

# A. Create a Change Order

#### 1. Select the **Procurement** tab.

2. Select the Browse Orders option from the dropdown menu.

< <sup>™</sup> → Home Document Display Basic Part	Ope	Browse Requisitions Create Requisition Create Confirming Order Group	[	Q Search		
The content is not set	1 1 1	Browse Orders Pending Receipts Browse Receipts Create Receive Deliverables Browse Budgets Browse Budget Lines Browse Allocation Templates	2 31 - Return of the bw Peppers - 18 - Return of the ts Inc 11/18/2021 /ery of 11/18/2021 - 11/18/2021	Performer ALI Samsul ALI Samsul ALI Samsul	Forwarded on ¢ 11/18/2021 11/18/2021 11/18/2021	Action's date (UTC-5
Analysis An error occurred while loading the Webpart. If the problem persists,	please cor	Create				

#### The Browse Orders page is displayed with a list of purchase orders

3. Select the Purchase Order (PO) number that needs to be changed.

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		Purchase	Order # 👙 P	O Supplier 🛊	Purchase Requisition 👙	Ordered (1)	Received ①	Progress	Delay (d) 🛈	P	0	Currency \$	Status 🌐	
de la	1	PO00022	0 St In	ark dustries	Test Amendment request 11/18/2021 PO000215-2	275.00	275.00	Initialized		86	•	USD	Ordered	
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500	Û	PO00021		ark dustries	Amendment 2 PO000215-1	275.00		Initialized			•	USD	Amendeo	d

## 4. Select Change Order.

Suppliers Sourcing Contracts Shop Procurement	Analytics Admin Config Integration	🕒 Samsul A. 👻 👘		
③ ☆ PO: PO000218 - Req. 11/4 (2021-Padow Pep)		<b>T</b>		
Save     Change Order	Cancel PO	4		
Header				
Name	Organization	Ship to		
Req. 11/17/2021-Padow Peppers	A247-4510 Mason Card Office	CAS Dean's Office A2474N 4400 University Driv		
Buyer Contact	Order Date	Enterprise Hall 350, 352 A an 22033 Fairfax Virginia		
Hatcher Maria	11/17/2021			
Initial P.R.		UNITED STATES		
REQ001656-Reg. 11/17/2021	Internal Order			
PO Supplier	Currency	Bill to George Mason University- Act A24712 4400 University Drive MSN-3 22030 Fairfax Virginia		
Padow Peppers Ø	USD			
Supplier Contact	Status			
PEPPER Padow	Ordered			
PO Category	Purpose			
R01 - Routine		UNITED STATES		
Procurement transaction type				
Non-professional Services - Non-Technology				

### 5. Specify if the PO change is significant or not.

### 6. Select one or more **Change Type(s)** options.

Suppliers Sourcing Co	ontracts Shop Procurement Analytics	Admin Config Integration	🗘 🤂 Samual A. 📼 📆
く う ☆ Requisition: REQ001	.660 - Amendment request 11/18/2	021 PO000218 (Draft) Q	Search
Save     Submit for App	roval << Back to Catalog Reset Alk	Create Solicitation	Other Actions
<ul> <li>Change Order</li> <li>Significant Change Request? ()</li> <li>No () Yes</li> <li>Amend#</li> <li>Change Types(s)*</li> <li>Change Exiting Item(s) (quantity/price) × () +</li> </ul>	Description of Changes ①		
Header Name* Amendment request 11/18/2021 PO000218	Organization* A247-4510 Mason Card Office 🔹 🗸	Order's amendment Original order :	PO000218 - Reg. 11/17/202:
Type Purchase	PO Category*	Ship to	
Requester*	Reference Number	Shin to*	

If the change you need to make is on the line item(s), click the **pencil** icon next to the line item. Doing this will allow you to make changes to the line item.

- 7. Edit the line item as needed.
- 8. Select Save & Close.

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	Product 🖸 -				
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	38597 - Vegetables, Frozen,	Organic 🛛 🕄 🗸			
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Save     Submit for App	roval << Back to Catalog Reset Alloc	ations Create Solicitation	≡ Other Actions +
Change Order			
Significant Change Request? ④			
○No ●Yes			
Amend#			
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Change Types(s)*	Description of Changes ③		
Change Exiting Item(s) (quantity/price) X 🛛 🗸			
2		h	
Header			
		Order's amendment	t
Name* Amendment request 11/18/2021 PO000218	Organization * A247-4510 Mason Card Office 🛛 -	Original order :	PO000218 - Reg. 11/17/202
Туре	PO Category*		
Purchase	R01 - Routine 🕑 -	Ship to	
Requester*	Reference Number	Ship to*	

# 8. Select Submit for Approval.