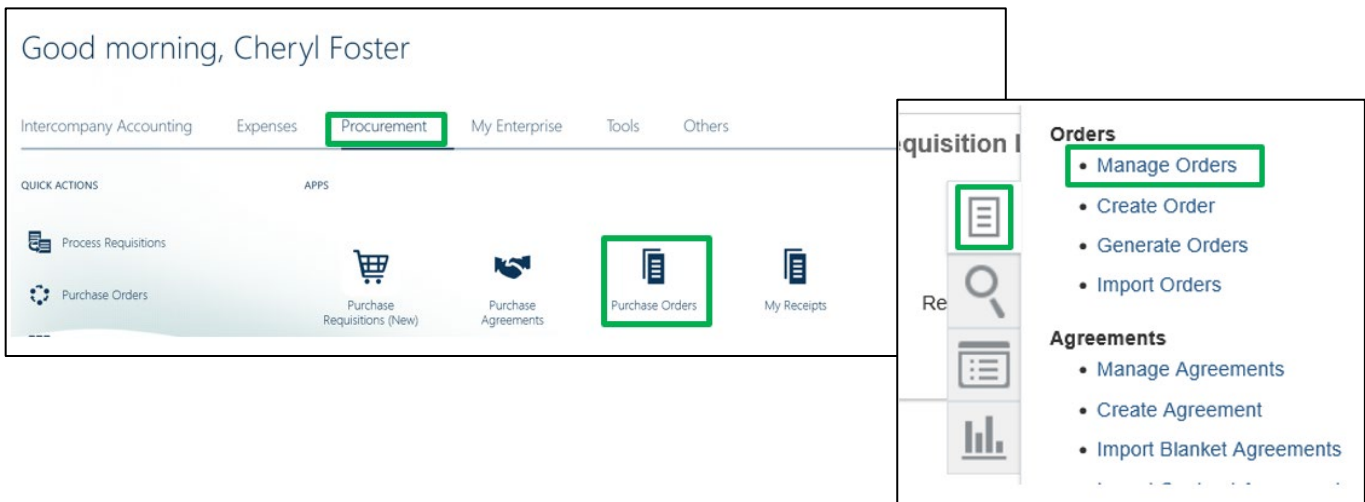# How to Create a Change Order (price)
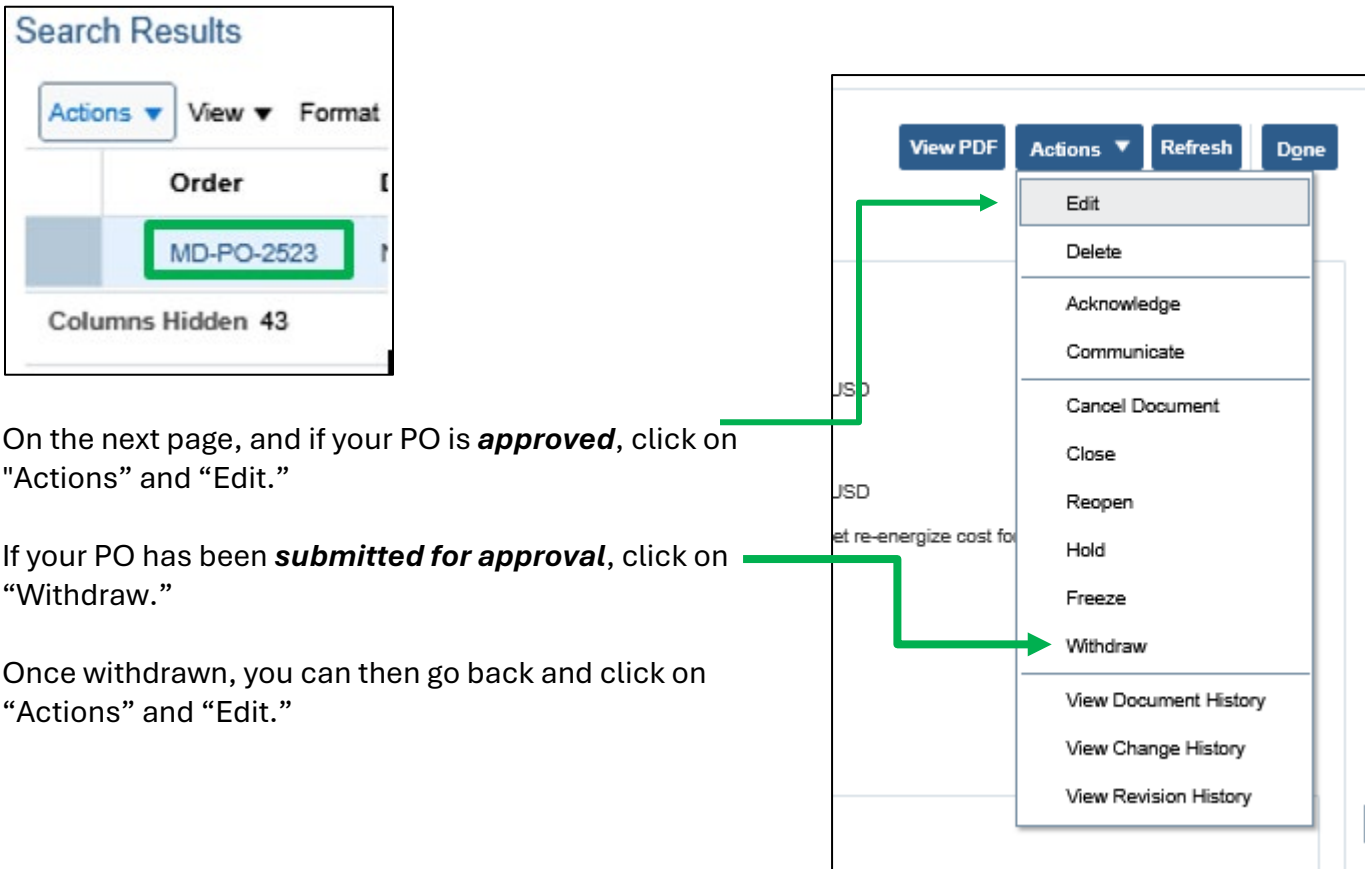
Go to **Procurement** > **Purchase Orders** > **Tasks** > **Manage Orders**

Enter your PO number under the "Order" field. Click "Search."

In the search results click on the PO number.

On the next page, and if your PO is ***approved***, click on "Actions" and "Edit."

If your PO has been ***submitted for approval***, click on "Withdraw."

Once withdrawn, you can then go back and click on "Actions" and "Edit."

On the next page, enter the description of your change. In this example the total has changed.

Edit Change Order: 1 ⑦

Change Order   1

* Description   Change of total

Creation Date   07-May-2025

Main

◢ General ⑦

Procurement BU   MIDD BU

Towards the bottom of the page, under the "Lines" tab, change the price to the correct amount.

Lines   Schedules   Distributions

Actions ▼   View ▼   Format ▼   🔢   🔣   ▦ Freeze   🔲 Detach   ⬛ Wrap

Line	Item	Description
1		NMR magnet re-energize cost for labor travel a

Columns Hidden 44

* Price	Ordered	* Location	Change Reason
18,668.60	18,668.60	Middlebury, 🔍	Change of total

Click the "Distributions" tab.

Lines   Schedules   **Distributions**

Actions ▼   View ▼   Format ▼   🔢   🔣   ▦ Freeze   🔲 Detach

Line	Description
1	NMR magnet re-energize cost for labor travel ai

Columns Hidden 15

Confirm the amount has been corrected. Enter the reason for change.

			Additional Information
Ordered	PO Charge Account	Change Reason *	Designation ⑦
18,668.6l	311-2901-52102-10-630164-12881-000 🔍	Change of total	630164 ▼

Scroll back up. Click "Submit."

A confirmation box will appear. Click "OK."
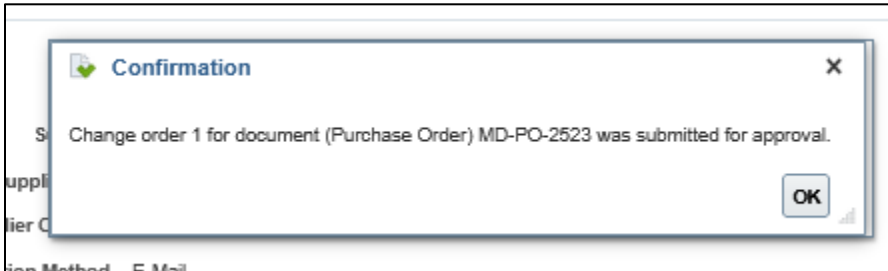
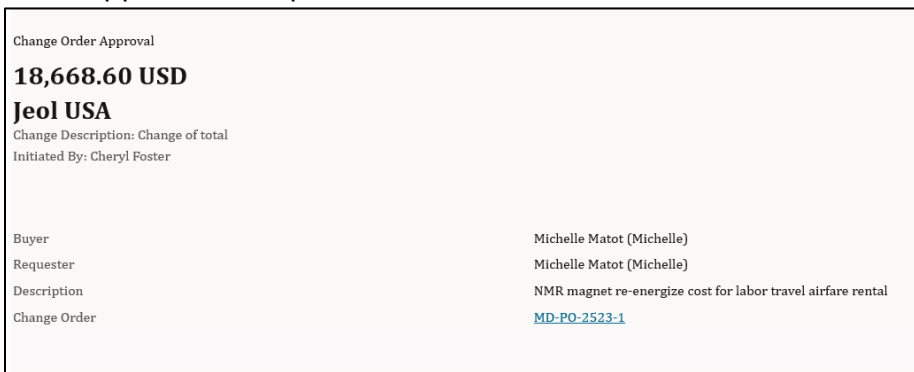
Approval Workflow:
- If your change is less than 10% or $10,000, the Change Order will be automatically approved.
- If your change is more than 10% or $10,000, your Cost Center Manager or Designation Manager will need to reapprove the PO.

You will know when your change has been approved when you receive notifications in your email, and in Oracle.

Email approval example:

Oracle notification example: