Approvals

Approvers

Bearns, Gordon

Ongemwoko, Rob

Smith, William

Workflow

Show skipped steps

Draft

Active

Ashley Hill

On behalf of Kai Ding

Banner Budget Authorization

Future

Submit Request

10. The change request has been submitted and is now pending approval. It will progress through the standard workflow approval process.

Search Change Requests

Quick Filters My Searches

Supplier

DNA Calibrations, LLC

Change Request Status

Completed

Created Date: Last 90 days 216407637

Add Filter Clear All Filters

Change Request No.	Supplier	Prepared For	Submitted Date	Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
216407637	DNA Calibrations, LLC	Kai Ding	5/20/2026 12:44:25 PM	Pending	554.00 USD	538.50 USD	15.50 USD	P0140346