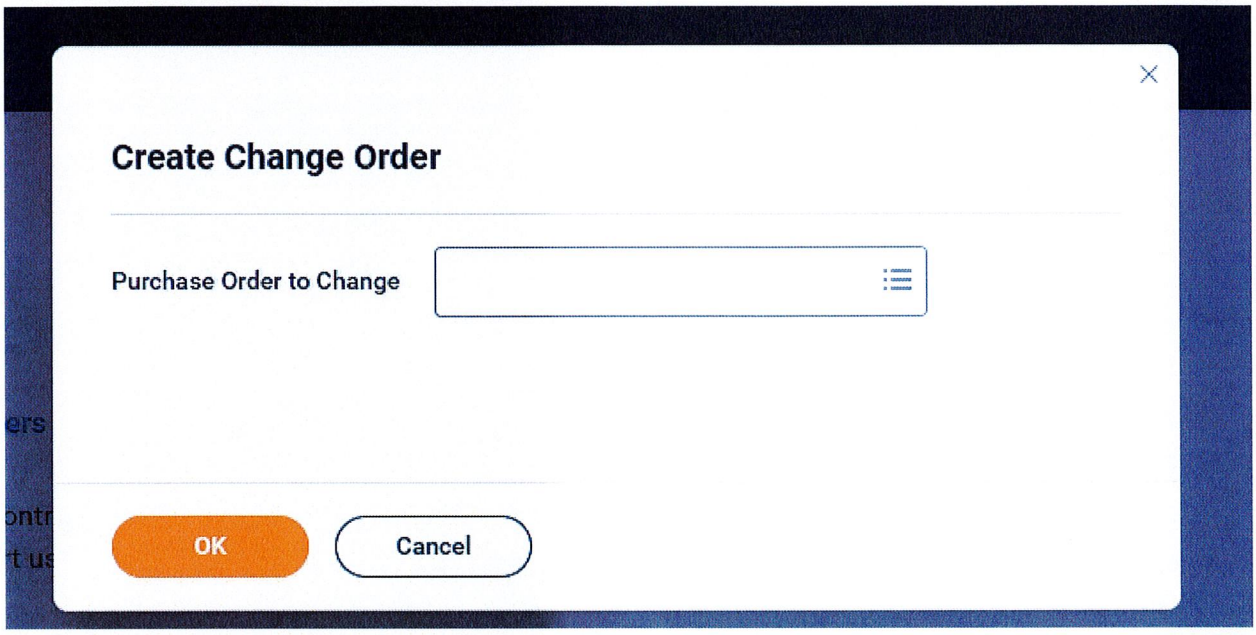
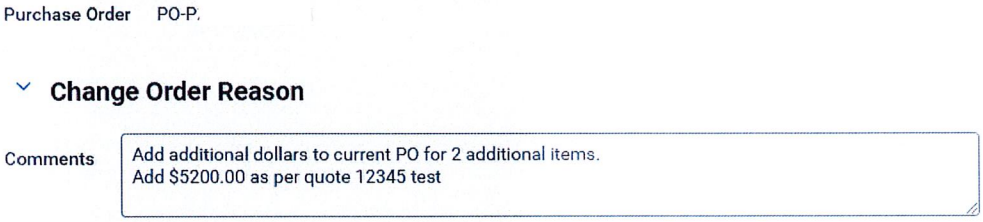
***TO CLOSE PURCHASE ORDERS: PLEASE DO NOT SUBMIT A CHANGE ORDER IN WORKDAY**
Please email PURCHASING@FAU.EDU and indicate the PO# you wish to close.

CREATE CHANGE ORDER – Purchase Order

- Enter Purchase order number, hit OK -

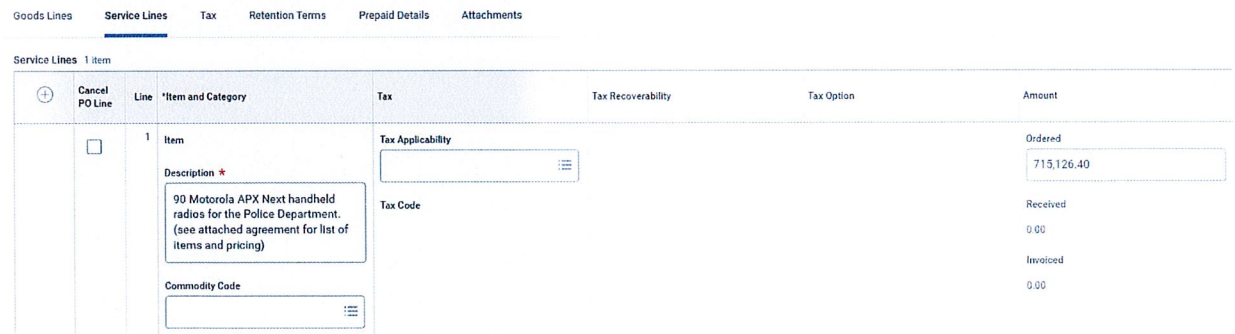


- In comments box enter reason for Change Order request (example)

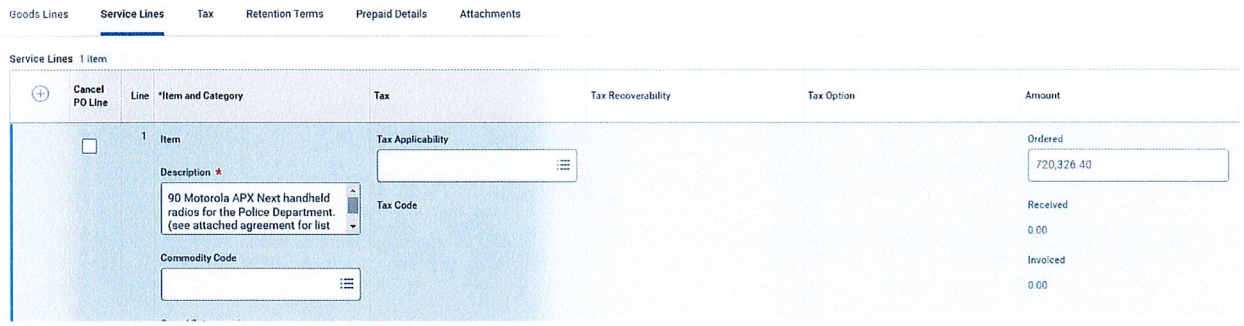


- Update amount on pay line to indicate new correct total –

For example, original PO amt $715,26.40



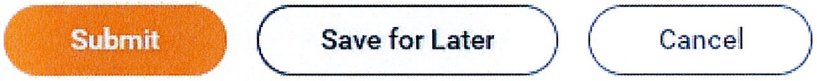
- New amount is the total of current pay line plus the new amount to be added or subtracted -



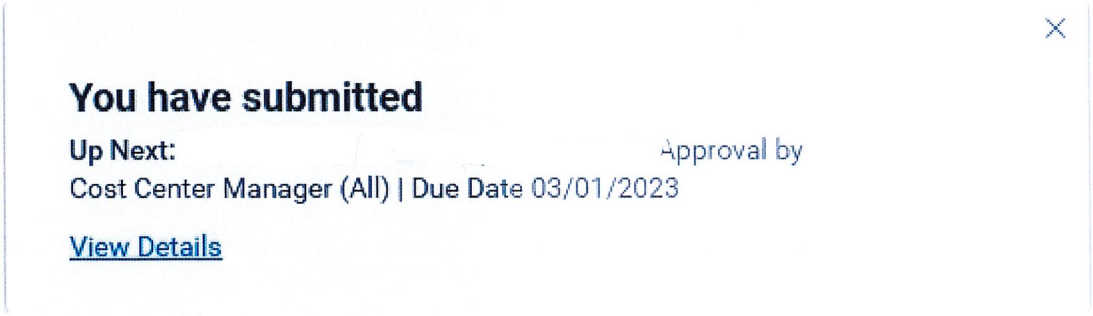
- Enter any additional comments or instructions as required -



- Hit Submit –



- Transaction routed per departmental cost center hierarchy approval process. Transaction forwarded to the cost center manager for approval –

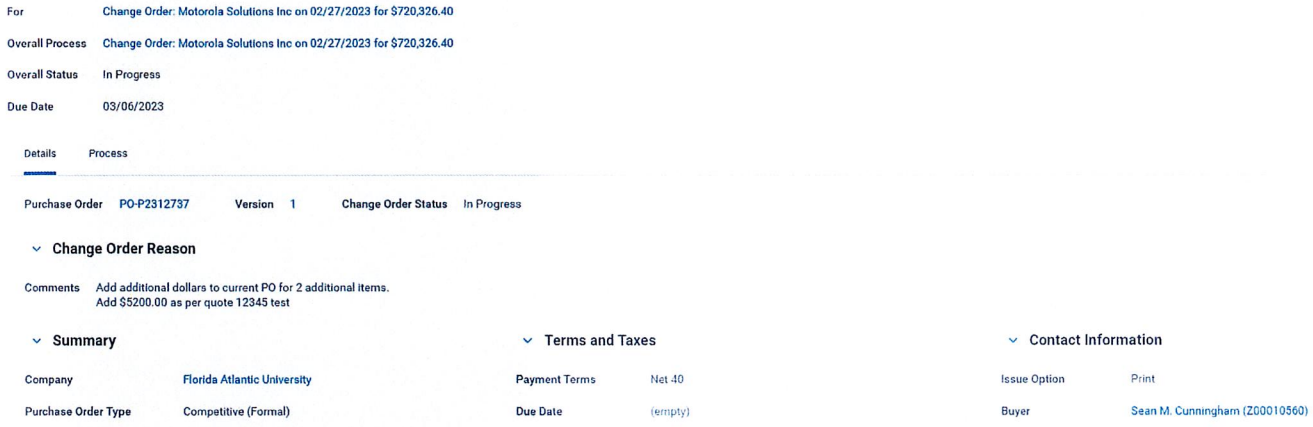


Click on View Details to see the change order In Progress

Once approved by the cost center manager the transaction routes to the Financial Approver -



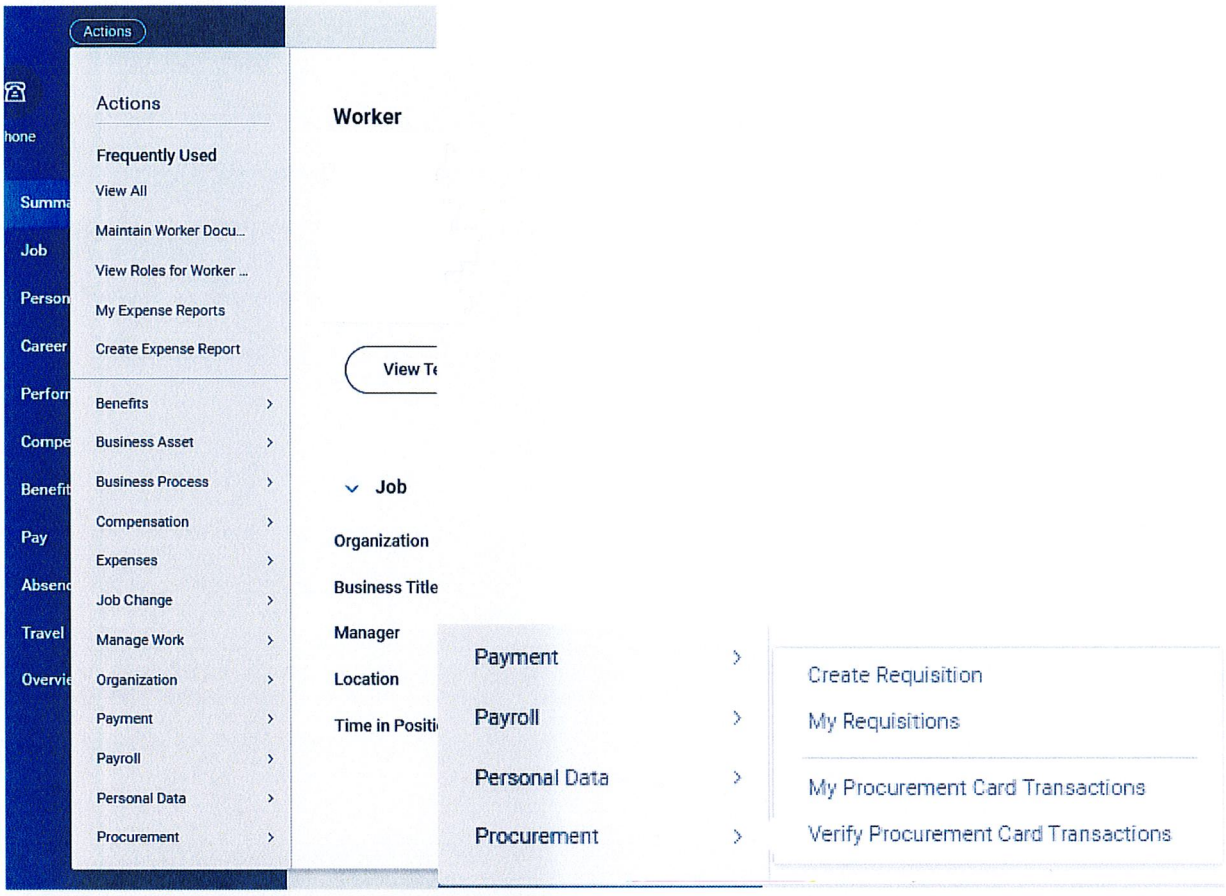
- Departmental approvals complete the transaction will route to the Buyer in Procurement –



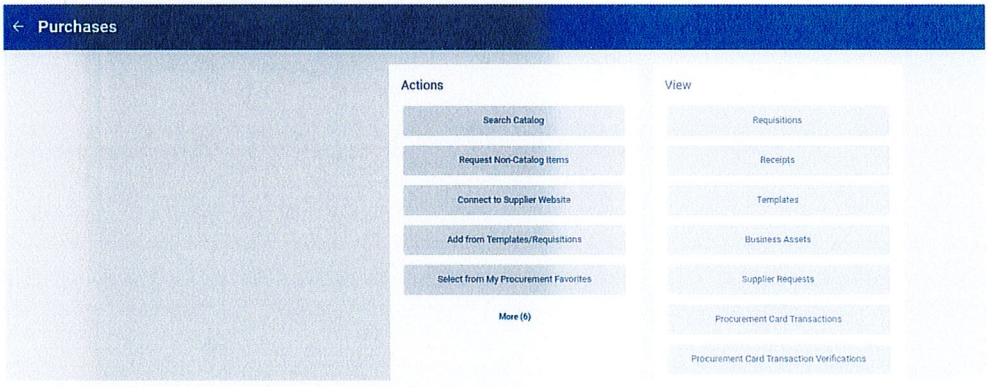
- The Buyer will review and if approved the transaction routes to the Assoc. Director or Director of Procurement as per the approval hierarchy.

If required, the updated purchase order is issued to the Supplier.

End users may see purchase orders and purchases order changes by reviewing the list of transactions in the **My Requisitions** tab located in related Actions on your profile or..

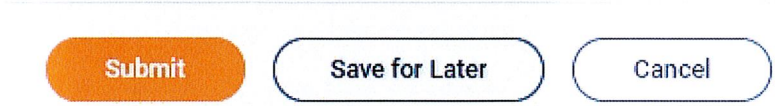


from the **Purchases** application in the View column, select Requisitions.



Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status
REQ-0000146423	Catalog		05/25/2023	14.22	USD	Office Depot Inc Punchout	PO-P2318060	Successfully Completed
REQ-0000144194	Punchout (Supplier Website)		04/19/2023	28.26	USD	Amazon Capital Services, Inc. (Punchout)	PO-P2315921	Successfully Completed

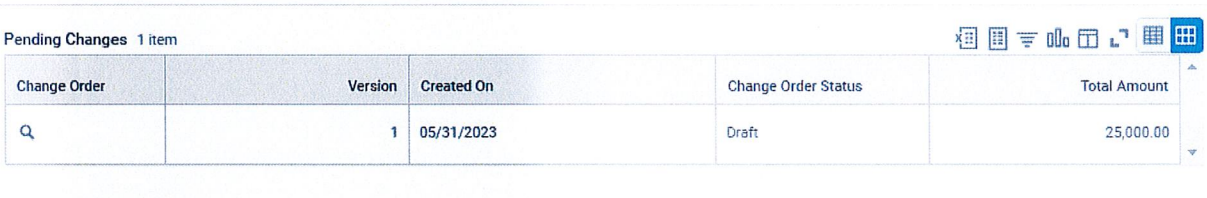
If you choose **Save for Later,** the purchase order change will not route for approval. It will remain in Draft.



You will need to go back into the Purchase Order and go to the **Version History** tab -



under **Pending changes**, you can click on the related actions bar (twinkie) to the right of magnifying glass and choose Purchase Order change – **Edit.**





Once your Edit is complete you may **Submit.** Once departmental approvals are complete the transaction will rout to Procurement for approval.