

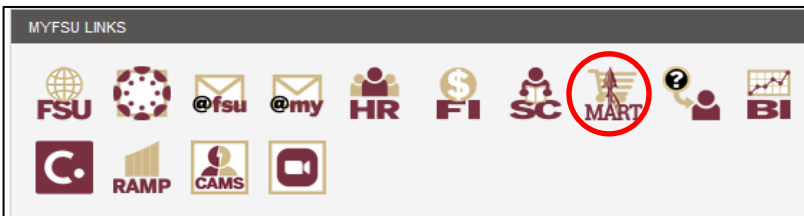
Change Requests: The Change Order Form Request is to be used when you need to make a change on a Purchase Order (PO) that has already been sent to the supplier. Prior to pulling up this form, you will need to go into OMNI and view the Purchase Order. You will need the supplier name, commodity code, budget 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.

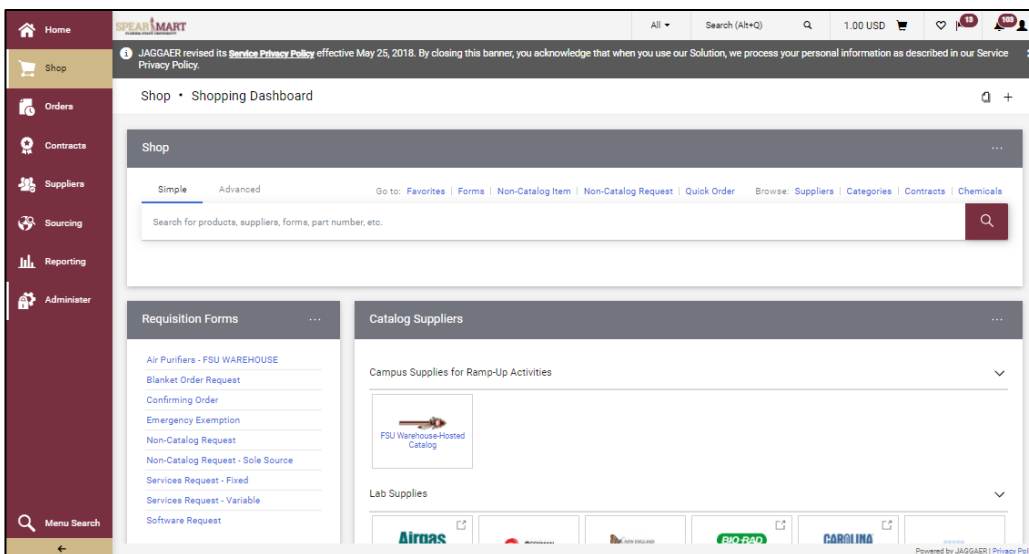
Supplier name changes cannot be processed on a PO. You will need to cancel the order and start over if the wrong supplier was initially used.

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 on the left side of the main page. Simply scroll down until you see the list of forms.

Requisition Forms

[Air Purifiers - FSU WAREHOUSE](#)
[Blanket Order Request](#)
[Confirming Order](#)
[Emergency Exemption](#)
[Non-Catalog Request](#)
[Non-Catalog Request - Sole Source](#)
[Services Request - Fixed](#)
[Services Request - Variable](#)
[Software Request](#)

Change Order Forms

[Change Order Form Request](#)
[PO Due Date Extension/Roll 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!**

Home
Shop
Orders
Contracts
Suppliers
Sourcing
Reporting
Administer

SPEAR MART
Shop > Shopping > View Forms

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Back to Shopping Home

Change Order Form Reque...

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

Instructions

Details

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

Details

Form Name *
Purpose
Template Title
Form Type
Currency

Change Order Form Request v2.0 FS22000
Procurement Request
Change Order Form Request v2.0
Change Order Request
USD

Request Actions
History

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 interface. On the left is a navigation menu with options: Home, Shop, Orders, Contracts, Suppliers, Sourcing, Reporting, and Administer. The main content area is titled 'Change Order Form Reque...' and shows details for Form Number 5766170, Purpose Procurement Request, and Status Incomplete. The 'Suppliers' section has a search bar with 'B&H Photo' entered. Below the search bar are filters for Relationship (All) and Zip Code (Within 5 Miles). A red box highlights the 'Search' button. At the bottom are 'Previous' and 'Next' navigation buttons.

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

Note: Do not select the SpearMart address, as that cannot be used with this form.

The screenshot shows the 'Suppliers' results page. The 'Supplier' field displays 'B & H FOTO & ELECTRONICS CORP' with its address: SPEARMART: PO BOX 8698, NEW YORK, New York 10116-8698, United States. Below this is a table of fulfillment centers. The table has columns: Supplier Name, Doing Business As, Fulfillment Centers, and Action. The 'SPEARMART: (preferred)' address is highlighted with a red box and marked as 'Selected'.

Supplier Name	Doing Business As	Fulfillment Centers	Action
B & H FOTO & ELECTRONICS CORP	DBA B&H PHOTO VIDEO	MAIN PO BOX 8698, NEW YORK, New York 10116-8698 United States	Select
		SPEARMART: (preferred) PO BOX 8698, NEW YORK, New York 10116-8698 United States	✓ Selected

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

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

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.

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

×

Q

Commodity Codes

×

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”.

The screenshot shows the 'Change Order Form Request' page in SpearMart. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Suppliers, Sourcing, Reporting, and Administer. The main content area is titled 'Change Order Form Reque...' and displays the form number '5766170' and purpose 'Procurement Request'. The 'Item Attribute Defaults' section is expanded, showing various attributes like Capital Expense, Taxable, UNSPSC, Catalog No., and Commodity Code. The 'Commodity Code' field is highlighted with a red box, showing the value '56000000 - Furniture/ Furnish...'. Below this, there are checkboxes for various attributes like Controlled substance, Recycled, Hazardous material, Radioactive, Rad Minor, Select Agent, Toxin, Energy Star, and Green. The 'Next' button is highlighted with a red box.

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

The screenshot shows the 'Form Fields' section of the 'Change Order Form Request' page. The 'Basic Info' tab is highlighted with a red box. The 'Progress' section shows the status of different form fields: 'Basic Info' is 'Incomplete' and 'Type of Change' is '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. Then click Next.

The screenshot shows the 'Form Fields - Basic Info' section of the 'Change Order Form Request' page. The 'PO Number' field is highlighted with a red box, showing the value 'FS22002090'. Below this, there is a question 'Does this change need to be sent to the supplier? *' with radio button options 'Yes' and 'No'. The 'No' option is selected and highlighted with a red box. The 'Next' button is also highlighted with a red box.

Note: For SpearMart Catalog 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. (NOTE: If this is a catalog order, a confirmation email from the supplier must be attached with the change request.

Change Order Form Request

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

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

Form Fields - Type of Change

Request Actions | History

★ Response Is Required

Change Order Types

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

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

Previous Save Progress Next

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.

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Change Order Form Request

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

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

Form Fields - Cancel Line

Request Actions | History

★ Response Is Required

Cancel line

Please certify the following: *

☒ I certify that there are no unmatched/open receipts or unpaid/outstanding invoices 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 emailed and cannot provide the item on line #2 of PO, so the item is being cancelled.

1906 characters remaining

Previous Save Progress Next

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".

[Back to Shopping Home](#)

Change Order Form Reque...

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

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

Review and Submit

Request Actions History

✓ Required Fields Complete

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

Review and Submit

Previous Add to Favorite **Add and go to Cart** Show menu

- Add and go to Cart
- Save to Cart and Add Another
- Add to Cart and Return
- Add to new Cart
- Add to Draft Cart
- Add to PO Revision

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 • 166170027

Simple Advanced

Search for products, suppliers, forms, part number, etc.

2 Items

B & H FOTO & ELECTRONICS CORP - 2 Items - 0.00 USD

SUPPLIER DETAILS **MAIN: PO BOX 8698, NEW YORK, New York 10116-86...**

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Change Order Form Request v2.0					

ITEM DETAILS

Please certify the following:

Template Title: Change Order Form Request v2.0
Purpose: Procurement Request

1 Summarized form fields 0.00 Qty: 1 0.00

ITEM DETAILS

Commodity Code: 56000000
Furniture/ Furnishings (off/do (741121))

Assign Cart **Proceed To Checkout**

Details

For: Geneva (Adm) Miller
Name: 2022-12-15 gamiller_ju 01
Total (0.00 USD): 0.00

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”.