How to Fill out a Change Order Form

1. Enter your Supplier. NOTE: We do not do change orders on punch-out suppliers, we can only close or cancel them.
2. Enter complete purchase order number starting with P.
3. Enter a Detailed Justification for Change Order. The more detailed information you can provide the better.
4. If the revised PO is to be sent to the supplier, check the box: Send Revised PO to Supplier.
5. Internal Attachments – this is where you will attach your supporting documentation.
6. The New Purchase Order Total of Original PO. This amount is the current amount of the purchase order, plus or minus an increase/decrease.
7. Enter your line item number that the change will be occurring on.
8. Enter the amount you are adding to the line item or if using a different fund/account, enter the amount going on the new fund/account.
9. Enter the amount of the decrease if decreasing a line item.
10. If adding another line, check the box to add an additional line item:
11. Enter the description for the additional line item that is being added.
12. If your PO is set up by quantity, enter the new quantity amount.
13. If your PO is set up by amount, enter the new unit price.
14. If using a different fund or account then what is in the header, check the box to indicate you are using a different fund or account.
15. Add and go to cart.
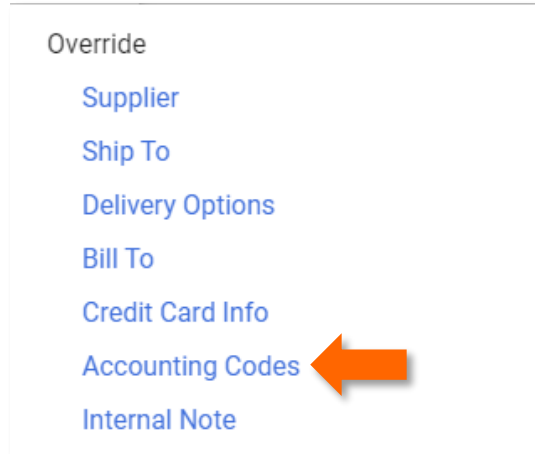16. Proceed to checkout.

The form allows for changes to 5 line items. If more than 5 line items are being changed, additional forms will need to be used.

If more than 1 fund or account is being used, you will add your split accounting at the line level by amount of price. To do this follow the directions below. you will click the 3 dots on the left of the line item, then click on "Accounting Codes" in the menu that pops up. You will then click the "+" to add a split.

1. Click the 3 dots on the left side of the line item.

2. Select "Accounting Codes" from the menu that pops up.

3. Click the plus sign to add a split. Then select "Amount of Price from the drop-down.