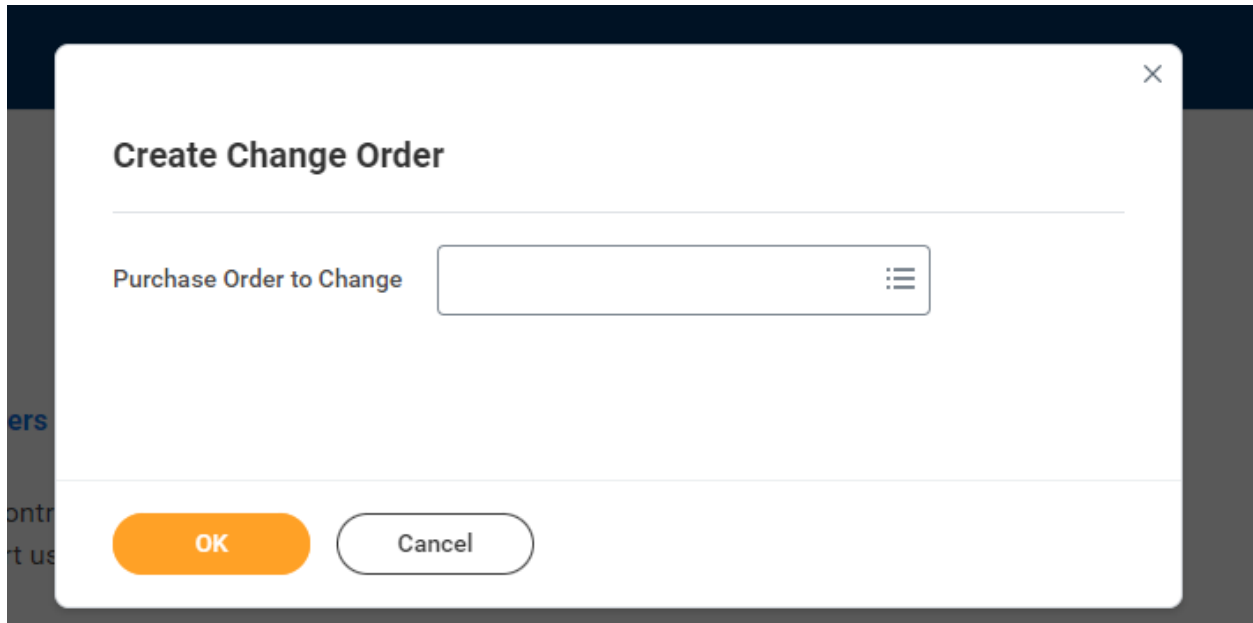


***TO CLOSE PURCHASE ORDERS: PLEASE DO NOT SUBMIT A CHANGE ORDER IN WORKDAY**
Please email PURCHASING@FAU.EDU and indicate the PO# you wish to close.

CREATE CHANGE ORDER – Purchase Order

***If this is your first time using CREATE CHANGE ORDER in Workday and you do not have access, you will need to submit an OIT Help Desk Ticket to request access (see last page)**

- Enter Purchase order number, hit OK -



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

Purchase Order PO-P2312737

▼ **Change Order Reason**

Comments

Add additional dollars to current PO for 2 additional items.
Add \$5200.00 as per quote 12345 test

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

For example, original PO amt \$715,26.40

Goods Lines **Service Lines** Tax Retention Terms Prepaid Details Attachments

Service Lines 1 Item

Cancel PO Line	Line	*Item and Category	Tax	Tax Recoverability	Tax Option	Amount
<input type="checkbox"/>	1	Item Description * 90 Motorola APX Next handheld radios for the Police Department. (see attached agreement for list of items and pricing) Commodity Code	Tax Applicability Tax Code			Ordered 715,126.40 Received 0.00 Invoiced 0.00


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

Goods Lines **Service Lines** Tax Retention Terms Prepaid Details Attachments

Service Lines 1 item

Cancel PO Line	Line	*Item and Category	Tax	Tax Recoverability	Tax Option	Amount
<input type="checkbox"/>	1	Item Description * 90 Motorola APX Next handheld radios for the Police Department. (see attached agreement for list) Commodity Code	Tax Applicability Tax Code			Ordered 720,326.40 Received 0.00 Invoiced 0.00

- 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 –

×

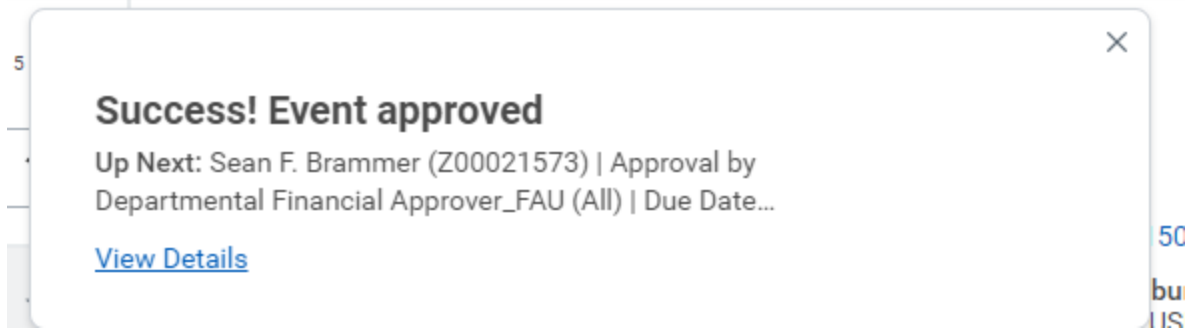
You have submitted

Up Next: Mrs. Terrie Teresa Lora (Z80002850) | Approval by Cost Center Manager (All) | Due Date 03/01/2023

[View Details](#)

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 –

For [Change Order: Motorola Solutions Inc on 02/27/2023 for \\$720,326.40](#)

Overall Process [Change Order: Motorola Solutions Inc on 02/27/2023 for \\$720,326.40](#)

Overall Status In Progress

Due Date 03/06/2023

Details Process

Purchase Order [PO-P2312737](#) Version 1 Change Order Status In Progress

▼ Change Order Reason

Comments Add additional dollars to current PO for 2 additional items.
Add \$5200.00 as per quote 12345 test

▼ Summary	▼ Terms and Taxes	▼ Contact Information
Company Florida Atlantic University	Payment Terms Net 40	Issue Option Print
Purchase Order Type Competitive (Formal)	Due Date (empty)	Buyer Sean M. Cunningham (Z00010560)

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

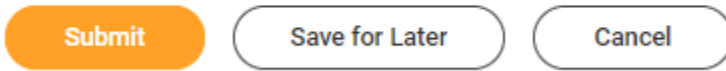
If required, the updated purchase order is issued to the Supplier.

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 -

Service Lines **Version History** Process History Attachments Printing Runs Balances

Prior Versions 0 items

Purchase Order	Change Date	Total Amount
No items available.		

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

Pending Changes 1 item

Change Order	Version	Created On	Change Order Status	Total Amount
🔍	1	05/31/2023	Draft	25,000.00

Actions

- Purchase Order Change... >
- Budget Date >
- Business Process >
- Favorite >
- Integration IDs >

Purchase Order Change Order

Purchase Order: [Staupell, LLC on 05/31/2023 for \\$25,000.00](#)

Purchase Order	PO- P2312517	1 item	
Version	1		
Change Order Reason Comments	Full extent of services no longer needed.		
Change Order Status	Draft		
Company	FAU Foundation		

Line	Description	Spend Category	Extended Amount
1	"Staupell Proposal to Florida Atlantic ...more	Information Technology Services	25,000.00

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

If this is your first time using CREATE CHANGE ORDER in Workday and you do not have access, you will need to submit a ticket through the FAU Help Desk as follows:

<https://helpdesk.fau.edu/TDClient/2061/Portal/Home/>

- Request Help
- Administrative Applications
- Workday
- Workday Access