Requesting a PO Change

Login to SRMT and go to the "Activities" menu.

Select "Purchase Orders and Invoices".

Fill out the criteria needed to find your PO and submit.

Scroll through results until you find the correct PO. Click on the PO number to open the details.

Click on "Request Changes".

Supplier Name: ████████████████
Supplier Code: **014333**

Purchase Order and Invoice(s) from   CAPITOL STARTER SERVICE

Purchase Order Number:	ES 501408 MG
Purchase Order Type:	Stock - Repair and Return
Ship To:	UNION PACIFIC RAILROAD COMPANY
	S D MCKENZIE, MATERIAL CLERK
	1000 SOUTH 22ND STREET
	EAST ST LOUIS, IL 62207-1943
	Phone: **(618)482-7722**
	Fax: (618)482-7789
Terms:	0 %, NET 30 DAYS
F.O.B.:	
Route Via:	MANDATORY ROUTING INSTRUCTIONS
	VENDOR PLEASE VISIT UPRR ROUTING INSTRUCTIONS AT
	http://www.up.com/suppliers/uprouting/index.htm
In Late Report?	No

Note : If there are multiple items on PO you should be able to request change on any line item.

Request Changes

⊕ **Item Number 7124214 3**

Fill out the request form. You can request changes to price, quantity, or dock date. Select the appropriate reason for each change. Include comments and select a contact at your company for any questions. Then submit.