BearBuy: PO Change Order Workflow

Supply Chain Management
Systems Solutions
Background & Introduction

• Effective, Monday, August 24, 2020:
  • New workflow step to route PO change orders over $25,000 to Senior Buyers
    • Change orders $\geq$ $25,000$ may be assigned even when the amount is not modified (i.e. other information modified).

• Exceptions to this workflow include the following forms:
  • Payment Request
  • Subawards (UC & Non-UC)
  • Recurring Payment
  • After the Fact
Responsibilities

Change Order Preparer
- Analyze the PO and any associated vouchers in BearBuy prior to making change.
- Include justification for change (comment or attachment).

Senior Buyer
- Verify justification for change is included.
- Check contract and purchase justification allowability based on original PO scope.
  - New items or services should not be added to an order. Have a new order created.
- Review financial history prior to making any chartstring or amount changes.
  - Invoiced PO lines (In Progress or Complete) cannot have chartstring changes.
- Dispatch and finalize all changes.
  - Determine if Supplier needs a PO copy.
  - All changes **must** be exported to BFS.
Important Things to Remember

- Reasons for PO Change Orders
  - Modify Chartstrings (Unvouchered)
  - Encumbrance removal at the line level
  - Increase a Service Order Value as allowed in a contract
  - Cancel a Line (Unvouchered)
  - Decrease Qty or Amount
  - Cancel a PO (Unvouchered)
  - Extend the end date on a services order
  - Add a line to a PO

- PO change orders do not clear Match Exceptions.
  - Match exceptions must be reviewed and approved.
  - PO change orders may not be able to be paid based on past match exceptions.

- You cannot change chartstrings on vouchered or partially vouchered lines.

- You cannot cancel or decrease PO amounts below a previously vouchered total (regardless of the line’s original value).
## Change Order Preparer (COP) Matrix

<table>
<thead>
<tr>
<th>Situation</th>
<th>Action</th>
<th>Task</th>
<th>Change PO?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed for greater <strong>quantity</strong> than PO.</td>
<td>Invoice Fails Matching.</td>
<td>Match Exception Preparer Review. Review receipts and create returns/credit memos if necessary.</td>
<td>No</td>
</tr>
<tr>
<td>Billed for greater <strong>amount</strong> than PO.</td>
<td>Invoice Fails Matching.</td>
<td>Match Exception Preparer Review. If Invoice is correct, Approve. Consult with Supplier and Requestor to see if there will be future invoices. Discuss new orders vs. change orders.</td>
<td>Maybe</td>
</tr>
<tr>
<td>Funding changed on an Order that has <strong>not</strong> been vouchered.</td>
<td>Department Request outside of BearBuy.</td>
<td>Create Change Order.</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding changed on an Order that has been vouchered.</td>
<td>Department Request outside of BearBuy.</td>
<td>Create Change Order, but decrease vouchered line and add new line item amount and new chartstring.</td>
<td>Yes</td>
</tr>
<tr>
<td>Need additional item on Non-Catalog Order or service for <strong>less</strong> than $10k.</td>
<td>Department Request outside of BearBuy/BFS.</td>
<td>Create Change Order.</td>
<td>Yes</td>
</tr>
<tr>
<td>Need additional item on Non-Catalog Order or service for <strong>more</strong> than $10k.</td>
<td>Request Buyer Change Order. This cannot be done by a COP.</td>
<td>Create Change Order.</td>
<td>Yes</td>
</tr>
<tr>
<td>Need additional item on Catalog Order.</td>
<td>Department Request outside of BearBuy/BFS.</td>
<td>Create new catalog requisition.</td>
<td>No</td>
</tr>
<tr>
<td>Cancel an <strong>Order</strong> that has no been received or vouchered.</td>
<td>Department Request outside of BearBuy/BFS.</td>
<td>Go to the PO and choose the Cancel PO button.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cancel a <strong>line</strong> that has not been received or vouchered.</td>
<td>Department Request outside of BearBuy/BFS.</td>
<td>Create Change Order.</td>
<td>Yes</td>
</tr>
<tr>
<td>Payment Terms are incorrect.</td>
<td>Department Request outside of BearBuy/BFS.</td>
<td>Create Change Order.</td>
<td>Yes</td>
</tr>
<tr>
<td>Supplier did not receive Order.</td>
<td>Comes from a Request outside of BearBuy.</td>
<td>Create Change Order.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Change Order over $25k submitted by Department COP. | Purchase Order Approval. | **Option A)** Change requested is not allowable under a scenario above, reverse the changes and financial commitment to no more than the currently vouchered total on each line. Attach documentation/reasons and approve the edited amount. Notify Requestor and COP of actions and next steps per scenarios above.  
**Option B)** Change requested is allowable. Attach appropriate justifications, documentation for change and approve change requested. | Maybe |