

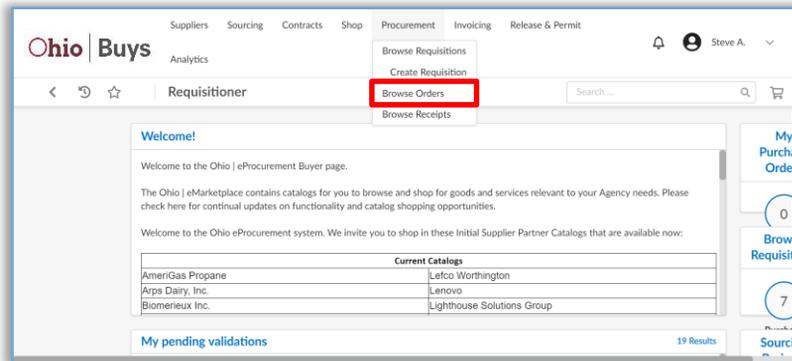
Step-by-Step Instructions for Creating a Change Order



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.

1

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.



2

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.

3

Click **Change Order**.

A blue button with the text 'Change Order'.

4

Request Description



5

When you are finished, click **Submit Requisition**.

A green button with the text 'Submit requisition'.

Step-by-Step Instructions for Creating a Change Order

- ▲ 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, OhioIBuys 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.