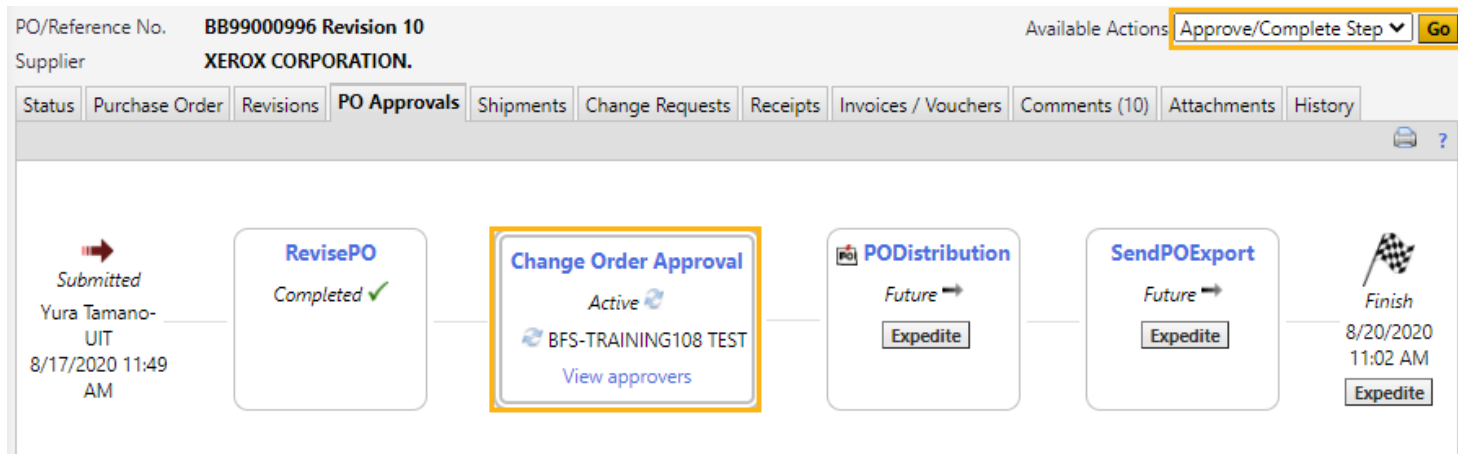


BearBuy: PO Change Order Workflow

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.  Distribute PO 
 - All changes will be exported to BFS upon clicking save when finalizing the PO revision.

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

Situation	Action	Task	Change PO?
Billed for greater quantity than PO.	Invoice Fails Matching.	Match Exception Preparer Review. Review receipts and create returns/credit memos if necessary.	No
Billed for greater amount than PO.	Invoice Fails Matching.	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.	Maybe
Funding changed on an Order that has not been vouchered.	Department Request outside of BearBuy.	Create Change Order.	Yes
Funding changed on an Order that has been vouchered.	Department Request outside of BearBuy.	Create Change Order, but decrease vouchered line and add new line item amount and new chartstring.	Yes
Need additional item on Non-Catalog Order or service for less than \$10k.	Department Request outside of BearBuy/BFS.	Create Change Order.	Yes
Need additional item on Non-Catalog Order or service for more than \$10k.	Request Buyer Change Order. This cannot be done by a COP.	Create Change Order.	Yes
Need additional item on Catalog Order.	Department Request outside of BearBuy/BFS.	Create new catalog requisition.	No
Cancel an Order that has no been received or vouchered.	Department Request outside of BearBuy/BFS.	Go to the PO and choose the Cancel PO button.	Yes
Cancel a line that has not been received or vouchered.	Department Request outside of BearBuy/BFS.	Create Change Order.	Yes
Payment Terms are incorrect.	Department Request outside of BearBuy/BFS.	Create Change Order.	Yes
Supplier did not receive Order.	Comes from a Request outside of BearBuy.	Create Change Order.	Yes
Change Order over \$25k submitted by Department COP.	Purchase Order Approval.	<p>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.</p> <p>Option B) Change requested is allowable. Attach appropriate justifications, documentation for change and approve change requested.</p>	Maybe