

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.

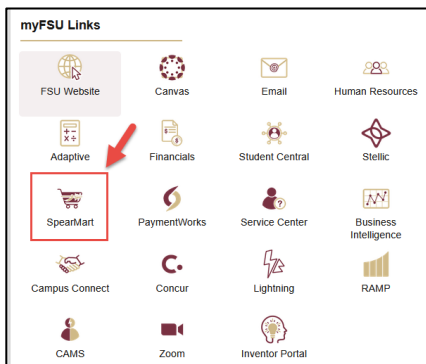
Important Notes: Any line on a PO that has been partially or fully received and a payment has been made, cannot have any changes made on it.

Changes to the supplier name, supplier address, or ship to address cannot be processed on a PO. You will need to cancel the order and start over if the wrong supplier was initially used.

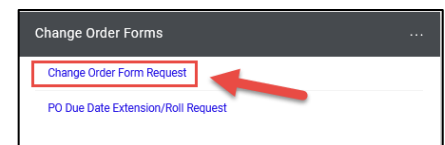
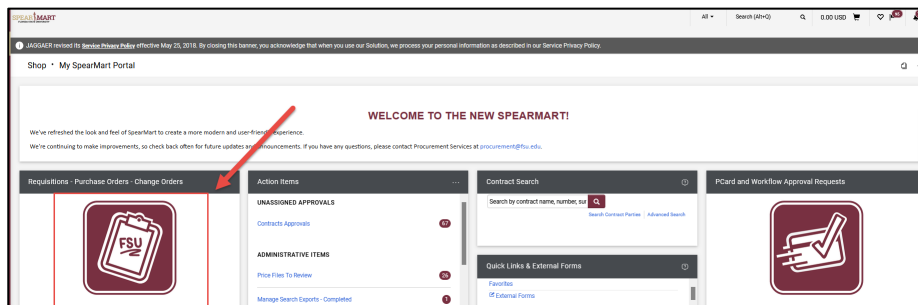
Note: Changes cannot be made to Confirming POs. If a Confirming PO is submitted without an invoice, please ensure that you have confirmed the correct pricing on the PO.

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:



On the landing page, click on the Requisitions – Purchase Orders – Change Orders icon, then click on Change Order Form Request



The form will open to the Instructions tab. After you have reviewed, click next.

Procurement Request • Change Order Form Request v2.0

Instructions

Procurement Services Logo Use this form to request changes to existing Purchase Orders. These requests will be routed through financial approvals and then to Procurement. See [Change Orders](#) for additional information.

This form is not currently used for internal (auxiliary) purchase orders referencing suppliers beginning with "AUX." To complete change orders on these POs, please use the [Internal Change Order Form](#).

Summary

Change Order Form Request v2.0

Created Date 9/23/2026

Form Number 23623346

Purpose Procurement Request

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!** Click Next to continue.

Procurement Request • Change Order Form Request v2.0

Details

Request Name * Change Order Form Request v2.0

Purpose Procurement Request

Template Title Change Order Form Request v2.0

Form Type Change Order Request

Currency USD

Summary

Change Order Form Request v2.0

Created Date 9/23/2026

Form Number 23623346

Purpose Procurement Request

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.

Procurement Request • Change Order Form Request v2.0

Suppliers

Selected Supplier

No Supplier selected

Search Registered Suppliers

Supplier astro

Zip Code

Within 5 Miles

Clear Search

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

Note: Do not select the "SpearMart" address for catalog suppliers, as they cannot be used with this form.

Suppliers

Selected Supplier

No Supplier selected

Search Registered Suppliers

Supplier astro

Zip Code

Within 5 Miles

Clear Search

1-6 of 6 Results

20 Per Page

Supplier Name	Doing Business As	Fulfillment Centers	Action
AMERICAN INSTITUTE OF AERONAUTICS	AND ASTRONAUTICS	ACH: (preferred) 12700 SUNRISE VALLEY DR STE 200, RESTON, Virginia 20191-5807 United States	Select
APPLIED SCIENCE AND TECHNOLOGY RESEARCH	ASTRO AMERICA	ACH: (preferred) 6701 DEMOCRACY BLVD STE 300, BETHESDA, Maryland 20817-7500 United States	Select
ASTRO TRAVEL AND TOURS INC		MAIN: (preferred) 4876 WOODLANE CIR, TALLAHASSEE, Florida 32303-6808 United States	Select
ASTRONAUT KIDS LLC		ACH: (preferred) 3962 BRIARIDGE CIR, ATLANTA, Georgia 30340-5125 United States	Select
Houston Astros LLC	Houston Astros, LLC	No fulfillment Center available	

Once selected, the choice will appear. Click “Next” to continue.

Procurement Request • Change Order Form Request v2.0

Suppliers

Selected Supplier

Supplier Name	Doing Business As	Fulfillment Centers
ASTRO TRAVEL AND TOURS INC		MAIN: 4876 WOODLANE CIR, TALLAHASSEE, Florida 32303-6808 United States

Search Registered Suppliers

Supplier:

Zip Code: Within:

Clear Search

Summary

Incomplete

Change Order Form Request v2.0

Created Date: 9/23/2026

Form Number: 25023590

Purpose: Procurement Request

Next

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

Procurement Request • Change Order Form Request v2.0

Attachments

Add Attachment

Summary

Incomplete

Change Order Form Request v2.0

Created Date: 2/25/2026

Form Number: 21170861

Purpose: Procurement Request

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 magnifying glass.

Procurement Request • Change Order Form Request v2.0

Item Attribute Defaults

Capital Expense ☐

Taxable ☐

UNSPSC

Catalog No.

Commodity Code

Health and Safety

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

Summary

Incomplete

Change Order Form Request v2.0

Created Date: 2/25/2026

Form Number: 21170861

Purpose: Procurement Request

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, or you can enter the commodity code. The click Filter.

Commodity Code Search [X]

Commodity Code Recommendations

Code	Description	
44101501	Copiers (741121)	+
31171804	Sheaves/Pulleys (741121)	+
6010160306	RESALE-Frames-certificate/pict (741009)	+
41120000	Lab supp/ fixtures (741191)	+
40141900	Ducts (741376)	+

Code starts with...

< > Page 1 of 81 1-20 of 1610 Results 20 Per Page ▾

Code ↑	Description
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Select the appropriate code and click the “+” sign

Commodity Code Search [X]

Commodity Code Recommendations
No Commodity Code Recommendations

Code starts with...

< > Page 1 of 2 1-20 of 22 Results 20 Per Page ▾

Code ↑	Description	
44101725	Cabinets - furniture (741121)	+
4410172501	Cabinets - furniture - OCO (760201)	+
48102000	Food Service furniture (741121)	+
560000000	Furniture/ Furnishings (off/do (741121)	+
5600000001	Furniture/ Furnishings - OCO (760201)	+
5600000002	Furniture/Furnishings - REPAIR (740930)	+
5600000005	Furniture/Furnishings - REPAIR (741001)	+

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

Procurement Request • Change Order Form Request v2.0

to Shopping Home

Instructions Details Suppliers Attachments **Item Attribute Defaults** Form Fields Review And Submit

Item Attribute Defaults

Capital Expense ☐

Taxable ☐

UNSPSC

Catalog No.

Commodity Code

Health and Safety ☐ Controlled substance

Summary

Incomplete

Change Order Form Request v2.0

Created Date 2/25/2026

Form Number 21170861

Purpose Procurement Request

On the next page, you will see the “Basic info” tab. Enter the PO number in the field provided and select the appropriate choice whether to send the Change Order to the supplier or not. Then click Next.

Procurement Request • Change Order Form Request v2.0

Instructions Details Suppliers Attachments **Item Attribute Defaults** **Form Fields** Review And Submit

Basic Info Type Of Change

Header Info

PO Number ★

Supplier

Does this change need to be sent to the supplier? ★ ☐ Yes ☒ No

Summary

Incomplete

Change Order Form Request v2.0

Created Date 2/25/2026

Form Number 21170861

Purpose Procurement Request

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

On this page, you will see the “Type of Change” tab. You will 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. Click Next:

Procurement Request • Change Order Form Request v2.0

Instructions Details Suppliers Attachments **Item Attribute Defaults** **Form Fields** Review And Submit

Basic Info Type Of Change **Cancel Line**

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

Summary

Incomplete

Change Order Form Request v2.0

Created Date 2/25/2026

Form Number 21170861

Purpose Procurement Request

For increases, decreases or updating descriptions, you will need to make note of which PO line needs to be updated. If multiple PO lines need to be updated, a line for each will need to be created on the change order request form.

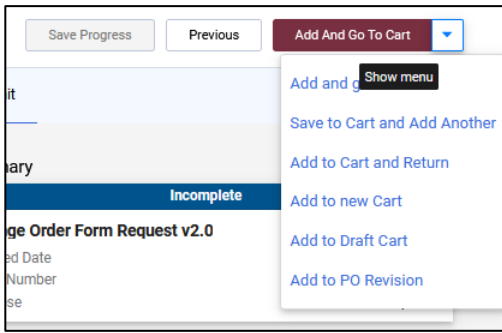
NOTE: For Catalog orders, the only changes that can be made are to cancel or close the PO and a confirmation email from the supplier confirming cancellation of the order or item must be attached with the change request. Cancellation or closure requests for Amazon Capital must be sent via email to changeorder@fsu.edu.

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.

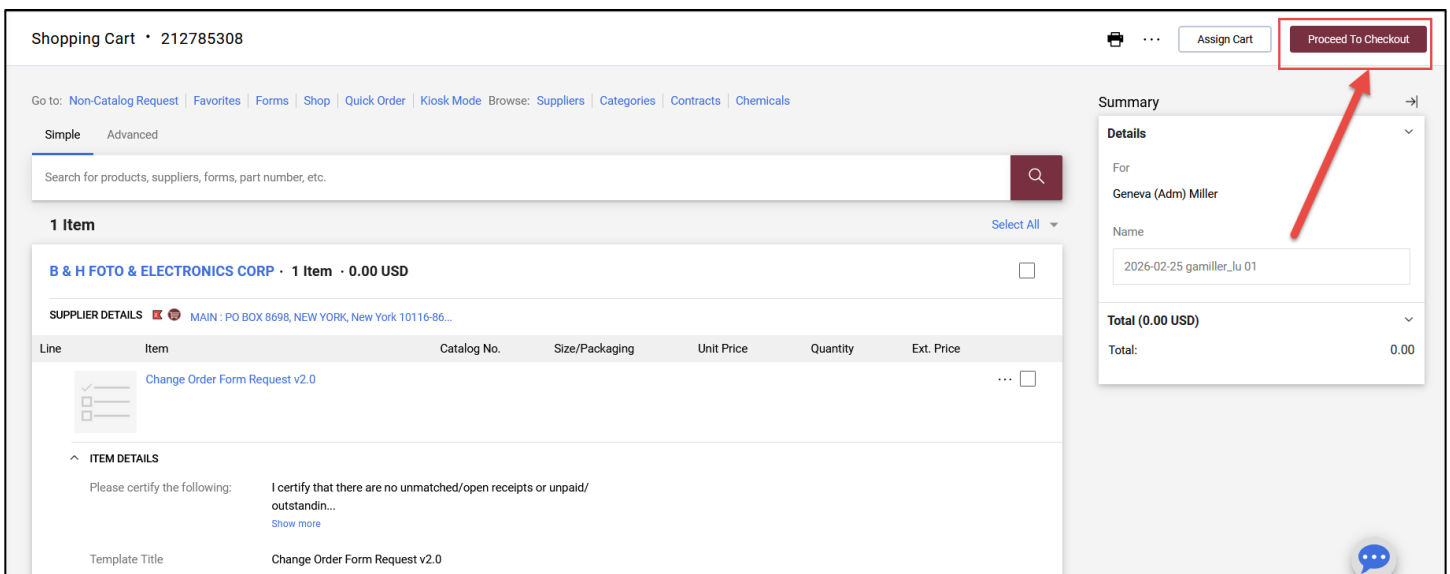
Important Note: If there are receipt(s), but no payments, cancel the receipt(s). * If there are receipt(s) and payment(s) for that line, you cannot cancel the line since the payment has been made. *See "Processing Receipts" Job Aid.

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"**.



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.



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”.

PO Due Date Extensions/Roll Requests

A PO due date extension request can be submitted to update the PO due date (and the service end date for services POs) provided the following criteria are met:

- The PO due date has not already passed
- The PO is not in budget error
- The PO has not been partially or fully receipted, invoiced, or vouchered
- The project on the PO is not closed

Note: A PO due date extension is not needed if invoices have not been received as the PO will stay open in OMNI for payment purposes. For more information, see the New Purchase Order Close Process on the Controller's website: [New Purchase Order Close Process | Controller's Office](#).

The PO Due Date Extension/Roll Request form can be found on the SpearMart Homepage under Change Order Forms and the form is shown below. The form follows the same process as the other Change Order forms in that it will be added to a requisition and must be filled out and **"Add to Cart"** and **"Proceed to Checkout"** as shown on page 8 of this job aid.

Form • PO Due Date Extension/Roll Request

Supplier Information	
Existing Supplier	
Enter Supplier ★	Select Supplier 
Change Information	
Please note that if a PO has any of the attributes listed below due dates cannot be changed and OMNI cannot roll forward. The attributes include: - PO Due Date has already passed - POs not budget checked - POs in budget error status - POs fully received and matched - POs for closed projects - POs that have been partially received	
If your PO does not meet the above criteria, please provide information for your change request.	
PO Number ★	
Commodity Code ★	Search... 
Current PO Due Date (MUST BE CURRENT OR FUTURE DATE) ★	 mm/dd/yyyy
Revised Due Date ★	 mm/dd/yyyy
Does this PO need to roll over Fiscal Years (FYs)? ★	☐ Yes ☐ No
Does this change need to be sent to the supplier? ★	☐ Yes ☐ No
Please provide an explanation why due date needs to be extended or PO will need to roll over FYs ★	