The Change Order Request form is used to request modifications to an existing PO that you intend to keep open. This form sends your request to the Purchasing Department where the change is made.

Before submitting a Change Order Request, it is important to understand that a Change Order may not be used to increase/decrease PO line quantity or price for orders placed via hosted or Punch-out catalogs.

- Punch out catalog pricing is set and cannot be modified.
- If a decrease in quantity is needed, contact the supplier.
- If an increase in quantity is needed, simply place another punch-out order.

The Change Order Request form is located on the Shopping Dashboard in the Place an Order section.

Open the link to "Change Order Instructions" for detailed guidance on when this form should and should not be used.
Complete the fields for:

1. Requesting Department Information, and
2. PO & Supplier Information

Provide details of your Requested Changes by completing all applicable fields in:

1. Cost Related Changes,
2. Quantity Related Changes, and/or
3. Chartfield/Accounting Related Changes.
In this field you are required to summarize your requested changes.

Click the appropriate button to indicate whether or not the Purchasing department should send a copy of the revised PO to the Supplier.

This last field is optional, but it will speed up the process if you are able to select the Purchasing buyer who handles the commodity on your Purchase Order.

When the form is complete, scroll to the top of the page. Select Add and Go to Cart in the Available Options. Click Go.
You can see that a Change Order Request becomes a new cart/requisition.

1. Name the cart the PO number followed by Change Order. Click Update.

2. Note that the dollar amount on a Change Order Request will always be "$0.00". This is because the form itself does not encumber funds. The actual change will appear on the PO when it is revised by the Purchasing Department.

3. Click on Proceed to Checkout.

Add the Accounting Distribution, using the chartfield you want to appear on the modified PO. That way, your Department Approver will see the current Chartfield for this order.

When Department Approval is given, the requisition continues to the next workflow step. It will stop in the Purchasing Department where the requested changes will be made.
The Purchasing Department will document the change order in a Comment on the PO.

Email sent: [email]

**[Reply To] [New Comment]**

Applies To: Requisition - 92231168
Comment Added - 8/23/2017 8:41 AM

Also change the ORG ID from 00410 to 00149. Thank you.

Email sent: [email]

**MIKAELA MARIE DAVIS [Reply To] [New Comment]**

Applies To: Requisition - 92231168
Comment Added - 8/23/2017 8:39 AM

**Modified PO U82071 to change activity from 07873 to 07874; per UShop Requisition 92231168.**