# **Change Orders/PO Amendments**

***See FI0405’s section on “change orders”***

**Step 1**: Obtain proper documentation from the department and supplier, verifying the change.

**Step 2**: Revise the SAP/IRIS PO to ensure that you (1) reflect the change for audit purposes, and (2) allow the department to pay their invoices, by following these steps:

1. Make appropriate changes in the “Header Text Before Line Items” field.



Wording for header text

* Choose one
	+ FO – Notice of Modification
	+ Reg. PO – Amendment #
* State summary of change  (i.e. Adding item #’s, changing item # to read)
* If changing an item I include - Did read:
* State reason for change
1. Change the dates, as needed.
2. Change line-items, as needed.



**Step 3**: Reissue the revised PO.

If you use the ESM PO, you will need to make appropriate revisions to that PO, also.

**Step 4**: Attach appropriate documentation and the revised PO to the PO attachments area in SAP/IRIS.



**Optional Step**:

SAP has a field where SAP will allow you to print only the changes you’ve made to the PO. ***If you use this optional field, you must still change the dates, line-items, etc., as needed. And, you must attach a copy of the revised PO in SAP as an attachment.***



The “text for PO changes” field is a text-only field (does not change line-item descriptions, quantities, or pricing, etc.). You might consider using this field when you want to issue an amendment/change order that only includes text related to the PO changes.