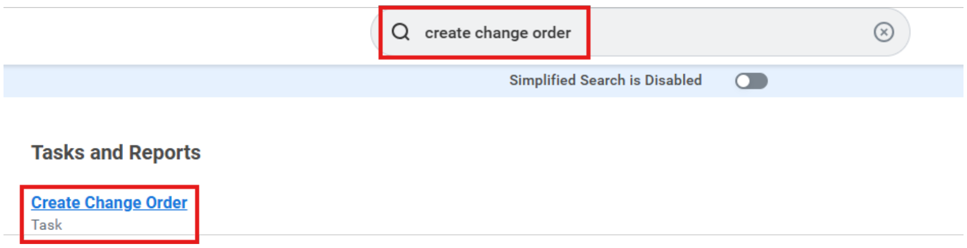
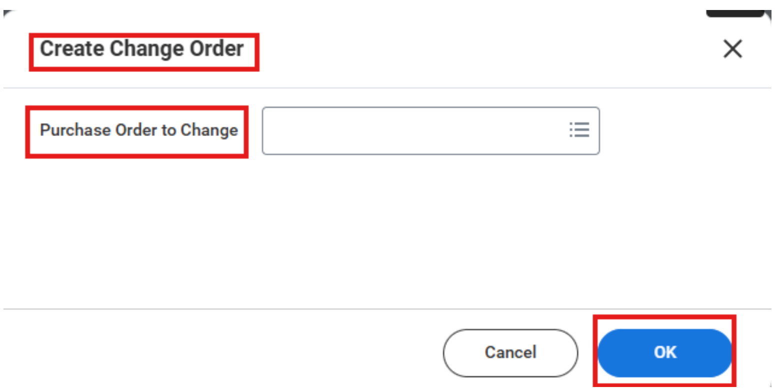
How to Create Change Order

****When creating a change order, do not select "Save for later." Your change order process will not be saved, and a purchasing agent will have to cancel the Change Order****

1. On the Workday search box, type in Create Change Order and select

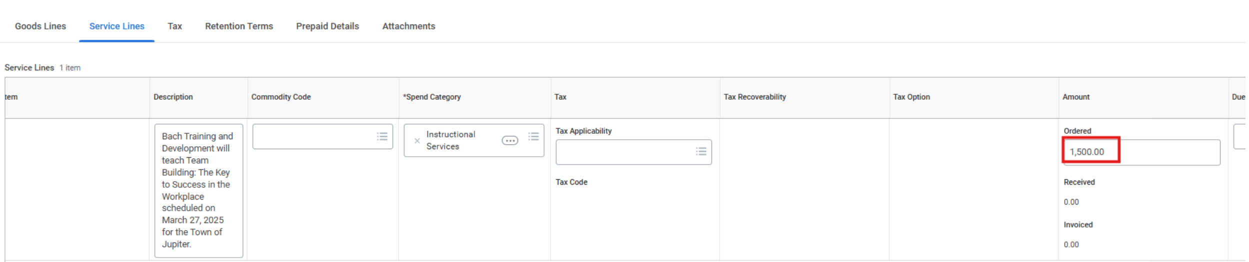


2. Type in the Purchase Order Number that you wish to increase or decrease and select OK.

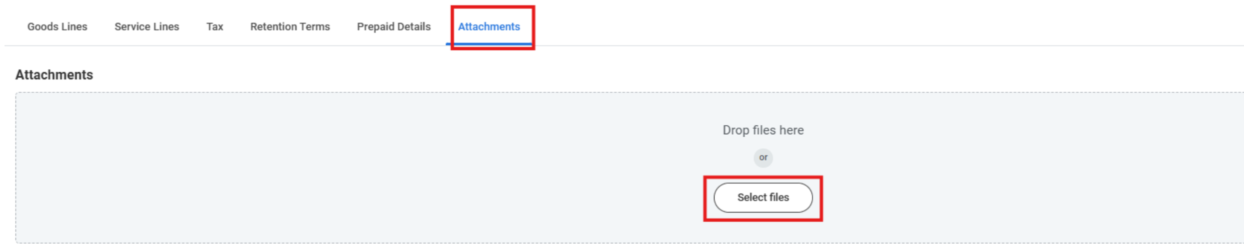


3. Next, please type in under Comments your Change Order reason.

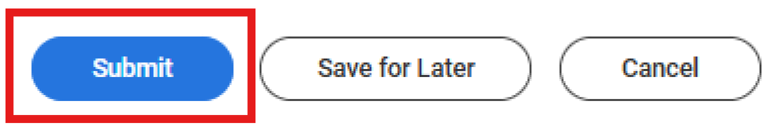
4. Scroll down to Service/Goods Line and change the amount.



5. You **must** attach a revised quote or invoice as backup to match the increased amount.



6. Select Submit – do **not** save for later as you will not be able to access it.



Note: If you do not have access to submit a change order, please submit an OIT ticket –

Administrative Applications & Reporting – Workday – Workday Access