Dear Marketplace Community,

Revising a PO or processing a Subaward can now be done through Marketplace! We are pleased to announce two new additions to the iRequest family: PO Revisions and Subawards.

<table>
<thead>
<tr>
<th>iRequest:</th>
<th>PO Revisions</th>
<th>Subawards</th>
</tr>
</thead>
</table>
| What it is: | The ability to make changes to completed POs, like:  
- cancelling a PO or line item(s) on a PO  
- updating the quantity or unit price on existing line item(s)  
- adding one or more line item(s)  
- updating tax, shipping or handling  
- updating the ship-to location or period of performance  
*NOTE: PO Revisions will not affect invoices already submitted by the Supplier.* | The ability to submit new Subaward requests to Business Contracts, and request modifications to existing Marketplace Subawards |
| Find it in Marketplace: | On the iRequests tab, under “PO Revision or Cancellation” | On the iRequests tab, under “Subaward Request” |
| Learn More! | Login to UC Learning, then register for a Webinar  
Read Blink Page | Login to UC Learning, then register for a Webinar  
Questions? Contact buscon@ucsd.edu |

Thank you,

The Marketplace Team  
UC San Diego Procurement and Contracts  
Email: mphelp@ucsd.edu  
Phone: 858.534.9494

http://marketplace.ucsd.edu