

If you need to have a change made to a Purchase Order, you must complete and submit a Change Order Request form with the details of the change, which will be routed to Procurement Services to process.

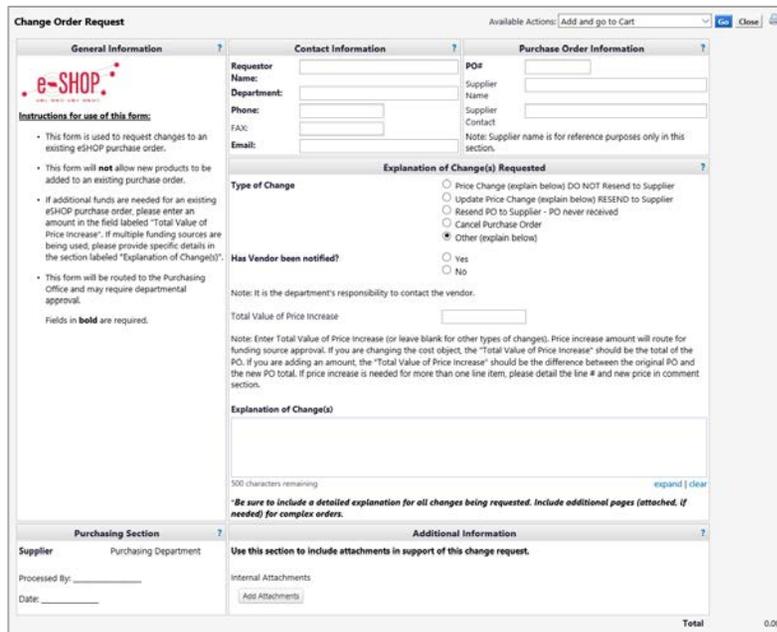


You cannot add a line to an existing Purchase Order. You must submit a new shopping cart containing the additional items.

- A Change Order Request form should be submitted in its own shopping cart and not combined with any other items.
- **Notifying the Supplier** – You are responsible for contacting the supplier and notifying them of the change to the purchase order after it has been approved (Procurement Services will NOT contact the supplier).

COMPLETING A CHANGE ORDER REQUEST FORM

1. Click the **Change Order Request** link under Special Forms on the home/shop tab or on the **Forms** tab.



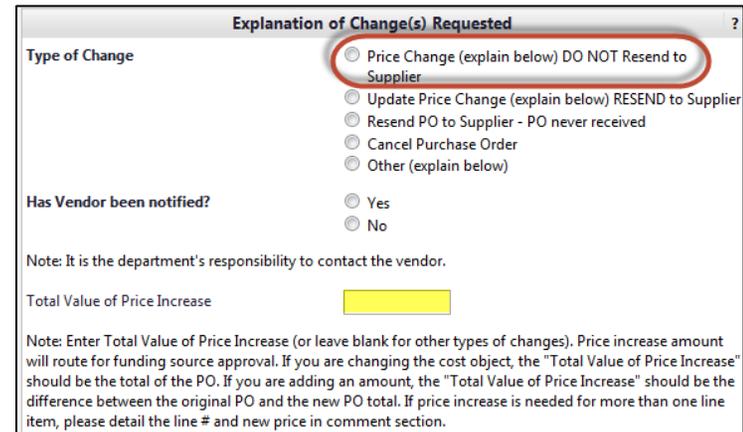
The screenshot shows the 'Change Order Request' form with several sections:

- General Information:** Includes instructions for use of the form, such as 'This form is used to request changes to an existing eSHOP purchase order' and 'Fields in bold are required'.
- Contact Information:** Fields for Requestor Name, Department, Phone, FAX, and Email.
- Purchase Order Information:** Fields for PO#, Supplier Name, Supplier Contact, and a note that the supplier name is for reference purposes only.
- Explanation of Change(s) Requested:** A section with radio buttons for 'Type of Change' (Price Change, Update Price Change, Resend PO, Cancel Purchase Order, Other) and 'Has Vendor been notified?' (Yes/No). It includes a 'Total Value of Price Increase' field and a detailed note about funding source approval and price increase calculation.
- Purchasing Section:** Fields for Supplier, Purchasing Department, and Date.
- Additional Information:** A section for internal attachments with an 'Add Attachments' button.

Change Order Request – Creating

2. Complete the required fields (in bold) and add an explanation of the change that needs to be made to the PO.
 - a. If the requested change is due to a price increase, select the Price Change option under Type of Change. Enter the Total Value of Price Increase in the appropriate field.

Example: if the original PO is \$100.00, but needs to be updated to \$120.00, you will enter \$20.00 into the Total Value of Price Increase field.



This close-up shows the 'Explanation of Change(s) Requested' section. The 'Type of Change' radio button for 'Price Change (explain below) DO NOT Resend to Supplier' is highlighted with a red circle. Other options include 'Update Price Change (explain below) RESEND to Supplier', 'Resend PO to Supplier - PO never received', 'Cancel Purchase Order', and 'Other (explain below)'. Below this, there are radio buttons for 'Has Vendor been notified?' (Yes/No) and a 'Total Value of Price Increase' field with a yellow highlight.

- b. If the requested change is due to a price decrease, you will not enter a value.
- c. If you need a combination of changes select "Other" and provide explanation in the comment box

3. Once you've completed the form, choose Add and go to Cart from the Available Actions drop-down at the top and click **Go**.
4. Click **Proceed to Checkout**.
5. If there was a price change, you have to make sure the funding information matches the PO change request or original Purchase Order. Complete other required fields in order to submit the form. The price increase amount will route for funding source approval.
6. If this change request does not include a price change, submitting the form will be sent directly to Procurement Services office. PO Changes will be made to the purchase order in both eSHOP and SAP.