SECTION 7: ACQUISITION PROCEDURES

SUBJECT: CHANGES TO ORDERS IN ARIBA Procedure 7.6.2

POLICY: Depending on the type of order to be amended, different procedures for amendment will apply. Non-Contract Orders ("NCO") cannot be amended after submission. For changes to Non-Contract Orders, the order will need to be cancelled (or the products returned) and the correct order resubmitted. For Blanket Purchase Orders ("BPO"), changes should be entered in Ariba. The changes will then be routed through the approval process. Upon approval, a new version will be created. Departments and suppliers will only be able to process invoices using the most recent version of the BPO.

PROCEDURE:

When changing an order, ensure that all changes are adequately documented to allow for appropriate record-keeping and accurate payment of invoices.

Non-Contract Orders ("NCO"): For NCOs, there is no process for completing a change order once the order has been placed. If the department identifies a need to make a change to an order, contact the supplier immediately. In some instances, the supplier may be able to cancel the order prior to shipment, which will allow the department to submit a corrected NCO without completing the additional steps required by the return process.[1] If the order is not effectively canceled, complete the return process and submit a corrected order to the supplier.

Blanket Purchase Orders ("BPO"): BPOs may be amended after the BPO has been created. Changes to BPOs require approval, and will be routed through the same approval process as the creation of a new BPO. Upon approval, a new version will be created. Departments and suppliers will only be able to process invoices using the most recent version of the BPO. Whenever a new version is created, ensure that both the department and supplier are aware of the new version and use it for all future invoicing.

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[1] See Policy 7.6.1 for the cancelation and return processes