

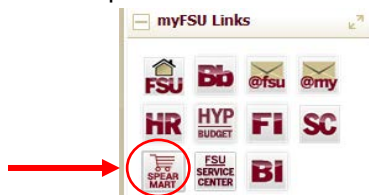
Change Requests: The Change Order Form Request is to be used when you need to make a change on a Purchase Order (PO) that has already been sent to the supplier. Prior to pulling up this form, you will need to go into OMNI and view the Purchase Order. You will need the supplier name, commodity code, budget information for each line that needs changing, and you must verify that there are no open receipts and/or payments pending on the PO prior to submitting the Change Order Request Form. If there are open receipts with no payment scheduled or made, you should cancel the receipt prior to processing the change request. If there are receipts and payments made, you can only do limited actions on the order/line.

Important Notes: Any line on a PO that has been partially or fully received and a payment has been made, cannot have any changes made on it.

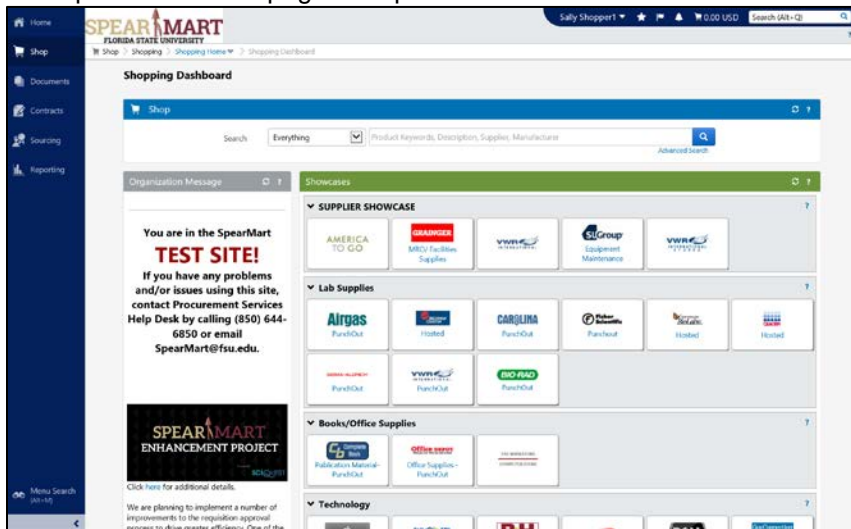
Supplier name changes cannot be processed on a PO. You will need to cancel the order and start over if the wrong supplier was initially used.

Once you have this information gathered, now you can go to the form as follows:

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



The Change Order Form Request is found in the list of Forms further down the main page. Simply scroll down until you see the list of forms.

Forms

- Approver Role Request
- Blanket Order Request
- Change Order Form Request**
- Confirming Order
- Emergency Exemption
- Non-Catalog Request
- Non-Catalog Request - Sole Source
- P-Card Holder Application
- P-Card Holder Termination Request
- Proxy Application
- Proxy Termination/Transfer Request
- Services Request - Fixed
- Services Request - Variable
- Software Request

Select the "Change Order Form Request" form by clicking on the name of the form.

The form will open. We recommend that you add the PO number to the Form Name after the wording already in the name. **Do not write over the name!**

Joe User1 | 0.00 USD | Search (Alt+Q)

SPEAR MART
FLORIDA STATE UNIVERSITY

Details

Change Order Form Req... Details

Form Number: 37064
Purpose: Procurement Request
Status: Incomplete

Form Name *: er Form Request for POFS17000456
Purpose: Procurement Request
Template Title: Change Order Form Request
Form Type: Change Order Request

Suppliers ✓
Attachments ✓
Item Attribute Defaults ✓
Form Fields ✓
Basic Info ✓
Type of Change ✓
Review and Submit

★ Required

< Previous Save Progress Next >

Click "Next" to continue.

Enter the Supplier Name for the PO you want to make a change to in the "Supplier" field. Then click Search and select the correct address for the supplier.

The screenshot shows the 'Suppliers' search page in SpearMart. The search criteria are: Supplier: B&H Photo, Relationship: All, and Zip Code: Within 5 Miles. The Search button is circled in red. The status of the form request is 'Incomplete'.

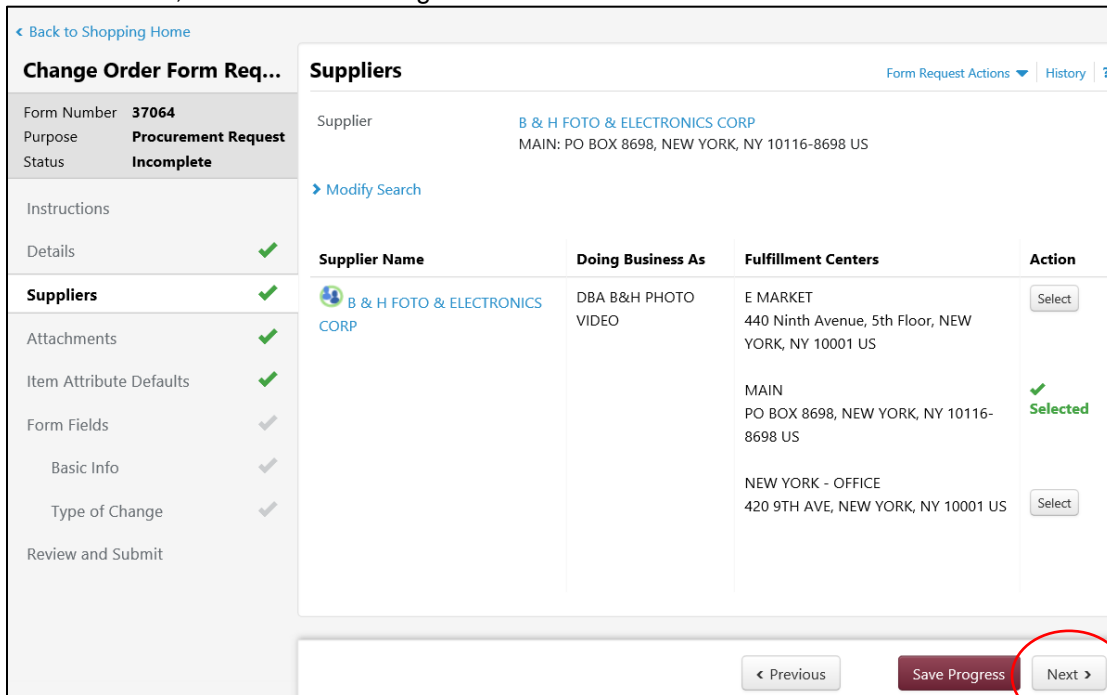
The system will bring up all possible addresses for that supplier. Select the appropriate address.

Note: Do not select an EMarket or SpearMart address as that cannot be used with a form.

The screenshot shows the search results for 'B & H FOTO & ELECTRONICS CORP'. The results table lists three fulfillment centers: E MARKET, MAIN, and NEW YORK - OFFICE. The 'Select' button for the 'MAIN' fulfillment center is circled in red.

Supplier Name	Doing Business As	Fulfillment Centers	Action
B & H FOTO & ELECTRONICS CORP	DBA B&H PHOTO VIDEO	E MARKET 440 Ninth Avenue, 5th Floor, NEW YORK, NY 10001 US	Select
		MAIN PO BOX 8698, NEW YORK, NY 10116-8698 US	Select
		NEW YORK - OFFICE 420 9TH AVE, NEW YORK, NY 10001 US	Select

Once selected, the choice will turn green with a checkmark. Click "Next" to continue.



Change Order Form Req... **Suppliers** Form Request Actions History ?

Form Number **37064**
 Purpose **Procurement Request**
 Status **Incomplete**

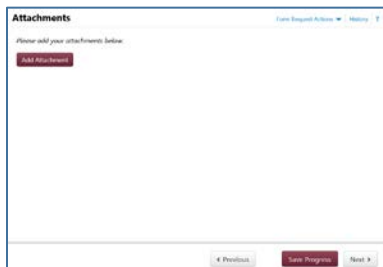
Supplier: **B & H FOTO & ELECTRONICS CORP**
 MAIN: PO BOX 8698, NEW YORK, NY 10116-8698 US

[Modify Search](#)

Supplier Name	Doing Business As	Fulfillment Centers	Action
B & H FOTO & ELECTRONICS CORP	DBA B&H PHOTO VIDEO	E MARKET 440 Ninth Avenue, 5th Floor, NEW YORK, NY 10001 US	Select
		MAIN PO BOX 8698, NEW YORK, NY 10116-8698 US	✓ Selected
		NEW YORK - OFFICE 420 9TH AVE, NEW YORK, NY 10001 US	Select

< Previous Save Progress Next >

The next step is to add attachments. If you have none to add, click "Next" to continue.



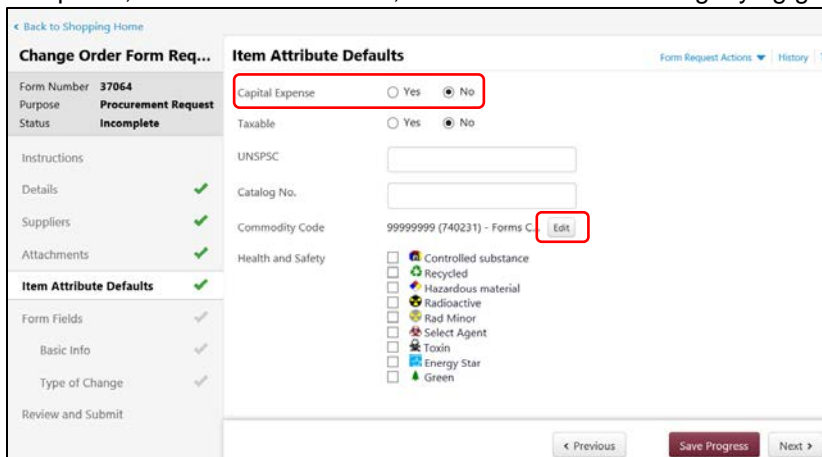
Attachments Form Request Actions History ?

Please add your attachments below.

Add Attachments

< Previous Save Progress Next >

On the next step, you must update the default settings to "Yes" if the item is an OCO item. The only other item you will update is the Commodity Code. You **must** update this field with a valid code or the form will get returned to you. To update, click the "Edit" button, then click the search magnifying glass.



Change Order Form Req... **Item Attribute Defaults** Form Request Actions History ?

Form Number **37064**
 Purpose **Procurement Request**
 Status **Incomplete**

Capital Expense Yes No

Taxable Yes No

UNSPSC:

Catalog No.:

Commodity Code: 99999999 (740231) - Forms C. Edit

Health and Safety:

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

< Previous Save Progress Next >

The search screen will pop up and you can enter the description for the commodity that matches the item being updated on the Purchase Order.

Commodity Codes

furniture

Q

Commodity Codes

furniture

Q

1-20 of 23 Results 20 Per Page

Commodity Code	Description	
44101725	Cabinets - furniture (741121)	Select
4410172501	Cabinets - furniture - OCO (760201)	Select
48102000	Food Service furniture (741121)	Select
56000000	Furniture/ Furnishings (off/do (741121)	Select
5600000001	Furniture/ Furnishings - OCO (760201)	Select
5600000002	Furniture/Furnishings - REPAIR (740930)	Select
5600000005	Furniture/Furnishings - RENTAL (741881)	Select
5600000009	Furniture/Furnishings - FCO (C (780001)	Select
56100000	Furniture, Dormitory (741121)	Select
56101535	Furniture carts (741121)	Select
56101600	Outdoor furniture (741121)	Select

Close

The commodity code selected will populate the page. Now you can click "Next".

Item Attribute Defaults Form Request Actions | History | ?

Capital Expense Yes No

Taxable Yes No

UNSPSC

Catalog No.

Commodity Code 56000000 - Furniture/ Furnish...

Health and Safety

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Next >

On the next page, click "Basic info" to complete that information.

[Back to Shopping Home](#)

Change Order Form Req... **Form Fields**

	Overview	Progress
Form Number	37064	
Purpose	Procurement Request	
Status	Incomplete	<input checked="" type="checkbox"/> Incomplete
Instructions	Basic Info	<input checked="" type="checkbox"/> Incomplete
	Type of Change	<input checked="" type="checkbox"/> Incomplete

Enter the PO number in the field provided and select the appropriate choice whether to send the Change Order to the supplier or not.

Change Order Form Req... **Form Fields - Basic Info** Form Request Actions | History | ?

Form Number: 37064
Purpose: Procurement Request
Status: Incomplete

Instructions

Details

Suppliers

Attachments

Item Attribute Defaults

Form Fields

Basic info

Type of Change

Review and Submit

On This Page ★ Response Is Required

- Header Info (1)
- Supplier (1)

Header Info

PO Number *

Supplier

Does this change need to be sent to the supplier? *

Yes No

Next >

Note: For SpearMart orders, we cannot send the change to the supplier, so always select "No".

On this page you select the appropriate action/purpose of the change request. Once selected, each following page is a bit different and you will have to fill in the fields appropriate to the choice made on this page.

For this example, "Cancel Line" is selected.

Change Order Form Req... **Form Fields - Type of Change** Form Request Actions | History | ?

Form Number **37064** ★ Response Is Required
 Purpose **Procurement Request**
 Status **Incomplete**

Instructions
 Details
 Suppliers
 Attachments
 Item Attribute Defaults
 Form Fields
 Basic Info
Type of Change
 Review and Submit

Change Order Types

Select which option best describes the purpose of your change request. *

Cancel PO
 Cancel Line
 Add a Line
 Increase PO
 Decrease PO
 Update Description
 Close PO to Release Encumbrance
 Update Budget/Chartfields

You must click the certification statement. Prior to clicking this statement, you must go to OMNI, pull up the PO, and verify that no receipts and/or payments are pending for the line you want to cancel.

Important Note: If there are receipt(s), but no payments, cancel the receipt(s). If there are receipt(s) and payment(s) for that line, you cannot cancel the line since the payment has been made.

Change Order Form Req... **Form Fields - Cancel Line** Form Request Actions | History | ?

Form Number **37064** ★ Response Is Required
 Purpose **Procurement Request**
 Status **Incomplete**

Instructions
 Details
 Suppliers
 Attachments
 Item Attribute Defaults
 Form Fields
 Basic Info
 Type of Change
Cancel Line
 Review and Submit

Cancel line

Please certify the following: *

I certify that I have validated in OMNI that there have been no invoices issued against this line.

What is the PO Line # for the line you want cancelled? *

2.00

What is the reason for cancelling the line? *

Supplier called and cannot provide the item on line #2 of the PO so canceling the item

1914 characters remaining

Once you get to the below page, all checkmarks should be green and you can either click "Add and go to cart" if this is the only line on the PO to have any changes made to it or click the arrow and get the other choices if more lines are needing changes. See below for the choices.

If more lines need changes for the same PO, then select "Add to Cart and Return". Then fill in the change order request form for the next line. When all line changes are completed, then select "Add and go to cart".

Change Order Form Req... **Review and Submit** Form Request Actions History 7

Form Number **37064**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Section	Progress
Details	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Attachments	✓ Required Fields Complete
Item Attribute Defaults	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Basic Info ✓
Type of Change ✓
Cancel Line ✓

Review and Submit

For this example, this is the only line that needs changes, so **“Add and go to cart”** was selected. The cart is now ready to either be assigned to a Requester or if you are a Requester, click **“Proceed to Checkout”** to continue.

Shopping Cart for Joe User | [Continue Shopping](#)

1 Item(s) for a total of **0.00** USD

or

Name this cart:

Have you made changes? Perform an action on (0 items selected)...

B & H FOTO & ELECTRONICS CORP [more info...](#)
MAIN
PO BOX 8698, NEW YORK, NY 10116-8698 US

Product Description	Unit Price	Quantity	Total
Item added on Mar 14, 2017 <input type="button" value="Add to Favorites"/> <input type="button" value="Remove"/> <input type="button" value="More Actions"/>			
Change Order Form Request for POF517000456 open form... Summarized form fields Commodity Code <input type="text" value="56000000"/> <input type="button" value="Search"/> Furniture/ Furnishings (off/do (741121))	0.00 USD	1	0.00 USD

Click **“Assign Cart”** or **“Proceed to Checkout”** depending on your role.

Note: If you need more information on how to assign or submit, see the Job Aids titled, **“Assigning Your Shopping Cart”** or **“Complete a Requisition”**.