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.

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
▲ 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).