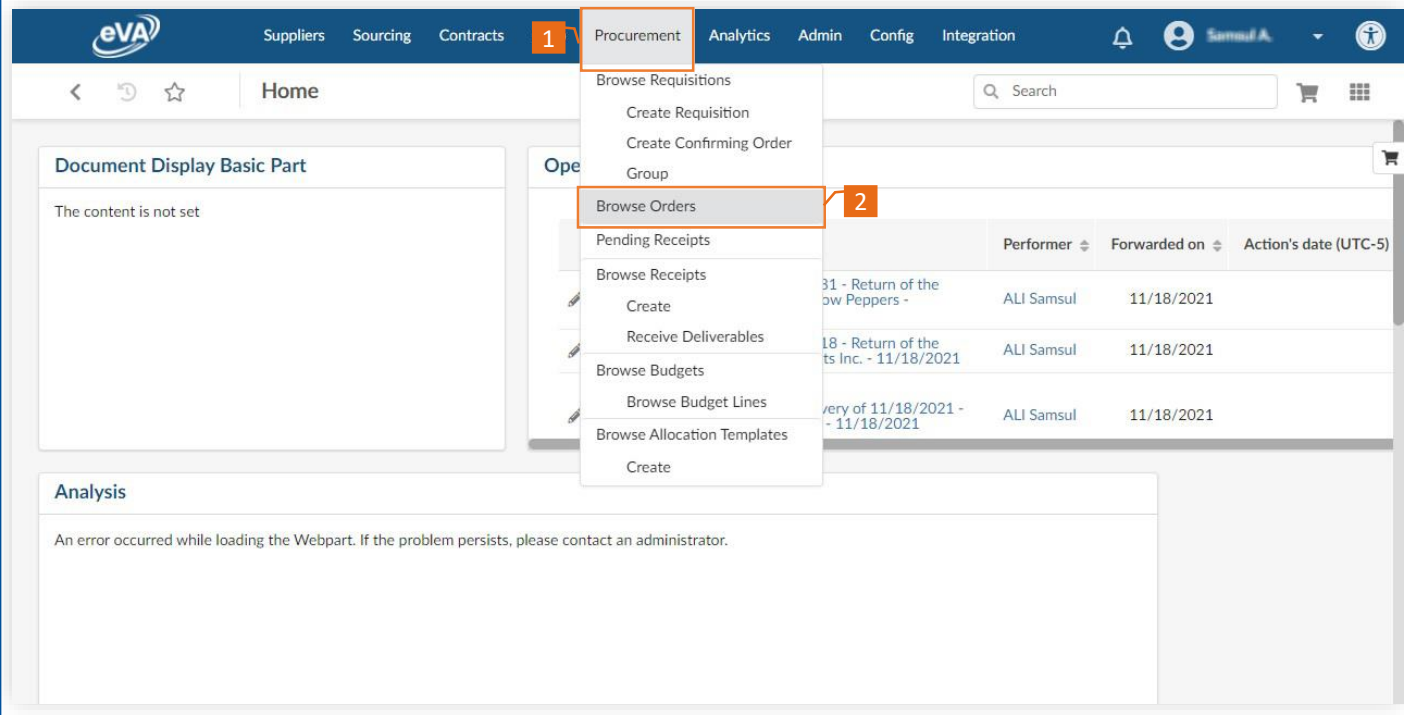


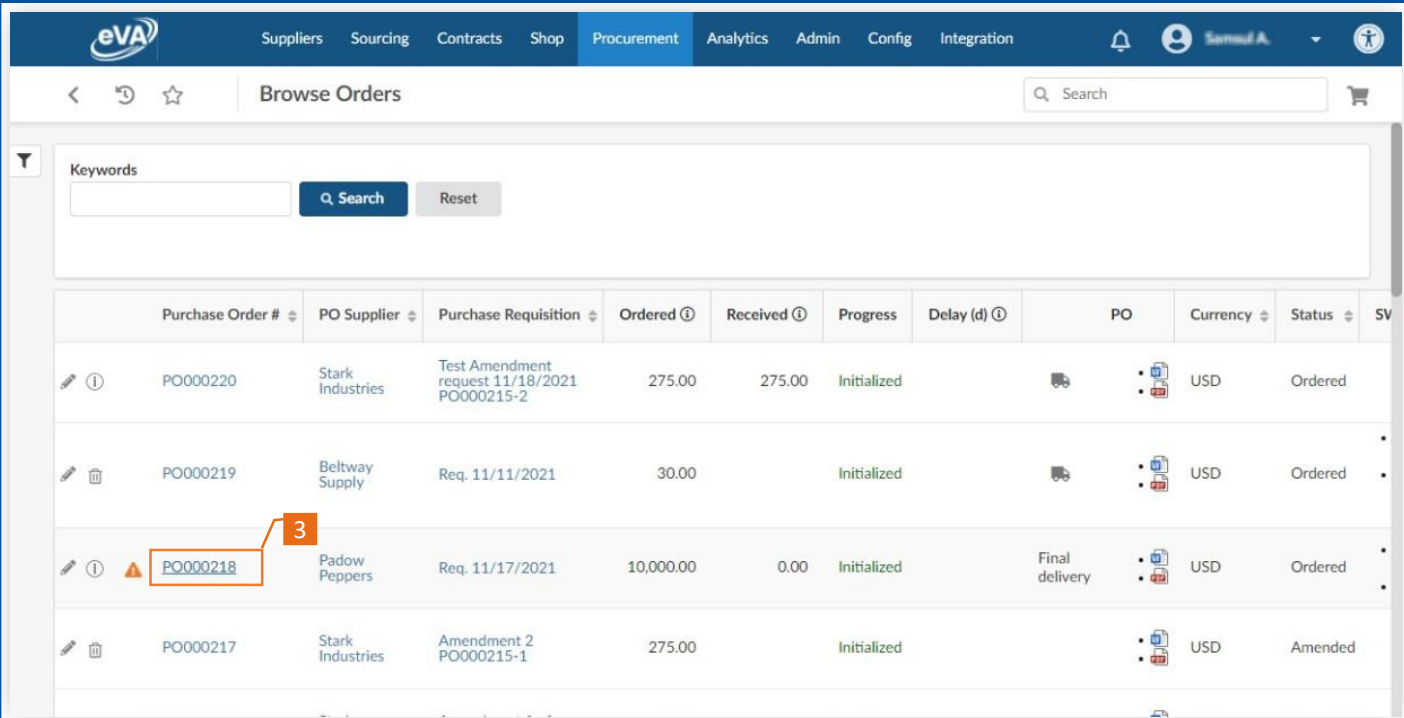
A. Create a Change Order

1. Select the **Procurement** tab.
2. Select the **Browse Orders** option from the dropdown menu.



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

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



4. Select **Change Order**.

The screenshot shows the eVA interface for a Purchase Order (PO) titled "2021-Padow Peppers - Padow Peppers (Ordered)". The breadcrumb trail is "Suppliers > Sourcing > Contracts > Shop > Procurement". The PO number is "PO: PO000218 - Req. 11/17/2021". The "Change Order" button is highlighted with an orange box and a callout "4".

Header

Name	Req. 11/17/2021-Padow Peppers	Organization	A247-4510 Mason Card Office
Buyer Contact	Hatcher Maria	Order Date	11/17/2021
Initial P.R.	REQ001656-Req. 11/17/2021	<input type="checkbox"/> Internal Order	
PO Supplier	Padow Peppers	Currency	USD
Supplier Contact	PEPPER Padow	Status	Ordered
PO Category	R01 - Routine	Purpose	
Procurement transaction type	Non-professional Services - Non-Technology		

Ship to

CAS Dean's Office
A2474N 4400 University Drive
Enterprise Hall 350, 352 A and
22033 Fairfax
Virginia
UNITED STATES

Bill to

George Mason University- Ac
A24712
4400 University Drive MSN-3
22030 Fairfax
Virginia
UNITED STATES

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

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

The screenshot shows the eVA interface for an Amendment request titled "Requisition: REQ001660 - Amendment request 11/18/2021 PO000218 (Draft)". The breadcrumb trail is "Suppliers > Sourcing > Contracts > Shop > Procurement". The "Change Order" section is highlighted with an orange box and a callout "5". The "Change Types(s)" dropdown is highlighted with an orange box and a callout "6".

Change Order

Significant Change Request? No Yes

Amend# 1

Change Types(s) * Change Exiting Item(s) (quantity/price) x +

Description of Changes

Header

Name *	Amendment request 11/18/2021 PO000218	Organization *	A247-4510 Mason Card Office
Type	Purchase	PO Category *	R01 - Routine
Requester *		Reference Number	

Order's amendment

Original order : PO000218 - Req. 11/17/2021

Ship to

Ship 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**.

Item Details

Save Save & Close Close Reset Allocations

- Non-catalog requisition

Item Description

Product Type* Product Order Item Tag

Description Maria item description

Order Qty* 100.00 Ea.

Commodity* 38597 - Vegetables, Frozen, Organic

Delivery Date 11/26/2021

8. Select **Submit for Approval**.

Requisition: REQ001660 - Amendment request 11/18/2021 PO000218 (Draft)

Save Submit for Approval << Back to Catalog Reset Allocations Create Solicitation Other Actions

Change Order

Significant Change Request? ①
 No Yes

Amend# 1

Change Types(s)* Change Existing Item(s) (quantity/price) Description of Changes ①

Header

Name* Amendment request 11/18/2021 PO000218 Organization* A247-4510 Mason Card Office

Type Purchase PO Category* R01 - Routine

Requester* Ali Samsul Reference Number

Order's amendment

Original order: PO000218 - Req. 11/17/2021

Ship to

Ship to* CAS Dean's Office A2474N 4400 University Drive MSN 5A6 Fairfax