



Learn how to create a change order to a purchase order. Below are some key notes about the Purchase Order (PO) Order process:

- Buyers will create change orders to purchase orders.
- Changes are made directly to the purchase order; this does not use the Change Request process
- This process does not route through purchase requisition (PR) workflow approvals.
- Changes that affect the supplier should be given extra attention and be coordinated directly with the supplier.
- **Important:** Before making a change order, it is necessary to review the current status of the purchase order. If there is any activity on the PO, such as vouchers, payments or receipts, a change may not be possible. In some cases, there may be additional instructions on how to make the change.

Manage Changes to a Purchase Order with a Change Order

Follow the steps below to complete a change order:

1. Navigate to **Orders > My Orders > My Purchase Orders**.
2. Locate the purchase order you want to revise.
3. Edit the purchase order's **General Information, Shipping Information, or Billing Information** and save your changes. Click a pencil icon to edit a section or choose a drop-down selection for other line actions.
(See important note above.)
4. After all changes are made, select the **horizontal ellipses** at the top of the page and select **Finalize Revision**.
5. The **Route PO to Workflow** box will appear. Insert a reason for the revision in the comment box. Also select if the PO should be distributed to the supplier. Click the green check to make it an empty box if the PO should not be sent to the supplier.
6. Select **Save**.

