Change orders are used to make changes to a purchase order, such as adding/editing lines, comments or attachments, and adjusting the amount or chart of account allocation for an open PO.

1. Go into the PO to be changed. NOTE: Only open POs can be changed. To check status on the PO, go to the Status tab and scroll down to Document Status → A/P status.

2. From the menu under Purchase Order, select Create Change Request.

3. You have the ability to send comments to individuals who participated on the original PO, add comments, and attach documents. Click Create Change Request.

4. You are required to enter a Change Request Reason. Updating the fields that need to be changed. Preparing a change request has the same look and feel as preparing a requisition. Update CoA codes, quantity, price, standing order checkbox, etc. as usual.

   **Important:** The quantity can be updated directly in the individual line item. To edit Unit Price or other details you need to click the blue Item name hyperlink. The pencil icon will only allow you to edit the quantity and ITEM DETAILS section.

5. After saving any changes, click the Submit Request button. The change request will now route through approvals and, following approval, update the original PO. A notification will be sent once the process is complete.

**FAQ:**

**Change orders are used to make changes to a purchase order, such as:**
- Adding/editing lines
- Adding comments or attachments
- Adjusting the amount
- Updating the chart of account allocation for an open PO
- Updating the PO to be an Amount Based Standing order (so invoices can be applied by amount instead of quantity)

**Marketplace catalog and punchout orders**
- Only create change orders for account coding and internal information
- Do not change item or quantity information, as the supplier will not be automatically notified of these changes.

**Who can create a change order?**
- Individuals with the Requestor role can create a change order
- Shoppers can request a change using a comment and sending it to their Requestor

**CoA changes:**
- Changes to account codes will not affect invoices that have already been matched to the PO, even if those invoices have not yet been paid

**Can I use Ad-hoc functionality on a Change Order?**
- Yes

**Where to locate a returned cart:**
- If your approver has returned the cart to you to create a change order, you can find it here: Orders → My Orders → Draft Change Requests

**Invoices**
- Invoices already matched against a PO will retain the original account codes from when they were matched. They will not pick up changes to account codes made during a change request process. Only new invoices entered after the change request is complete/approved will adopt the new coding.