Purchase Order Change Order Guide

Before you begin:

- Change Orders are only for Blanket & Contract PO's. You cannot add lines nor edit the Account #.
- Please make sure you have the **requisition number** for the **Purchase Order** change you are requesting.
- The person who submitted the original **requisition** is the **only** person who can submit a change order request on the **Purchase Order** connected to the **requisition**.
- A **requisition** change order for Contract PO's **MUST** have an amendment completed **before** submitting a change order if the change order exceeds the existing contracted amount.
    - *To process an amendment for contracts that have been assigned a contract #, please visit the **contracts website** for an **amendment form** and a **contract cover page form.** Submit the completed forms to the **contracts office** for processing.*

*http://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office*

To begin - Open the San Joaquin Delta College Website

Recommendations: Use Chrome or Mozilla Firefox (*Internet Explorer is not a recommended browser for the use of the Oracle Financial Application*)

- Scroll to the bottom of the page and select **Faculty & Staff Resources**.
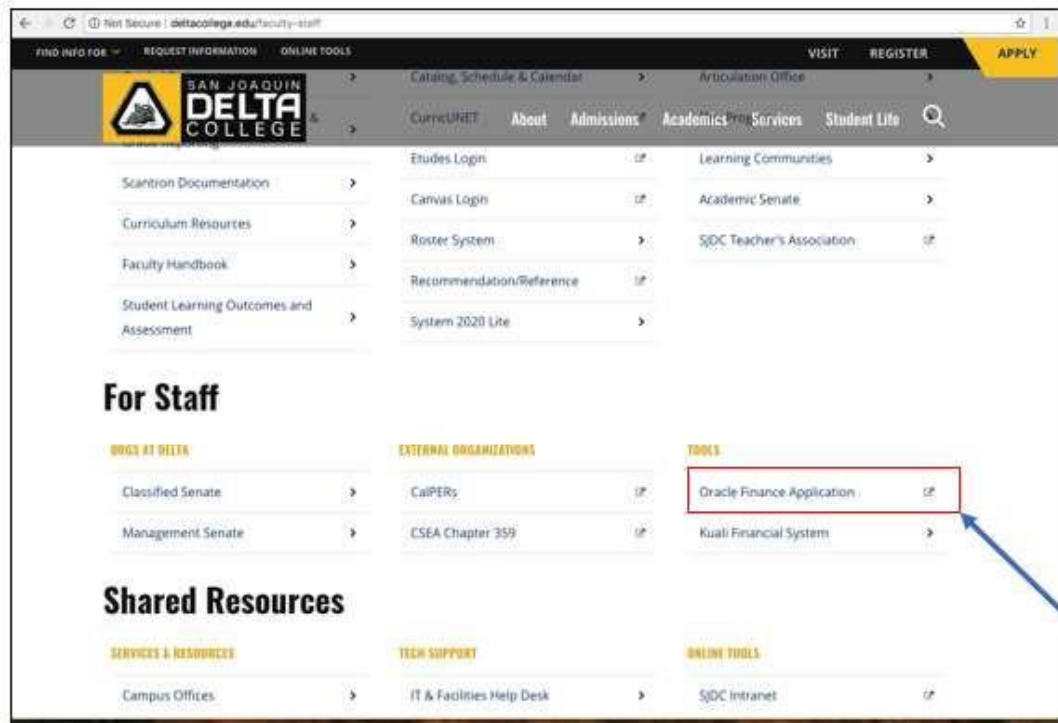
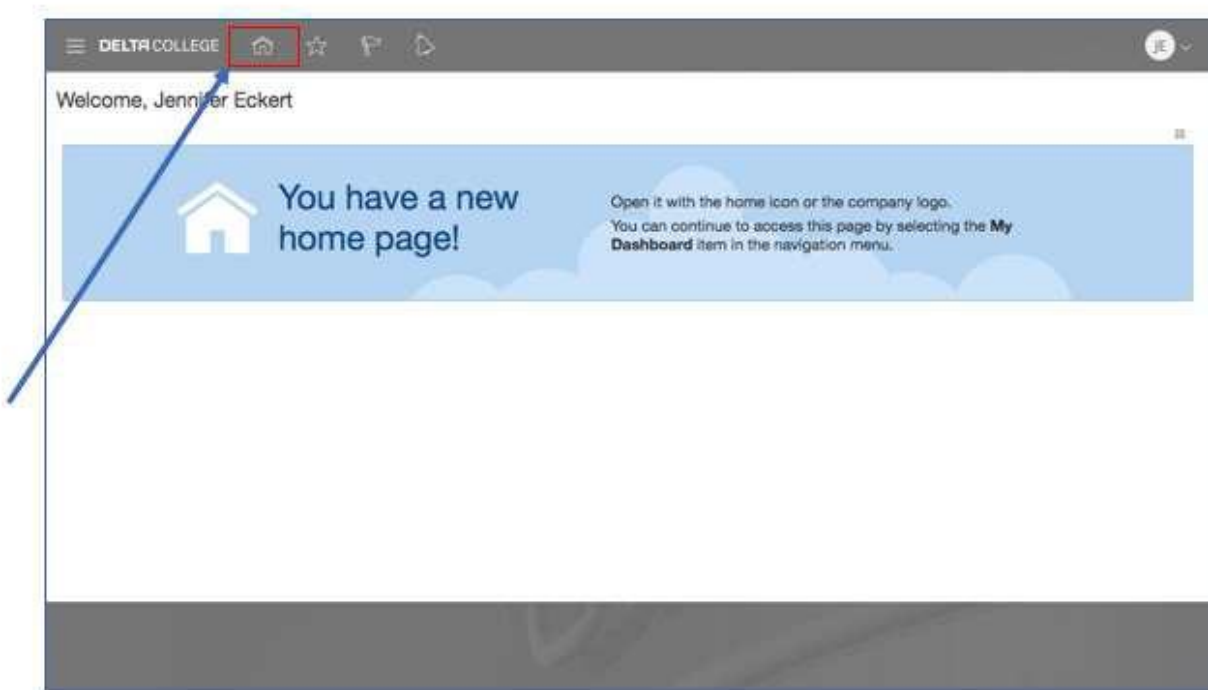- Scroll to the **For Staff** section and select **Oracle Finance Application**.

  The login page for the Oracle Financial Application will appear in a separate browser window.

- **Login** to the Oracle Finance Application.

- Enter your **email username** and **email password** and select **Login**. The Oracle Finance Application will appear.

- Select the **Home** icon.

The Oracle application springboard will appear.

1. To access Requisitions Page

- Select the **Procurement** icon to open the Procurement folder.
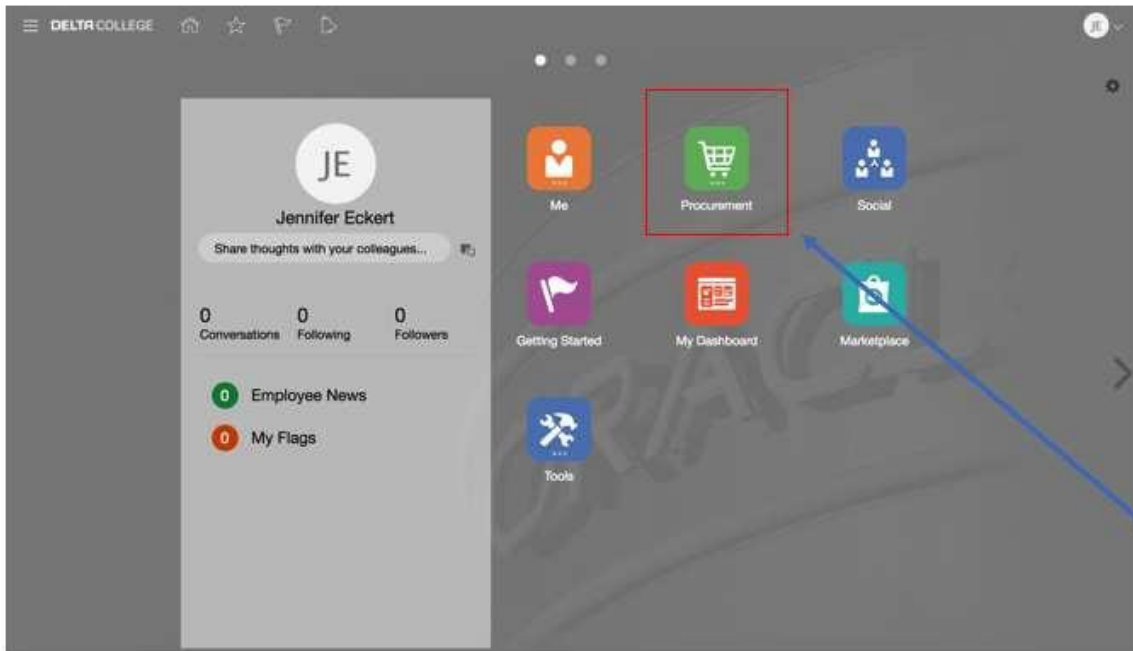
- Select the **Purchase Requisitions** icon.

Note: You can also select the Purchase Requisitions link in the Navigator menu.

The **Requisitions** page will appear.
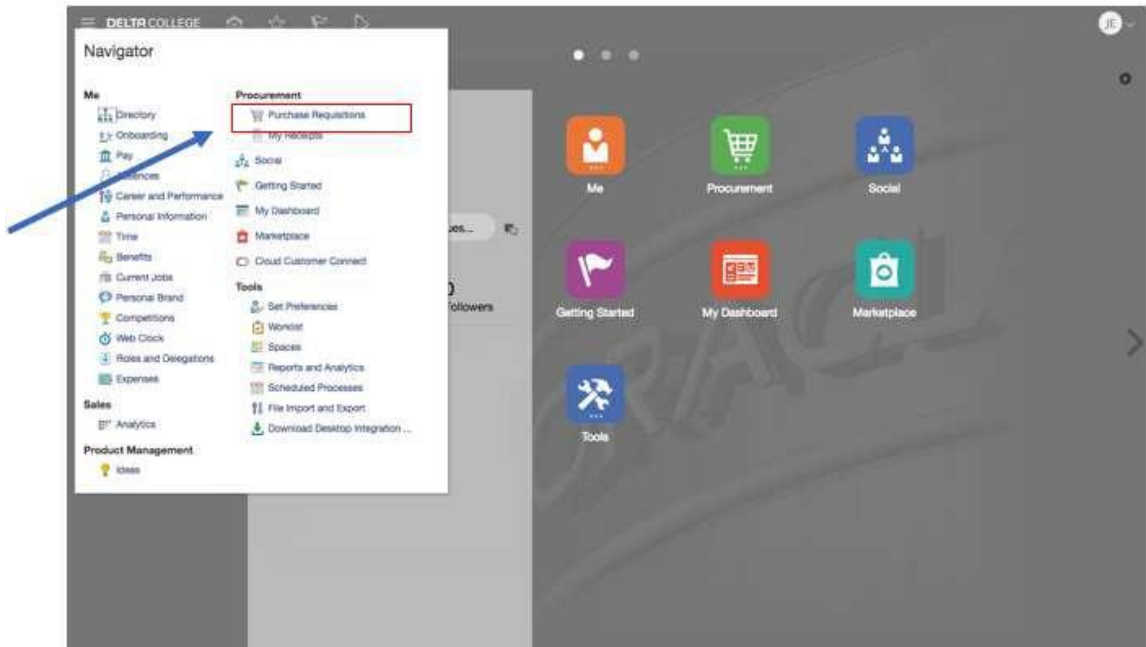
- Select **Manage Requisitions**
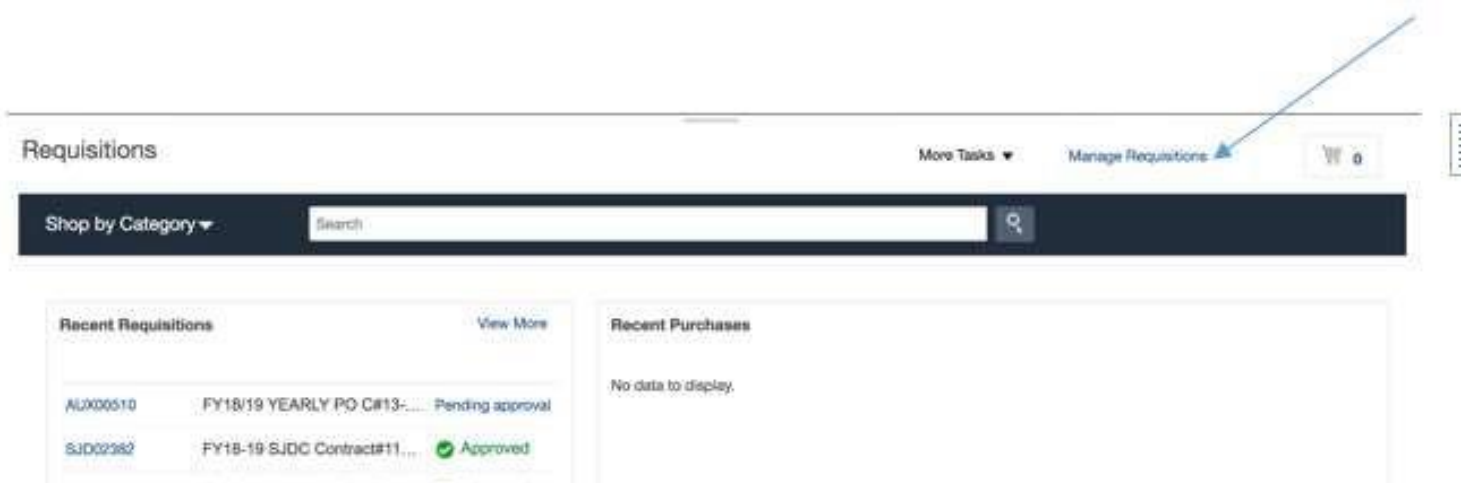
- Enter your **Requisition number** in the box titled **requisition.** *(Example Below)*

Manage Requisitions

◢ Search

Requisitioning BU	[▾]
** Entered By	[🔍]
** Requisition	SJD02382
Description	[ ]

- Select the **Requisition number** to open the **requisition**.

Manage Requisitions

▶ Search

Search Results

Example
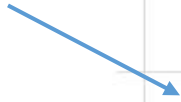
Actions ▾ View ▾ Format ▾   ▤ ⚏ ⎙ ▦ Freeze ⊞ Detach ⫰ Wrap

Requisition	Description
SJD02382 📎	FY18-19 SJDC Contract#11-96 Support Agreement Renewal with RICHO for providing support for the

Columns Hidden   5

- Locate the orange **Actions** button on the top of the requisition

- Locate the **Edit Order** button

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(209) 954-5151

DeltaCollege.edu

- You will see this **Warning** message below

- Select **Yes**

- The **Edit Change Order** box will open

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- Locate the **Description** box and enter a short description for why you are submitting the change order.

- Locate the **Pencil Icon** for the line you would like to edit.

- The **Edit Line** box will open

- Update the **Description of the line (***if needed***)**
- You can **expand** this text field by hovering the bottom **Right** corner of the box and pulling the box open.

- Update the **Price** if needed *(Please note: You will want to enter the total cost of the PO. Example: If you want to increase the PO from $5000 to $6000, you will enter $6000 in the box.*

- Scroll to the bottom of the page and you will see **Attachments** *(add an attachment to the PO if needed)*

- Once you have attached your document(s) *(if needed)* scroll back to the top of the page and locate the orange **OK** button.
- You will notice that the price that you have requested has been updated in the **Total**.
- Press the **OK** button

- Save & Review your changes before submitting.
- Please Note: A change order **cannot** be submitted if funding is not available. To confirm you have enough funds in the account, select **Check funds** at the top of the change order before submitting the request.

- Click **submit**

- You will see a confirmation notice that your change order was submitted successfully

- All **Change Order** request will be routed to the **Fiscal Officer** for first level approval.

- After the **Fiscal Officer** approves the **Change Order** the request is routed to a **Buyer** for approval.

- To check the status of the **Change Order** Locate the orange **Actions** button on the top of the requisition

- Locate **View Document History** and click the open

- You will see the approval flow and the **Status** of the **Change Order**

If you have any questions please feel free to send an email to purchasing@deltacollege.edu