

Creating Change Orders

This document is a quick-reference guide for users who would like to create price/quantity change orders or admin change orders in the Arizona Procurement Portal (APP). Once a purchase requisition has been fully approved, it will become a purchase order and have its funds encumbered with AFIS. Once a purchase order has been created, the user will have the ability to initiate a change order to make changes. If the user changes the price or quantity of the original purchase order, the order will go through the Purchase Requisition Approval Path again. For all other changes, the order will only have to go through a finance approval.

If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>

Creating a Change Order or Admin Change Order

Users will be able to initiate a change order from their purchase orders. Once they have created a change order, they will be able to determine if they want to create an admin change order (which involves changing only the tax or budget information) or a price/quantity change order (which involves changing the price and/or quantity of the requisition).

1. Navigate to app.az.gov to access the APP landing page and enter login credentials.
2. Click on **Procurement** → **Browse Orders** at the top of the screen.
3. Select the **Pencil** icon for the appropriate purchase order.
4. Click the **Change Order** button.

The screenshot shows the Arizona Procurement Portal interface. At the top, there is a navigation bar with 'ARIZONA' and various menu items: Suppliers, Sourcing, Contracts, Catalog, Procurement, Invoicing, Analytics, Admin, Config, Integration, and Settings. Below this is a 'Browse Orders' section with a search bar and filters. A green box highlights the 'Browse Orders' menu item in the top navigation bar. Below the search bar, there is a table of purchase orders. A red box highlights the pencil icon in the first row of the table.

PO ID	Supplier Name	Short Description	Currency	Ordered (Pretax)	Received (Pretax)	Inviced (Pretax)	Progress
PO0000002203-1	Mario Enterprises Pvt. Ltd.	Amendment request 10/2/2018 PO0000002203	USD	50,229.00	11,220.00	11,220.00	Initialized: Close/Cancel PO
PO0000002203	Mario Enterprises Pvt. Ltd.	Copy of Amendment request 9/30/2018 PO0000002174	USD	50,229.00			Acknowledged
PO0000002201-1	Mario Enterprises Pvt. Ltd.	Amendment request 10/2/2018 PO0000002201	USD	270.00	90.00	90.00	Initialized: Close/Cancel PO
PO0000002201	Mario Enterprises Pvt. Ltd.	Copy of Amendment request 10/2/2018 PO0000002199	USD	270.00			Acknowledged
PO0000002199-1	Mario Enterprises Pvt. Ltd.	Amendment request 10/2/2018 PO0000002199	USD	270.00	270.00	270.00	Initialized: Close/Cancel PO

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Creating a Change Order or Admin Change Order *(continued)*

When creating a change order, the following modifications will be triggered:

- An automatic unique number will be assigned
- A status of previous order will change to “Canceled by a Change”
- Receipts and invoices of previous order will be transferred
- A PDF of the purchase order will record the changes and amendment number

5. Once a Change Order has been initiated, a new purchase requisition will pop up and the information from the original purchase requisition information will carry over.

Requisition : REQ00000768 - Amendment request 6/4/2018 PO000000227 (Draft)

Save Submit for Approval Back to Catalog Reset Allocations Other Actions

HEADER

Status : Draft

Requestion Type : On-Contract Special Purchase Type : ...

Short Description : Amendment request 6/4/2018 PO000000227 Fiscal Year : ...

Requester : Aggarwal Payal Set aside spend :

Site : 5700 - DERS LWD ...

Trniga ID : ...

File(s) :

ORGANIZATIONAL STRUCTURE

Legal company : State of Arizona

Agency : Department of Economic Security

Division : 5000 - Division of Employment and Rehabilitation Services

Department : 5000 - Department

ORDER'S AMENDMENT

Original order : PO000000227 - Req. 5/2/2018-Goodwill Industries of Central Arizona

DELIVERY ADDRESS

5700 - DERS LWD - Ship To State Pr ...

5700 - DERS LWD - Ship To State Procurement Office
100 N 15th Ave
85003 Phoenix
Arizona
UNITED STATES

INVOICING ADDRESS

5700 - DERS LWD - Bill To State Pr ...

5700 - DERS LWD - Bill To State Procurement Office
100 N 15th Ave
85003 Phoenix
Arizona
UNITED STATES

6. Change the information as needed to accurately reflect the change order. If the quantity OR unit price of the PR was changed, the requisition will go through the approval process again.

DESCRIBE THE ITEM / SERVICE

Short Description : New Test Item (0918) - Label

Commodity :

Total Ordered Quantity : 1.00 Each

Delivery Date : 10/31/2018

Service To Date :

Comment :

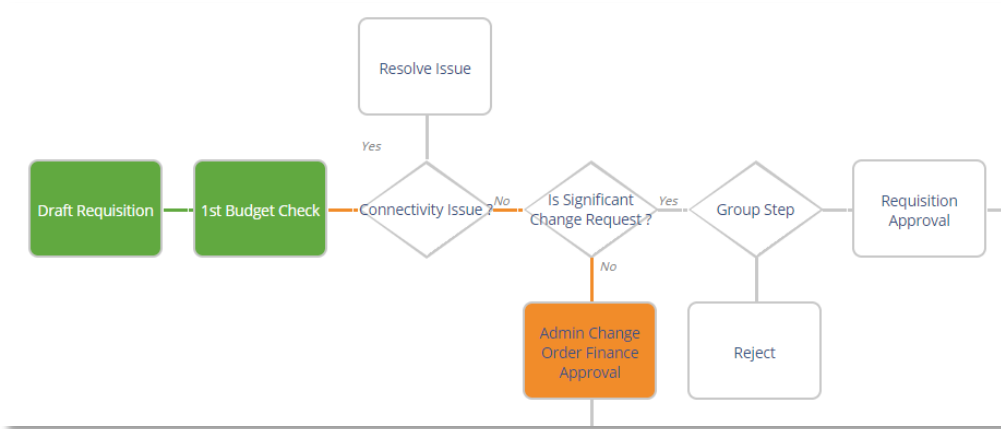
Attachments :

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Creating a Change Order or Admin Change Order *(continued)*

After you have finished making changes to the purchase requisition click the **Submit for Approval** button. Depending on the types of changes you have made, the workflow will update as described below:

- Admin Change Order:** If the requisition did not have its total price and/or quantity modified, the requisition will only go through the Finance Approver to validate the proper use of budget information:



- Price/Quantity Change Order:** If the requisition had its quantity and/or price modified, the requisition will only go through the Agency-defined purchase requisition approval path again:

