

A. Create a Change Order

1. Select the **Procurement** tab.

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

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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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4. Select Change Order.

Suppliers Sourcing Contracts Shop Procurement	Analytics Admin Config Integration	🕒 Samsul A. 👻 👘		
③ ☆ PO: PO000218 - Req. 11/4 (2021-Padow Pep)		T		
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.

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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
 Change Order Significant Change Request? () No () Yes Amend# Change Types(s)* Change Exiting Item(s) (quantity/price) × () + 	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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Name* Amendment request 11/18/2021 PO000218	Organization * A247-4510 Mason Card Office 🛛 -	Original order :	PO000218 - Reg. 11/17/202
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Purchase	R01 - Routine 🕑 -	Ship to	
Requester*	Reference Number	Ship to*	

8. Select Submit for Approval.