

## I. Change Orders

Once a requisition is approved changes cannot be made, however, users do have the ability to make some changes after a PO has been issued through the change order process. The Change Order form is used to increase/decrease quantity and unit price as well as add commodity lines.

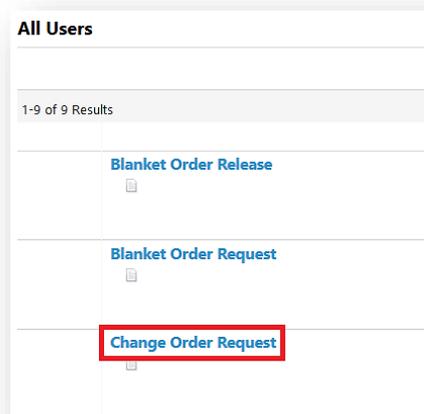
To complete a change order in buyLU, a Change Order Request needs to be completed. Change Order Requests should only be submitted for non-catalog orders.

### A. Creating a Change Order

- a) Select the “Forms” option on the buyLU “Home” screen.



- b) Select “Change Order Request”



- c) End users complete a form for **each** change to the purchase order. Instructions are included on the top of the form (see below).

**Instructions** ?

**This form is used to request a change to a current PO.**

- If the change results in **no change** in value or a **decrease** in value enter **zero** in the unit price field.
- If the change results in an **increase** in value enter the **amount of the increase only** (net change amount) in the unit price field.
- If requesting **multiple changes** select **"Add to Cart and Return"** from the available actions drop-down list.

- d) Enter the PO number of the purchase order you wish to change.
- e) Enter the Vendor (when the vendor is selected press enter and the Fulfillment Address will populate).

<b>PO Number</b>	2013714
Request Date	<i>no value</i>
<b>Vendor</b>	Scott Michael Spear <a href="#">more info...</a> <a href="#">select different supplier</a>
<b>Fulfillment Address</b>	PO Purchasing 2: (preferred) 1106 Dodson Dr Rustburg, VA 24588-3388 US <a href="#">select different fulfillment center</a>
<b>Distribution</b>	
The system will distribute purchase orders using the method(s) indicated below:	
Email (HTML Attachment)	smspear@liberty.edu; mhloug@liberty.edu

- f) In the next section enter the details of the changes that need to be made. The first section should be used to explain what adjustments need to be made including the total of the increase or decrease.

**Add a line item/Change a Line Item**

<p>Please explain why this should not be submitted as a new order.</p>	<p>Only 2 chairs are needed. Reducing line 2 by 3 chairs.</p>
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- g) Next enter the Product Description

Product Description

249 characters remaining [expand](#) | [clear](#)

- h) Enter the line number on the original PO that you wish to change. If you are adding a new line enter “New”.
- i) The “Quantity” is the **new** quantity of the PO. In this example we originally ordered 4 chairs. We are reducing line 2 of the PO by 3 chairs; therefore, our new quantity is 1.

Enter line number for change or “New”

Quantity

- j) Unit Price:
  - If the change results in **no change** in the value enter **zero** in this field
  - If the change results in a **decrease** in the value enter **zero** in this field
  - If the change results in an **increase** in the value enter **only** the amount of the increase (**net change** amount).
- k) Using the down arrow indicate whether you want the Change Order sent to the supplier.
- l) Attach any supporting documentation using the “**Add Attachments**” button.

Unit Price

Do you want this Change Order distributed to the Supplier

Please Attach documentation below.

Internal Attachments

- Please select...
- Please select...
- No
- Yes

If you need to make multiple changes to a Purchase Order use the **“Add to Cart and Return”** option in the **Available Actions** drop down menu at the top right of the form, and click **“Go”**.

Available Actions:

Once you have made all of the changes choose **Add and Go to Cart**.