




## Order Modification Form (also known as a Change Order)

This form is used to *increase* or *decrease* a Purchase Order that is open in the current fiscal year. This form is used instead of sending a change order e-mail to purchasing. This form **cannot be used if Purchasing was not a part of the approval process for the original Purchase Order** with two exceptions. We will increase an order if the reason for the increase is to add shipping charges. We will decrease any order.

**DO NOT PLACE ANY OTHER ORDER (OR ITEMS) WITH THIS FORM.** Any line items for goods or services attached to this form will be rejected, as orders that are entered on this form do not get converted into POs and will not be processed.

**Please Note:** Increase requests for orders that are from Grant Indexes or from one of our catalog vendors (Punch-out or Hosted) vendors will be reviewed on case by case basis.

1. Start typing the supplier name in *Enter Supplier* field
  - a. Select the vendor from the list that will appear
2. In the *Product Description* field describe the changes to be made to the original Purchase Order.
3. In the *Purchase Order* field type in the entire Purchase Order number
4. In the *Reason for Change Order* field type in a reason (limited space)
5. Fill in the **original** Purchase Order amount in *Original Purchase Order Value* field
6. In the *Change Order Amount* field – type in how much you want to increase or decrease the Purchase Order
7. Fill in the **new** amount of the Purchase Order in the *New Purchase Order Value* field
8. Select the  button to add and go to Cart.
9. Then follow the steps in the cheat sheet ***Finalizing The Cart.***

Order Modification Form Available Actions (Click [here](#) for details): Add and go to Cart  Close 

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**Supplier Info** ?

Enter Supplier

or  
supplier search

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**General Info** ?

General Info Instructions Describe the changes to be made to the original Purchase Order in the Product Description field. Indicate the original PO number and reason for the request in the appropriate fields. Please note that change orders to move the PO to different indices are not allowed

**Product Description**

**Increase PO by 500.**

254 characters remaining expand | clear

**Purchase Order** **P0123654**

**Reason for Change Order** **For the remaining orders for the fiscal**

**Original Purchase Order Value (\$\$)** **\$350.00**

**Change Order Amount (\$\$)** **\$500.00**

**New Purchase Order Value (\$\$)** **\$850.00**

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**Internal Info** ?

Internal Info Instructions Please also include any notes or attachments that would help in processing your request. Please enter a note to indicate if this is a decrease.

**Internal Notes (1000 char)**

1000 characters remaining expand | clear

**Internal Attachments/Written Quote**  
add attachment...

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**Total** 0.00