



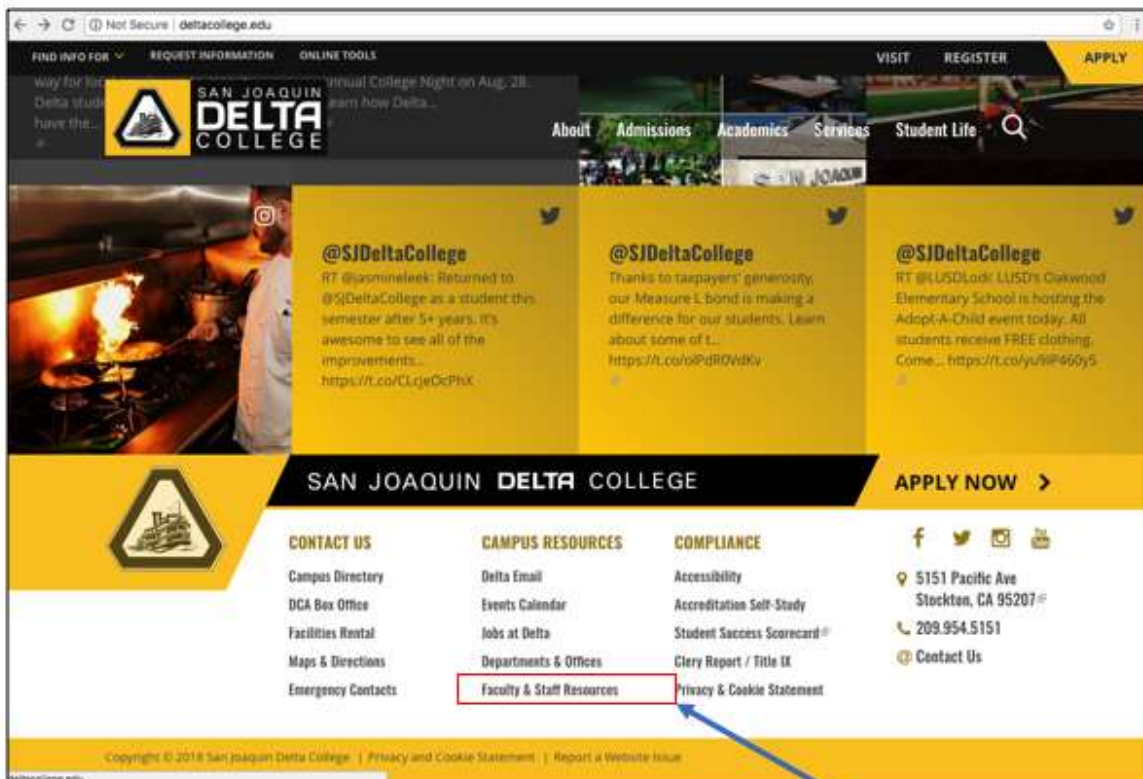
## Purchase Order Change Order Guide

### Before you begin:

- Change Orders are only for Open/Yearly & 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>

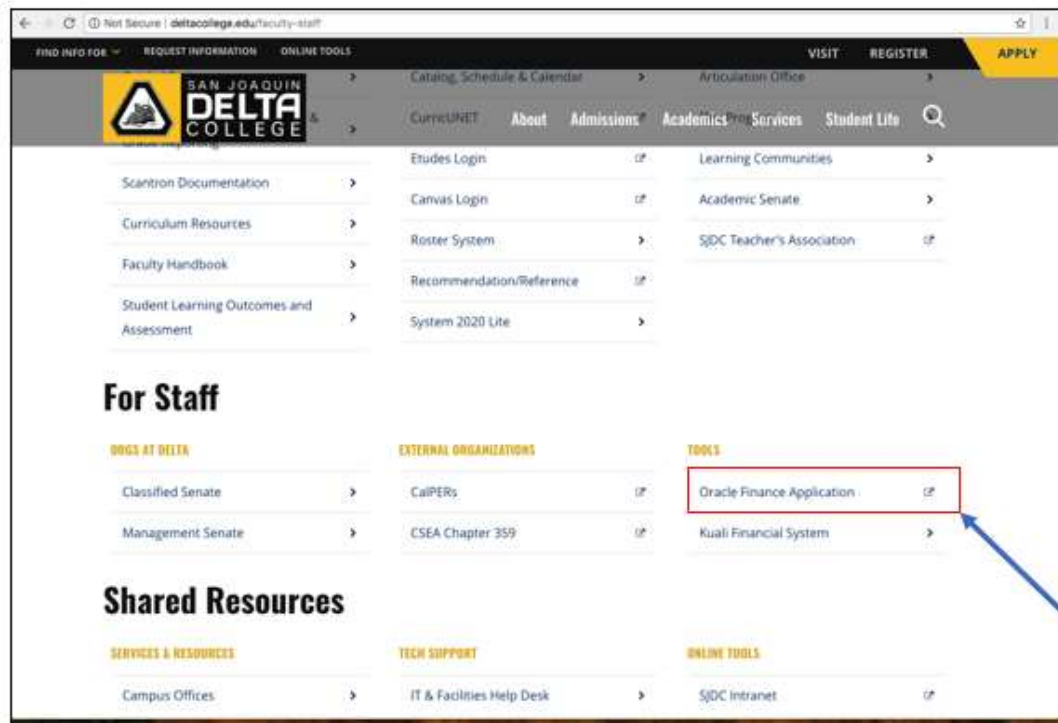
To begin - Open the San Joaquin Delta College Website





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

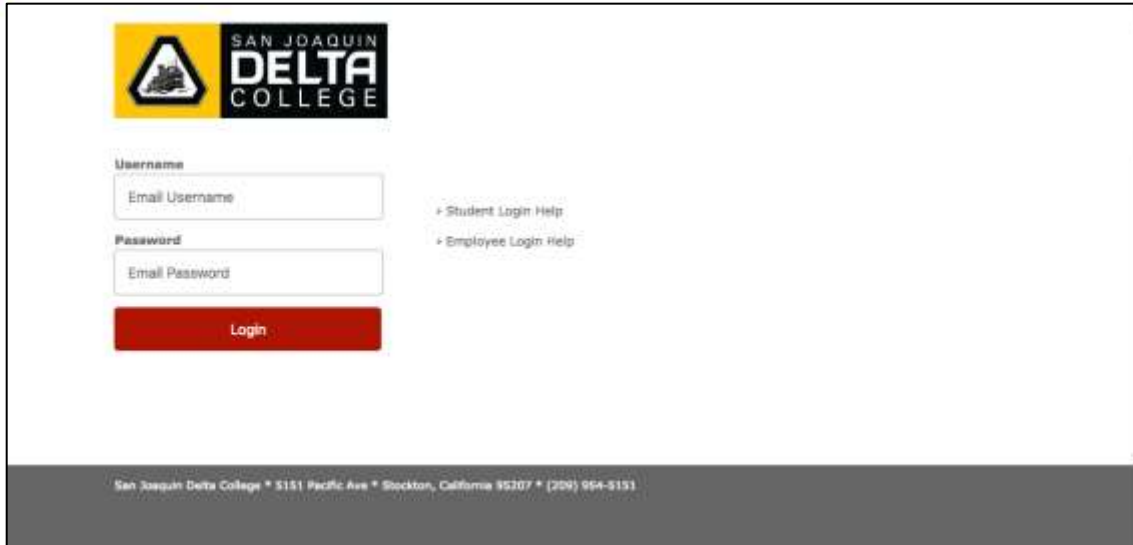
- Scroll to the bottom of the page and select **Faculty & Staff Resources**.



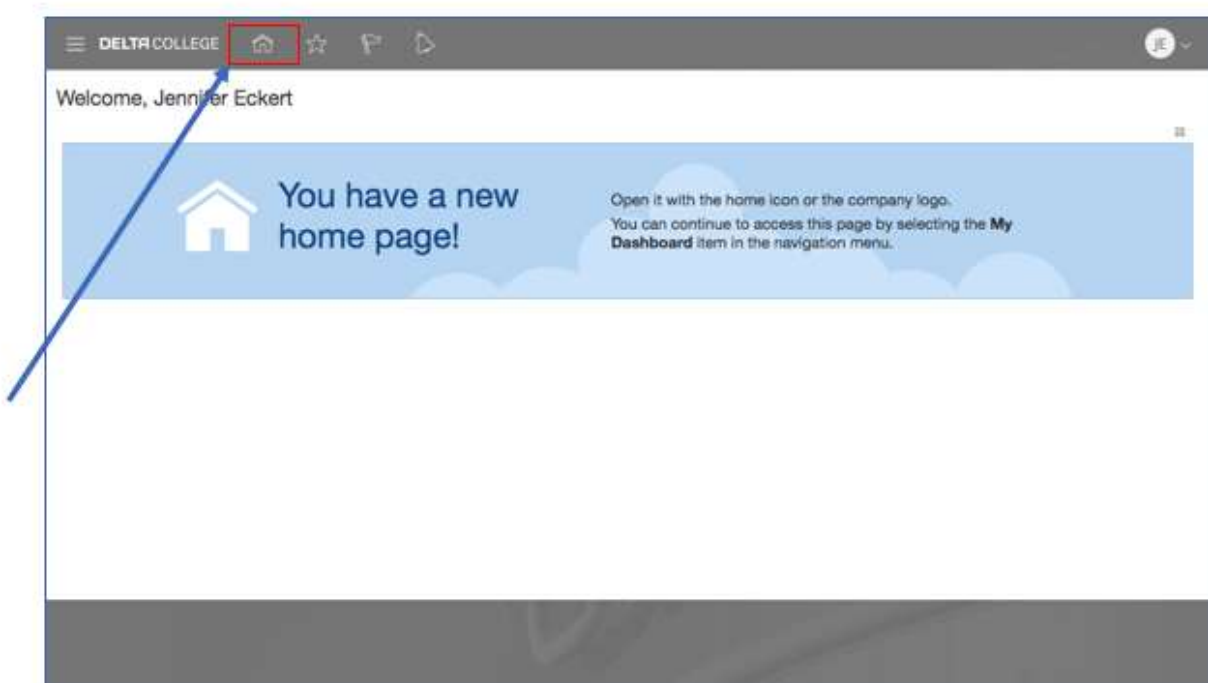
- Scroll to the **For Staff** section and select **Oracle Finance Application**.

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.

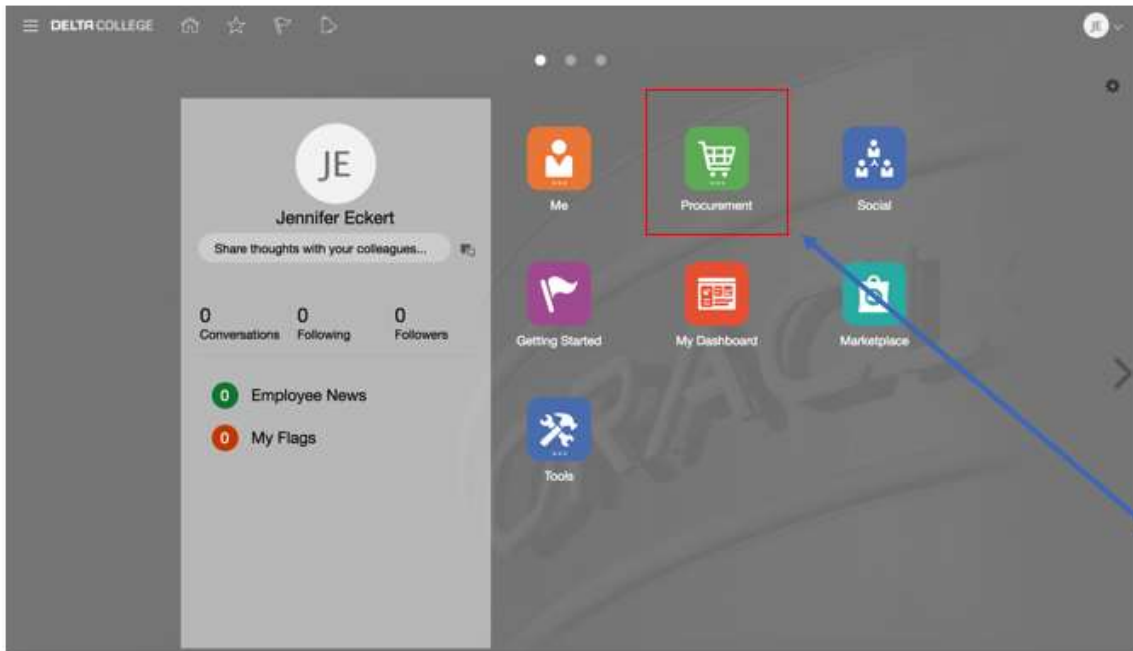


The Oracle application springboard will appear.



1. To access Requisitions Page

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



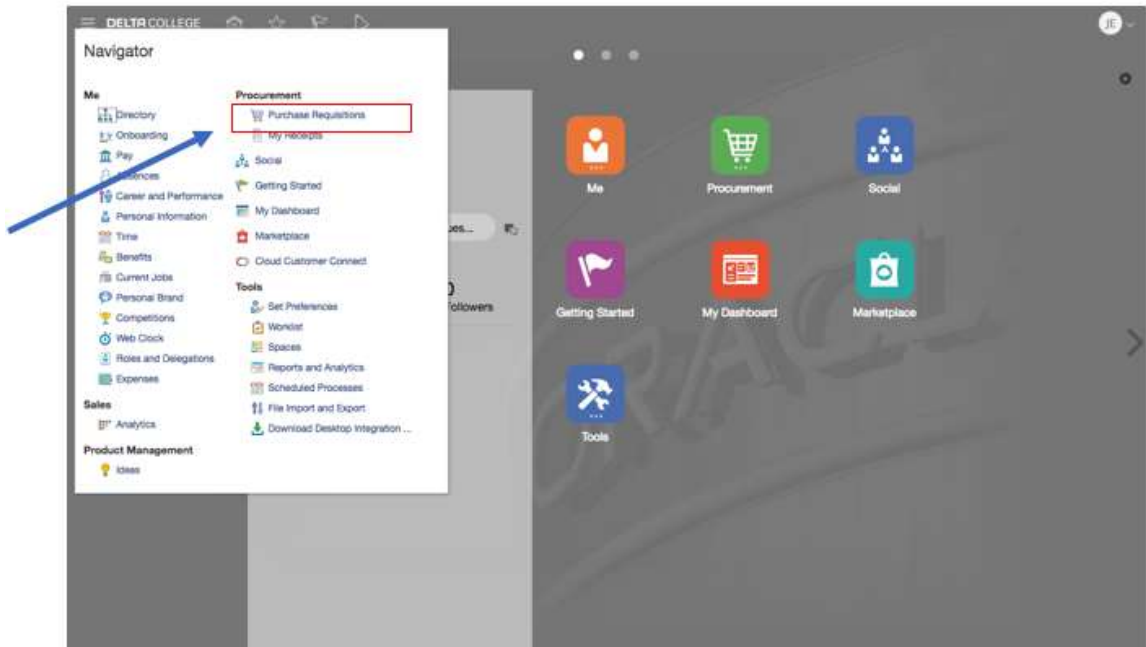
- Select the **Purchase Requisitions** icon.



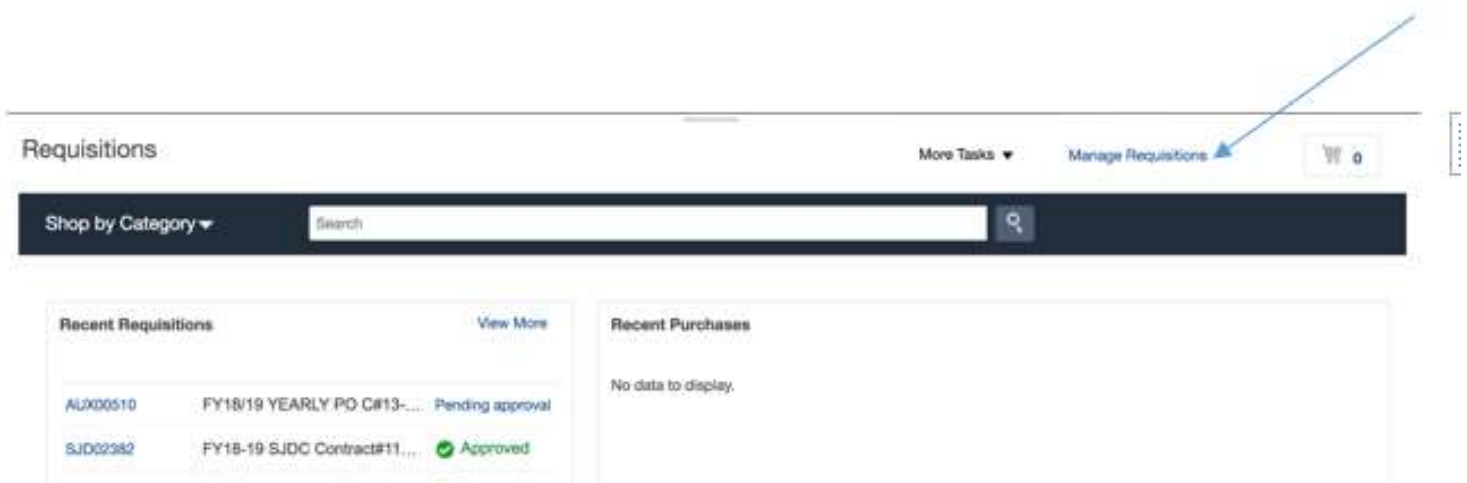


*Note: You can also select the Purchase Requisitions link in the Navigator menu.*

The **Requisitions** page will appear.



- Select **Manage Requisitions**

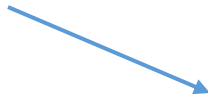




- Enter your **Requisition number** in the box titled **requisition**. (*Example Below*)

### Manage Requisitions

#### ▲ Search



Requisitioning BU

\*\* Entered By

\*\* Requisition

Description

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

### Manage Requisitions

#### ► Search

#### Search Results

Example



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

Requisition: SJD02382

Check Funds View Life Cycle **Actions** Done

Requisitioning BU: SJDC Business Unit  
 Entered By: DEBORA HERNANDEZ  
 Description: FY18-19 SJDC Contract#11-96 Support Agreement Renewal with RICHQ for providing support for the Digital Store Front Platform Software. Not exceed \$5,000.00 per year. 5th and final year of the contract effective dates: 9/23/18 to 9/23/19.

Creation Date: 9/14/18  
 Status: Approved  
 Justification: FY18-19 SJDC Contract#11-96 Support Agreement Renewal with RICHQ. This is the 5th and final year of the contract effective dates: 9/23/18 to 9/23/19. Ricoh contract# 999000180.

Requisition Amount: 5,000.00 USD  
 Approval Amount: 5,000.00 USD  
 Funds Status: Liquidated  
 Attachments: Contract #11-96 Renewal FY 18- (1 more...)

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order
1		FY18-19 SJDC ...	Contract				5,000.00	Approved	Liquidated	SJD00991

Rows Selected: 1 Columns Hidden: 13

Line 1: Details

Requester: DEBORA HERNANDEZ  
 Urgent: Yes  
 Requested Delivery Date: 9/21/18  
 Deliver-to Location Type: Internal

Destination Type: Expense  
 Buyer: CRYSTAL CHAVEZ  
 Suggested Supplier: RICOH USA INC  
 Supplier Item:

- Locate the **Edit Order** button

Requisition: SJD02382

Check Funds View Life Cycle **Actions** Done

Requisitioning BU: SJDC Business Unit  
 Entered By: DEBORA HERNANDEZ  
 Description: FY18-19 SJDC Contract#11-96 Support Agreement Renewal with RICHQ for providing support for the Digital Store Front Platform Software. Not exceed \$5,000.00 per year. 5th and final year of the contract effective dates: 9/23/18 to 9/23/19.

Creation Date: 9/14/18  
 Status: Approved  
 Justification: FY18-19 SJDC Contract#11-96 Support Agreement Renewal with RICHQ. This is the 5th and final year of the contract effective dates: 9/23/18 to 9/23/19. Ricoh contract# 999000180.

Requisition Amount: 5,000.00 USD  
 Approval Amount: 5,000.00 USD  
 Funds Status: Liquidated  
 Attachments: Contract #11-96 Renewal FY 18- (1 more...)

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order
1		FY18-19 SJDC ...	Contract				5,000.00	Approved	Liquidated	SJD00991

Rows Selected: 1 Columns Hidden: 13


Line 1: Details

Requester: DEBORA HERNANDEZ  
 Urgent: Yes  
 Requested Delivery Date: 9/21/18  
 Deliver-to Location Type: Internal  
 Deliver-to Location: DATA CENTER IS

Destination Type: Expense  
 Buyer: CRYSTAL CHAVEZ  
 Suggested Supplier: RICOH USA INC  
 Supplier Item:



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

 **Warning** ✕

This action will create a change order on the document. Do you want to continue? (PO-2055113)

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

Edit Change Order: 1

Change Order: 1      Status: Incomplete      Initiating Party: Requester

\* Description:       Amount Changed: 0.00 USD      Initiator: DEBORA HERNANDEZ

Creation Date: 1/2/19      Funds Status: Not Applicable      Type: Internal

---

**Main**

▶ General

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

* Line	* Type	Edit	Item	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
1	Fixed Price ...			SJDC Contract#11-96 FY Contract				5,000.00	5,000.00	SJDC CENT

Columns Hidden: 46

-





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

Edit Change Order: 1

Check Funds Manage Approvals Actions Save Submit Cancel

Change Order 1 Status Incomplete Initiating Party Requester  
\* Description  Amount Changed 0.00 USD Initiator DEBORA HERNANDEZ  
Creation Date 1/2/19 Funds Status Not Applicable Type Internal

Main

General

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

* Line	* Type	Edit	Item	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
1	Fixed Price ...			SJDC Contract#11-96 FY Contract				5,000.00	5,000.00	SJDC CENT

Columns Hidden 46

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

Edit Change Order: 1

Check Funds Manage Approvals Actions Save Submit Cancel

Change Order 1 Status Incomplete Initiating Party Requester  
\* Description  Amount Changed 0.00 USD Initiator DEBORA HERNANDEZ  
Creation Date 1/2/19 Funds Status Not Applicable Type Internal

Main

General

Lines Schedules Distributions

Actions View Format Freeze Detach Wrap

* Line	* Type	Edit	Item	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
1	Fixed Price ...			SJDC Contract#11-96 FY Contract				5,000.00	5,000.00	SJDC CENT

Columns Hidden 46



- The **Edit Line** box will open

Edit Line: 1 Back Next Actions OK Cancel

Sold-to Legal Entity	San Joaquin Delta Community College District	* Price	5,000.00 USD
Order	SJDC009H		— Negotiated
Change Order	1	Total Tax	0.00 USD
Line Type	Fixed Price Services	Total	5,000.00 USD (+0.00)
* Description	SJDC Contract#11-06 FY18-19 Support Agreement Renewal	Change Reason	
Supplier Item		Change Status	
Category Name	Contract		
Funds Status	Reserved		
Change Order Funds Status	Not Applicable		

# Work Details

* Location	SJDC CENTRAL RECEIVING	Destination Type	Expense
* Organization	SJDC_ID	Requester	HERNANDEZ, DEBORA
Requested Delivery Date	m/d/yy	Deliver-to Location	DATA CENTER IS
Promised Delivery Date	m/d/yy	Requisition	SJDC0362

- 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.

Edit Line: 1 Back Next Actions OK Cancel

Sold-to Legal Entity	San Joaquin Delta Community College District	* Price	5,000.00 USD
Order	SJDC009H		— Negotiated
Change Order	1	Total Tax	0.00 USD
Line Type	Fixed Price Services	Total	5,000.00 USD (+0.00)
* Description	SJDC Contract#11-06 FY18-19 Support Agreement Renewal	Change Reason	
Supplier Item		Change Status	
Category Name	Contract		
Funds Status	Reserved		
Change Order Funds Status	Not Applicable		

# Work Details

* Location	SJDC CENTRAL RECEIVING	Destination Type	Expense
* Organization	SJDC_ID	Requester	HERNANDEZ, DEBORA
Requested Delivery Date	m/d/yy	Deliver-to Location	DATA CENTER IS
Promised Delivery Date	m/d/yy	Requisition	SJDC0362



- 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.*)

Edit Line: 1 Back Next **Actions** OK Cancel

<p>Sold-to Legal Entity: San Joaquin Delta Community College District</p> <p>Order: SJD00991</p> <p>Change Order: 1</p> <p>Line Type: Fixed Price Services</p> <p>* Description: SJDC Contract#11-95 FY18-19 Support Agreement Renewal</p> <p>Supplier Item: <input type="text"/></p> <p>Category Name: Contract</p> <p>Funds Status: Reserved</p> <p>Change Order Funds Status: Not Applicable</p>	<p>* Price: 5,000.00 USD</p> <p>— Negotiated</p> <p>Total Tax: 0.00 USD</p> <p>Total: 5,000.00 USD (+0.00)</p> <p>Change Reason: <input type="text"/></p> <p>Change Status: <input type="text"/></p>
---	--

Work Details

* Location: SJDC CENTRAL RECEIVING	Destination Type: Expense
* Organization: SJDC_ID	Requester: HERNANDEZ, DEBORA
Requested Delivery Date: m/d/yy	Deliver-to Location: DATA CENTER IS
Promised Delivery Date: m/d/yy	Requisition: SJD02382

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

Match Approval Level: 2 Way

Additional Information

Tag Number:  Context Prompt:

Source Agreement

Agreement:  Style:

Procurement BU:

Notes and Attachments

Note to Supplier: VPI# 10000007654-PS1-EFI Maintenance: DSF Software Platform

Attachments: None



- 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

Edit Line: 1

Back Next **Actions** **OK** Cancel

Sold-to Legal Entity: San Joaquin Delta Community College District  
 Order: SJD00991  
 Change Order: 1  
 Line Type: Fixed Price Services  
 \* Description: SJDC Contract#11-06 FY18-19 Support Agreement Renewal  
 Supplier Item:  
 Category Name: Contract  
 Funds Status: Reserved  
 Change Order Funds Status: Not Applicable

\* Price: 8,000.00 USD  
 --- Negotiated  
 Total Tax: 0.00 USD  
 Total: 8,000.00 USD (+1,000.00)

Change Reason:  
 Change Status:

Work Details

\* Location: SJDC CENTRAL RECEIVING  
 \* Organization: SJDC\_ID  
 Requested Delivery Date: m/d/yyyy  
 Promised Delivery Date: m/d/yyyy

Destination Type: Expense  
 Requester: HERNANDEZ, DEBORA  
 Deliver-to Location: DATA CENTER IS  
 Requisition: SJD02382

- 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.

Edit Change Order: 1

**Check Funds** **Change Approval** **Actions** **Save** **Cancel** **Print**

Change Order: 1  
 \* Description: SJD00991  
 Creation Date: 1/27/19

Status: Incomplete  
 Amount Charged: +1,000.00 USD  
 Funds Status: Not Applicable

Initiating Party: Requester  
 Initiator: DEBORA HERNANDEZ  
 Type: Internal

Main

General

Lines Schedule Distributions

Actions View Format [edit icons] [Print] [Detach] [Wrap]

* Line	* Type	Edi Item	* Description	* Category Name	Quantity	UDM	* Price	Ordered	* Location
1	Fixed Price		SJDC Contract#11-06 FY Contract				8,000.00	8,000.00	SJDC CENTRAL RECEIVING

Columns Hidden: 45



- Click **submit**

Edit Change Order: 1

[Check Funds](#) [Manage Approvals](#) [Actions](#) [Save](#) [Submit](#) [Cancel](#)

Change Order: 1      Status: Incomplete      Initiating Party: Requester  
 \* Description:      Amount Changed: +1,000.00 USD      Initiator: DEBORA HERNANDEZ  
 Creation Date: 1/2/19      Funds Status: Not Applicable      Type: Internal

**Main**

General

Lines Schedules Distributions

Actions View Format [Icons] Freeze Detach Wrap

* Line	* Type	Edit Item	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
1	Fixed Price		SJDC Contract#11-96 FY Contract				6,000.00	6,000.00	SJDC CEN1

Columns Hidden: 48

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

Requisition: SJD02382

[Check Funds](#) [View Life Cycle](#) [Actions](#) [Done](#)

Requisitioning BU: SJDC Business Unit  
 Entered By: DEBORA HERNANDEZ  
 Description: FY18-19 SJDC Contract#11-96 3 Agreement Renewal with RICH support for the Digital Store Front system Software. Not exceed \$5,000.00 per year; 5th and final year of the contract effective dates: 9/23/18 to 9/23/19.

**Confirmation**

The change order 1 for document Purchase Order number SJD00991 was submitted for approval.

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order
1		FY18-19 SJDC ..	Contract				5,000.00	Approved	Liquidated	SJD00991

Rows Selected: 1      Columns Hidden: 13

**Line 1: Details**

Requester: DEBORA HERNANDEZ      Destination Type: Expense  
 Urgent: Yes      Buyer: CRYSTAL CHAVEZ  
 Requested Delivery Date: 9/21/18      Suggested Supplier: RICOH USA INC  
 Deliver-to Location Type: Internal      Supplier Item:

- 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

Requisition: SJD02382

Check Funds View Life Cycle **Actions** Done

Requisitioning BU: SJCDC Business Unit  
 Entered By: DEBORA HERNANDEZ  
 Description: FY18-19 SJCDC Contract#11-96 Support Agreement Renewal with RCHQ for providing support for the Digital Store Front Platform Software. Not exceed \$5,000.00 per year. 9th and final year of the contract effective date: 8/23/18 to 8/23/19.

Creation Date: 8/14/18  
 Status: Approved  
 Justification: FY18-19 SJCDC Contract#11-96 Support Agreement Renewal with RCHQ. This is the 9th and final year of the contract effective dates: 8/23/18 to 8/23/19. Room contract# 999993185.

Requisition Lines

Line	Item	Description	Category Name	Quantity	UCM	Price	Amount (USD)	Status	Funds Status	Order
1		FY18-19 SJCDC ...	Contract				5,000.00	Approved	Liquidated	SJC00991

Line 1: Details

Requester: DEBORA HERNANDEZ  
 Urgent: Yes  
 Requested Delivery Date: 8/31/18  
 Delivery to Location Type: Internal

Destination Type: Expense  
 Buyer: CRYSTAL CHAVEZ  
 Suggested Supplier: RCHQ USA INC  
 Supplier Item:

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

Requisition: SJD02382

Check Funds View Life Cycle **Actions** Done

Requisitioning BU: SJCDC Business Unit  
 Entered By: DEBORA HERNANDEZ  
 Description: FY18-19 SJCDC Contract#11-96 Support Agreement Renewal with RCHQ for providing support for the Digital Store Front Platform Software. Not exceed \$5,000.00 per year. 9th and final year of the contract effective date: 8/23/18 to 8/23/19.

Creation Date: 8/14/18  
 Status: Approved  
 Justification: FY18-19 SJCDC Contract#11-96 Support Agreement Renewal with RCHQ. This is the 9th and final year of the contract effective dates: 8/23/18 to 8/23/19. Room contract# 999993185.

Requisition Lines

Line	Item	Description	Category Name	Quantity	UCM	Price	Amount (USD)	Status	Funds Status	Order
1		FY18-19 SJCDC ...	Contract				5,000.00	Approved	Liquidated	SJC00991

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

Document History: SJD02382

Entered By: DEBORA HERNANDEZ  
 Requisitioning BU: SJCDC Business Unit  
 Requisition: SJD02382

Description: FY18-19 SJCDC Contract#11-96 Support Agreement Renewal with RCHQ for providing support for the Digital Store Front Platform Software. Not exceed \$5,000.00 per year. 9th and final year of the contract effective date: 8/23/18 to 8/23/19.  
 Status: Approved

Action Performed	Performed By	Action Date	Reference Document	Additional Information
Submit purchase order	HERNANDEZ, DEBORA	1/2/19 10:23 AM	PO SJC00991 change 1	Updated contract to \$6000
Submit purchase order	CHAVEZ, CRYSTAL	8/23/18 11:18 AM	PO SJC00991	
Submit requisition	HERNANDEZ, DEBORA	8/16/18 2:30 PM	Requisition SJD02382	
Reserve	Application	8/16/18 2:50 PM		
Approve	PHAM, THI NGOC	8/16/18 4:08 PM		

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