How to Create a Change Order

Step-by-Step Instructions for Creating a Change Order

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 (-pencil) icon to open it.

3. Click Change Order.

4. 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.

5. When you are finished, click Submit Requisition.
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▲ 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, OhioBuys 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.

▲ Users have the ability to update the Attn, Label, and Comments to Supplier fields as part of a non-substantive change order for a purchase order. For any non-substantive purchase order change orders, the revised purchase order information will not be sent over to OAKS and will only be visible in OhioBuys. Suppliers will be sent the revised purchase order and will be asked to acknowledge the changes.

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