PO Change Order Workflow Process

Department Submits Request
Submit change order request using the department's established business practice (for example, department web-based system, email request, paper form, etc.)

Change Order Approval
- Change Order authorization and approval is obtained outside of BearBuy, per each department's established business practice
- Approved Change Order request is sent to Change Order Preparer

Department Change Order Preparer
- Retrieve the original PO in BearBuy
- Enter changes indicated on the approved change order request
- Attach a scanned copy of the approved change order request to provide an audit trail
- Check "Send to ERP" (routes changes to BFS)
- If Supplier needs copy of Order, check "Send to Supplier"
- Click "Finalize Revision " and Click <GO>

PO Changes not routed for approval in BearBuy
CAUTION:
- Changes made to the PO are recorded immediately when data is saved (not sent through BearBuy workflow approval process)
- BearBuy will not prevent unallowable changes to a PO, or changes which cause integration errors with BFS. Therefore the Change Order Preparer role should be granted to a limited number of highly knowledgeable users.