SECTION 7: ACQUISITION PROCEDURES

SUBJECT: CHANGES TO ORDERS IN ARIBA

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.

\(^1\) See Policy 7.6.1 for the cancelation and return processes