

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.

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.

- 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.