How to Create a Change Order

Step-by-Step Instructions for Creating a Change Order

Do not create change orders for Pcard orders. If you need to make modifications to an existing purchase order that used a Pcard, please reach out to the Supplier directly.

Log in to Ohio Buys. From the homepage, click **Procurement** in the Main Menu Navigation Bar and select **Browse Orders** from the drop-down menu.

1. Search for the purchase order that you want to send to the Supplier. Once you have found it, click the **Pencil** (✏️) icon to open it.

2. Click **Change Order**.

A purchase requisition will open with the details of the existing purchase order pre-populated. Make any necessary modifications to your purchase order. Explain the reason for submitting a change order in the **Request Description** section of the purchase requisition.

3. When you are finished, click **Submit Requisition**.
Once you submit a change order, it will need to go through the same approval workflow as the original purchase order.

Reductions in price and/or quantity do not need to go through the approval workflow again.

If updates are made to the Ship To address in a change order, these updates must be input at the line item level.

Once a purchase order’s status is changed to Closed, no change orders can be made.

The following information cannot be altered in a change order:

- Requisition Type
- Label
- Requester
- Supplier
- UOM
- Budget Date

Since the Supplier cannot be changed as part of a change order, OhiolBuys will hide the Quick Quote button and you will be unable to create and complete a new quick quote as part of a change order. If the Supplier needs to be changed on a purchase order, please cancel the original purchase order and create and complete a new purchase requisition and quick quote.

If a quick quote had been completed as part of the original purchase requisition, you are unable to adjust the price and/or quantity as part of a change order. If the price and/or quantity needs to be adjusted for a quick quote, please cancel the original purchase order and create and complete a new purchase requisition and quick quote.

If a change order is declined, the original purchase order remains active. If you submit a change order and it is declined, and the original purchase order is no longer acceptable, you should cancel/close the purchase order.

Users should never attempt to create a change order on a PO from a prior fiscal year.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (ohiosharedservices@ohio.gov) or phone (877-644-6771).