

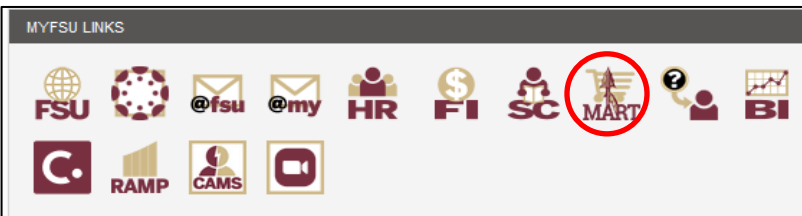
Change Requests: The Change Order Form Request is to be used when you need to make a change on a Purchase Order (PO) that has already been sent to the supplier. Prior to pulling up this form, you will need to go into OMNI and view the Purchase Order. You will need the supplier name, commodity code, budget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

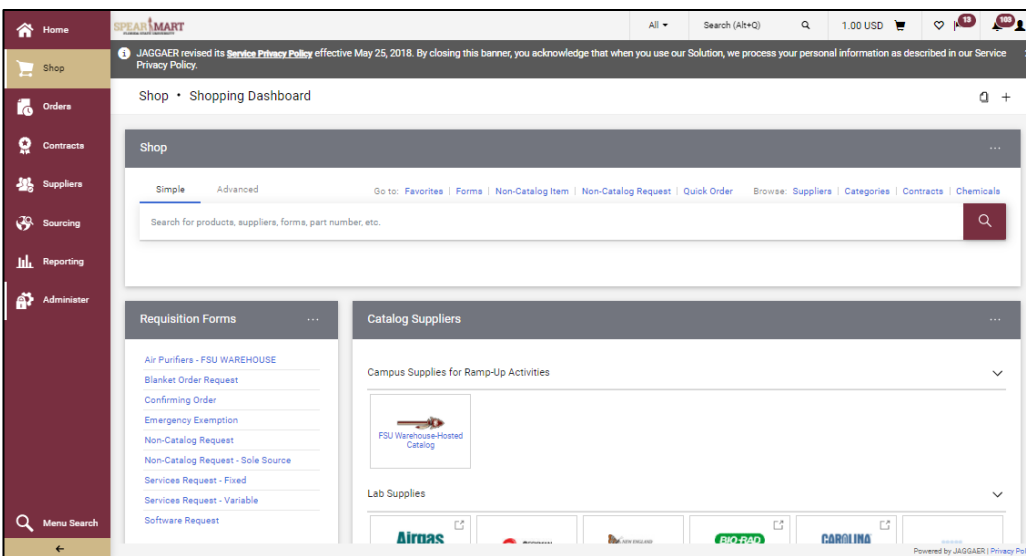
Supplier name changes cannot be processed on a PO. You will need to cancel the order and start over if the wrong supplier was initially used.

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

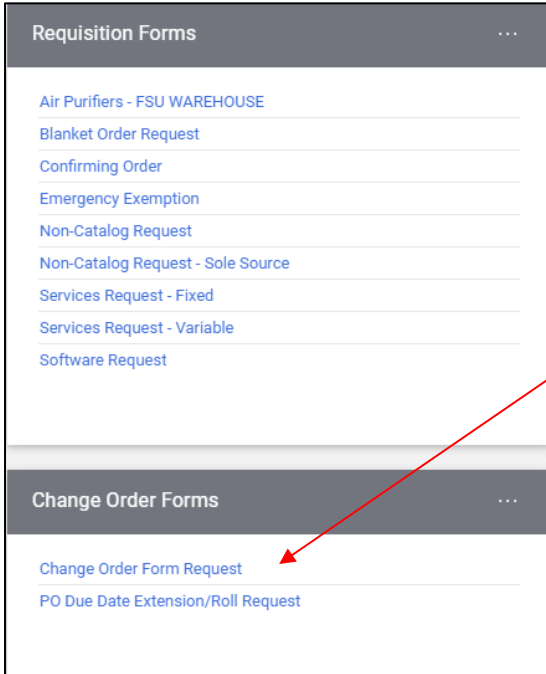
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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

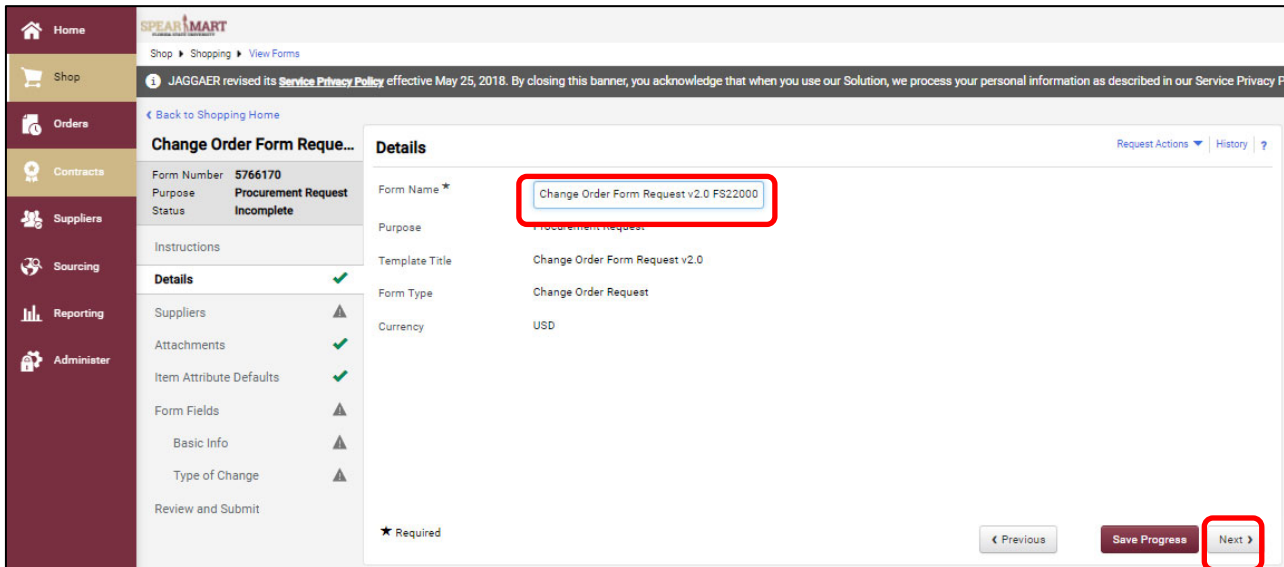
- Air Purifiers - FSU WAREHOUSE
- Blanket Order Request
- Confirming Order
- Emergency Exemption
- Non-Catalog Request
- Non-Catalog Request - Sole Source
- Services Request - Fixed
- Services Request - Variable
- Software Request

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

Shop > Shopping > View Forms

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy P

Back to Shopping Home

Change Order Form Reque... Details Request Actions | History

Form Number	5766170	Form Name *	Change Order Form Request v2.0 FS22000
Purpose	Procurement Request	Purpose	Procurement Request
Status	Incomplete	Template Title	Change Order Form Request v2.0
Instructions		Form Type	Change Order Request
Details	✓	Currency	USD
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 the SPEARMART system. The form number is 5766170 and the purpose is 'Procurement Request Incomplete'. The search criteria include 'Supplier: B&H Photo', 'Relationship: All', and 'Zip Code: Within 5 Miles'. The 'Search' button is highlighted with a red box.

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 search results for 'B & H FOTO & ELECTRONICS CORP'. The results table is as follows:

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

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

The screenshot shows the 'Suppliers' selection interface. On the left, a sidebar lists various steps: 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. A table lists suppliers, with 'B & H FOTO & ELECTRONICS CORP' selected, indicated by a green checkmark and the word 'Selected' in green. The 'Next' button at the bottom right is highlighted with a red box.

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

The screenshot shows the 'Attachments' screen. It prompts the user to 'Please add your attachments below' and features a red 'Add Attachments' button. At the bottom, there are 'Previous', 'Save Progress', and 'Next' buttons.

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 screenshot shows the 'Item Attribute Defaults' screen. The 'Capital Expense' field is set to 'No' and is highlighted with a red box. The 'Commodity Code' field is '99999999 (740231) - Forms C' and has an 'Edit' button next to it, also highlighted with a red box. Other fields include 'Taxable' (set to 'No'), 'UNSPSC', and 'Catalog No.'. A list of health and safety attributes is shown at the bottom, including 'Controlled substance', 'Recycled', 'Hazardous material', 'Radioactive', 'Rad Minor', 'Select Agent', 'Toxin', 'Energy Star', and 'Green'. The 'Next' button at the bottom right is highlighted with a red box.

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 ×



Commodity Codes ×

furniture ×

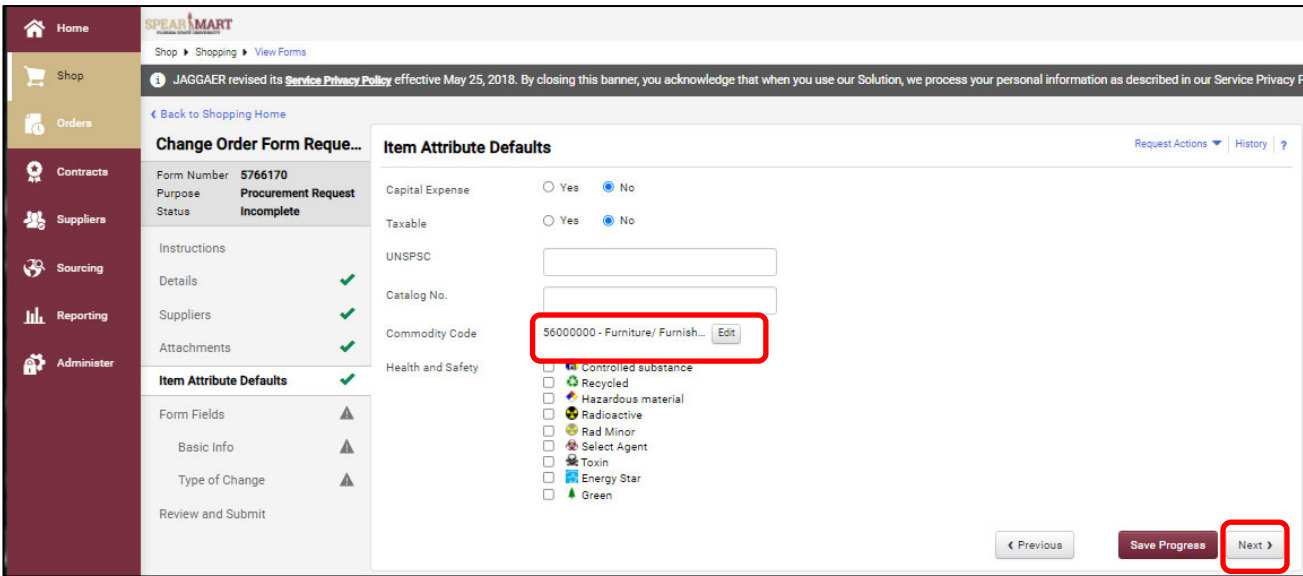


1-20 of 23 Results < > 20 Per Page ▼

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”.



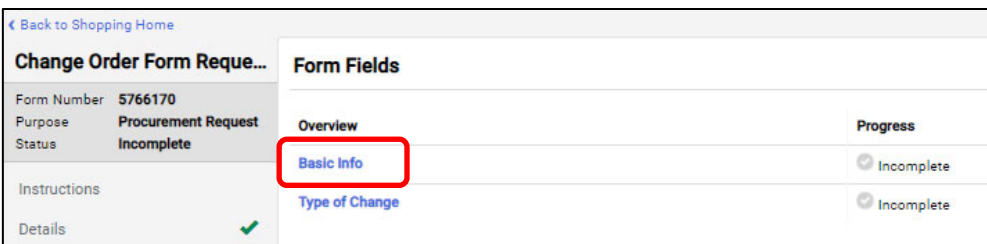
Change Order Form Reque... Item Attribute Defaults

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

Capital Expense: Yes No
Taxable: Yes No
UNSPSC:
Catalog No.:
Commodity Code: 56000000 - Furniture/ Furnish... [Edit]
Health and Safety: Controlled substance
 Recycled
 Hazardous material
 Radioactive
 Rad Minor
 Select Agent
 Toxin
 Energy Star
 Green

Buttons: Previous, Save Progress, Next

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

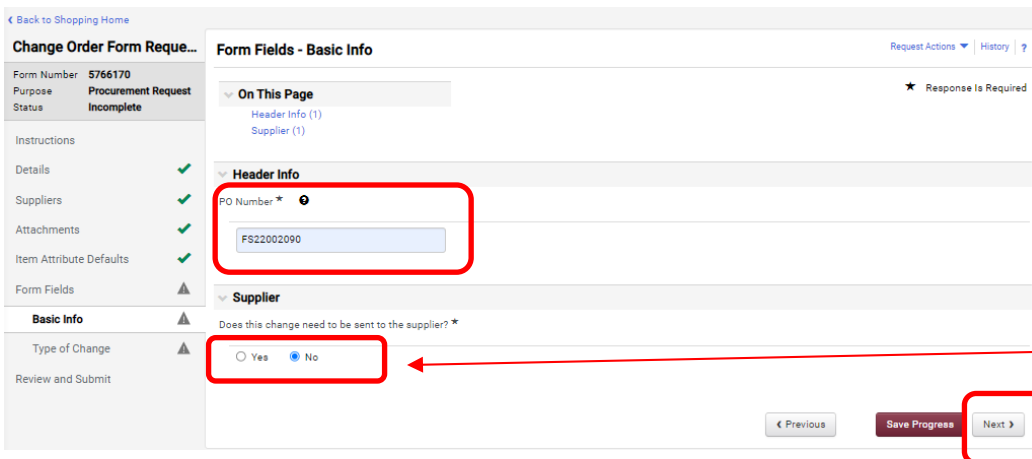


Change Order Form Reque... Form Fields

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

Overview	Progress
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. Then click Next.



Change Order Form Reque... Form Fields - Basic Info

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

On This Page: Header Info (1), Supplier (1) ★ Response Is Required

Header Info: PO Number *

Supplier: Does this change need to be sent to the supplier? *
 Yes No

Buttons: Previous, Save Progress, Next

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.

The screenshot shows a web application interface for submitting a change order form request. On the left is a navigation sidebar with sections: 'Details' (checked), 'Suppliers' (expanded), 'Attachments' (checked), 'Item Attribute Defaults' (checked), 'Form Fields' (expanded), 'Basic Info' (expanded), 'Type of Change' (expanded), and 'Review and Submit'. The main content area is titled 'Form Fields - Type of Change' and contains a section 'Change Order Types' with the instruction 'Select which option best describes the purpose of your change request. *'. The options are: 'Cancel PO', 'Cancel Line' (selected with a blue dot and a red arrow), 'Add a Line', 'Increase PO', 'Decrease PO', 'Update Description', 'Close PO to Release Encumbrance', and 'Update Budget/Chartfields'. At the bottom right, there are three buttons: 'Previous <', 'Save Progress', and 'Next >' (highlighted with a red box). A 'Request Actions' dropdown and 'History ?' link are visible in the top right corner.

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: If you are making a change to catalog order, a confirmation email from the supplier regarding the update must be attached with the change request.

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.

Change Order Form Reque... Form Fields - Cancel Line Request Actions History ?

Form Number 5766170
Purpose Procurement Request
Status Incomplete

★ 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.

1006 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"**.

Change Order Form Reque... Review and Submit

Form Number: 5766170
Purpose: Procurement Request
Status: Incomplete

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

Buttons: Previous, Add to Favorites, Add and go to Cart (dropdown), Show menu

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))		

Total (0.00 USD): 0.00

Buttons: Assign Cart, Proceed To Checkout

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”**.