

Materials & Equipment / Purchasing guidance

Request an order change

Send an explicit change for review while preserving the currently agreed order basis.

Current · Revision 3 · Reviewed Oct 29, 2026

► Applicability

Before you begin

Find the current order or quotation in your authorized Materials workspace. Keep its reference, current revision and the exact requested difference. A request does not authorize a substitution or change an agreed delivery commitment.

Describe the change

- Identify the affected line, quantity, units, specification and drawing revision.
- Explain the requested change and the reason; distinguish it from the current approved requirement.
- State any requested timing and the documents that need replacement.

Use the existing record update or Support route as available to your account. The interface states that updates are shared with Aurona for review and changes to a quotation or order require written confirmation.

Check the response

Keep the request and the authorized written confirmation together. Until the change is confirmed, do not treat a saved note, case reference or acknowledgement as accepted commercial terms. If access is missing, contact the existing Support Center with the reference through its private process.

[Open Materials orders \(https://auronainc.com/materials/orders\)](https://auronainc.com/materials/orders)

Open Support Center (<https://auronainc.com/support>)