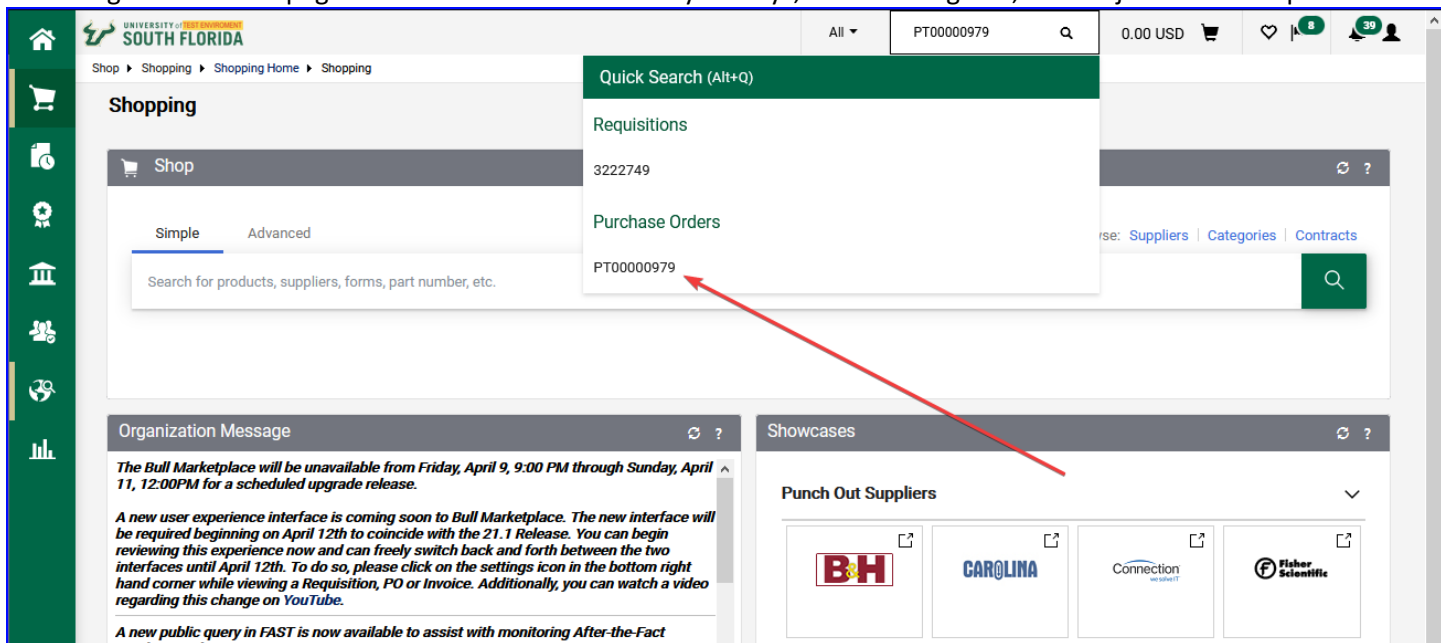
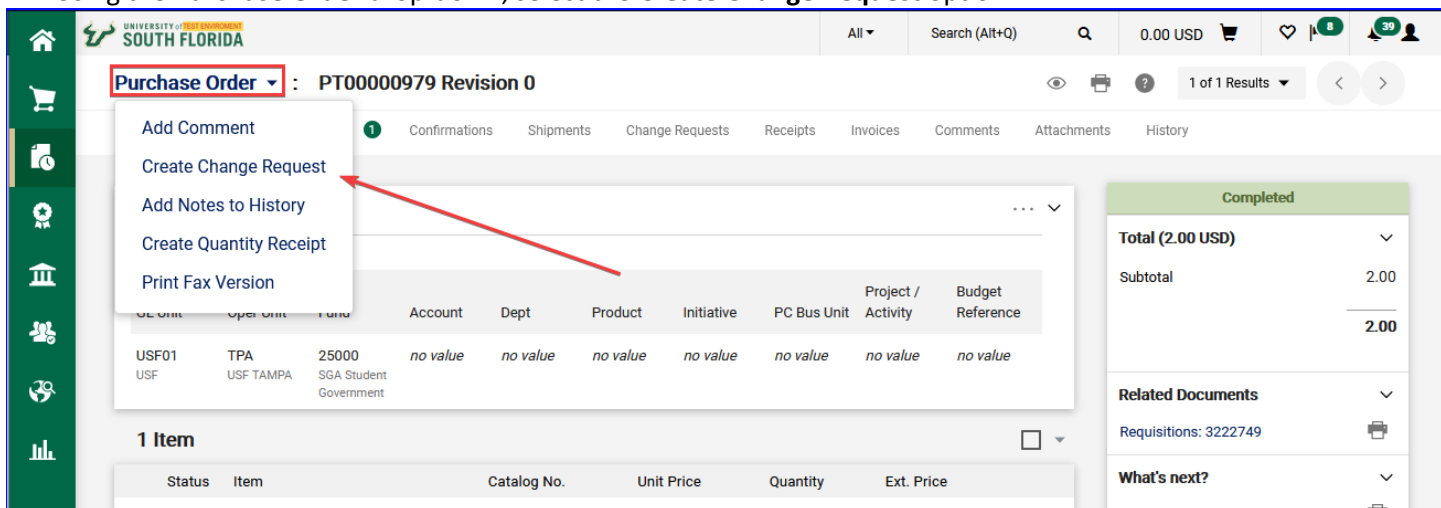


Purpose:	Request to close/cancel a Bull Marketplace PO.
Navigation:	See Below
Notes:	The REQUESTOR or APPROVER role is required to initiate a change request.

1. Navigate to the PO page. This can be done in a variety of ways, but for this guide, we will just use the top search bar.



2. Using the **Purchase Order** drop-down, select the **Create Change Request** option



3. In the pop-up box, enter a comment into the box and attach any documents if desired. The comment should clearly state that the purpose of the change request is to close the PO. When finished, click the **Create Change Request** button.

Create Change Request ✕

This will create a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been created for this purchase order.

Email notification(s) | [Add recipient](#)

Adam Isa (Approved Requisition) <tsmusf+aisa+sq@gmail.com>

Hasena Dukhi (Prepared by, Prepared for) <tsmusf+hDukhi+sq@gmail.com>

User with change request permission:

Mark Richards (Approved) <tsmusf+U03625300@gmail.com>

TEST 01 TRAINING 01 (Approved) <tsmusf+sq@gmail.com>

TEST 03 TRAINING 03 (Approved) <tsmusf+sq@gmail.com>

TEST 04 TRAINING 04 (Approved) <tsmusf+sq@gmail.com>

TEST 07 TRAINING 07 (Approved) <tsmusf+sq@gmail.com>

[add email recipient...](#)

Please close this purchase order. All expected invoices have been received and paid.


916 characters remaining expand | clear

Attach file to this change request (optional):

Attachment Type File Link/URL

File Name

File



4. The page may load for a moment and then you will be taken to the change request. Once on the change request page, scroll down to the **Internal Notes and Attachments** section and click the **Edit** button.

The screenshot shows the 'Change Requests' interface for request 3225852. The 'Internal Notes and Attachments' section is active, and a red box highlights the edit icon (a pencil) next to the section title. A red arrow points from this icon to the 'Edit Internal Notes And Attachments' pop-up box shown in the next image. The main page also shows 'Accounting Codes', 'External Notes and Attachments', and a list of items including 'JOHNSON PLASTICS PLUS - 1 Item - 2.00 USD'. A right-hand sidebar displays a 'Draft' status, a warning message, and a total of 2.00 USD.

5. In the pop-up box, check the **Close/Cancel the PO** box and click the **Save** button.

The pop-up box titled 'Edit Internal Notes And Attachments' is shown. It has a green header with a close button (X). The 'Internal Note' section contains a 'Close/Cancel the PO' checkbox with a green checkmark, which is highlighted by a red box. Below it, the 'Internal Note' field is empty, showing 'no value'. At the bottom, there are two buttons: 'Save Changes' (highlighted with a red arrow) and 'Close'.

6. You should now see that the **Close/Cancel the PO** field is marked with a green check. Once confirmed, click the **Submit Request** button.

The screenshot displays the UCO Financial Systems interface for a Change Request (CR) with ID 3225852. The interface includes a top navigation bar with the University of South Florida logo, a search bar, and a currency indicator (0.00 USD). The main content area is divided into several sections: 'Accounting Codes', 'Internal Notes and Attachments', and 'External Notes and Attachments'. In the 'Internal Notes and Attachments' section, the text 'Close/Cancel the PO' is highlighted with a red box and has a green checkmark next to it. Below this, there are fields for 'Internal Note' and 'Internal Attachments', both showing 'no value'. The 'External Notes and Attachments' section contains a 'Note to all Suppliers' (no value), 'Attachments for all suppliers', and 'PO Clauses' with a 'View details' button. On the right side, a 'Draft' sidebar is visible, containing a warning message, a 'Total (2.00 USD)' summary, a 'Subtotal' of 2.00, and a prominent green 'Submit Request' button. Below the sidebar, there is a 'Related Documents' section. At the bottom of the main content area, a list of items is shown, including 'JOHNSON PLASTICS PLUS - 1 Item - 2.00 USD'.