

Alt Reason	Supporting Documents
Add Line Item	New quote Signed P-149 (if engineering)
Cancel PO	New quote, if needed (cancellation fee)
Change Description	
Change General Comments	
Change Part number	New quote Signed P-149 (if engineering) Copy of the print or email the print
Change Price	New quote Signed P-149 (if engineering) (if a higher price)
Change Promise Date	Email - If shortening the lead time, need an email from the supplier that they are aware. Nothing - If the lead time is being added to.
Change Quantity	New quote or email from supplier that the price stayed the same Signed P-149 (if engineering), if the qty goes up
Change Revision & Rev Date	New quote, if needed Signed P-149 (if engineering)
Change Terms	Quote- with email stating they will NOT ship under our terms
Change W/O #	Signed P-149 (if engineering)
Close Line Item	
Delete Line Item	New quote (if there is a cancellation fee)
Change Supplier Address	Cancel PO and Re-Issue
Change Currency	Cancel PO and Re-Issue
Change Supplier Duns	Cancel PO and Re-Issue
Inspection Requirements	