



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>

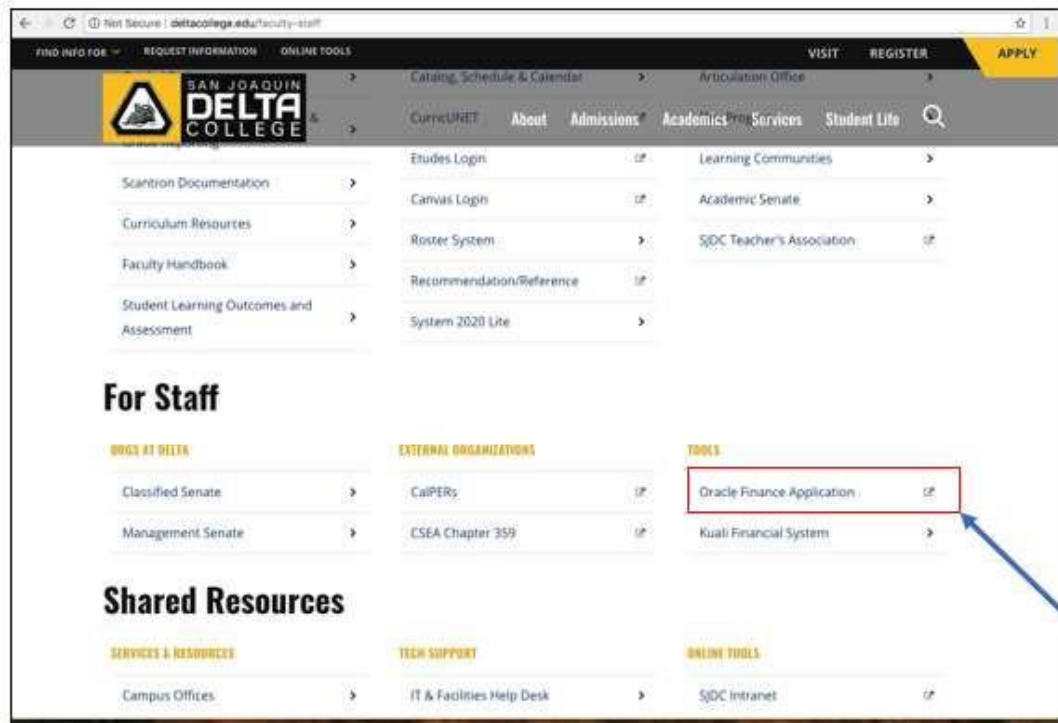
To begin - Open the San Joaquin Delta College Website





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**.

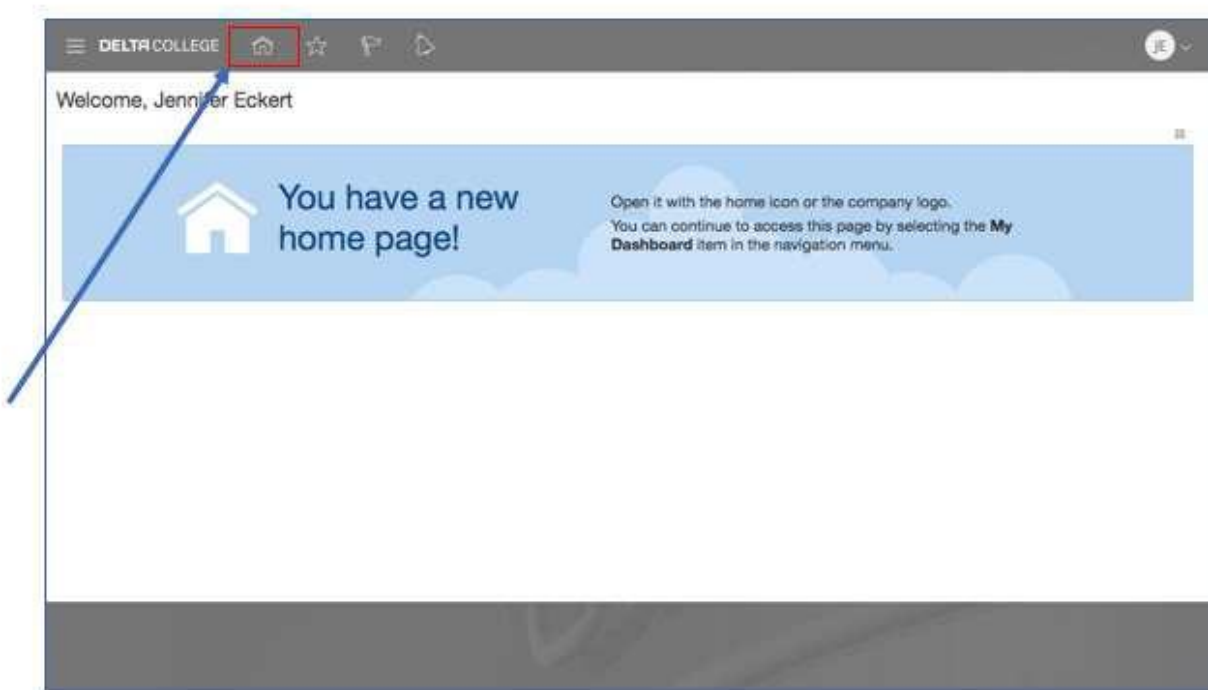
The login page for the Oracle Financial Application will appear in a separate browser window.

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



San Joaquin Delta College * 5151 Pacific Ave * Stockton, California 95207 * (209) 954-5151

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

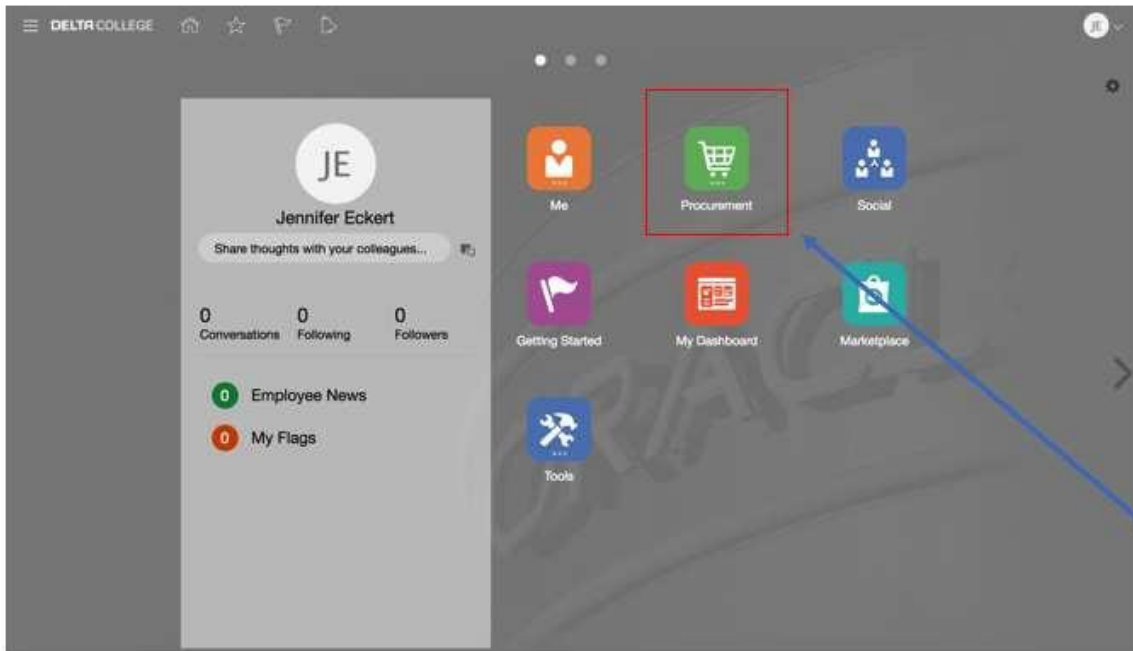


The Oracle application springboard will appear.



1. To access Requisitions Page

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



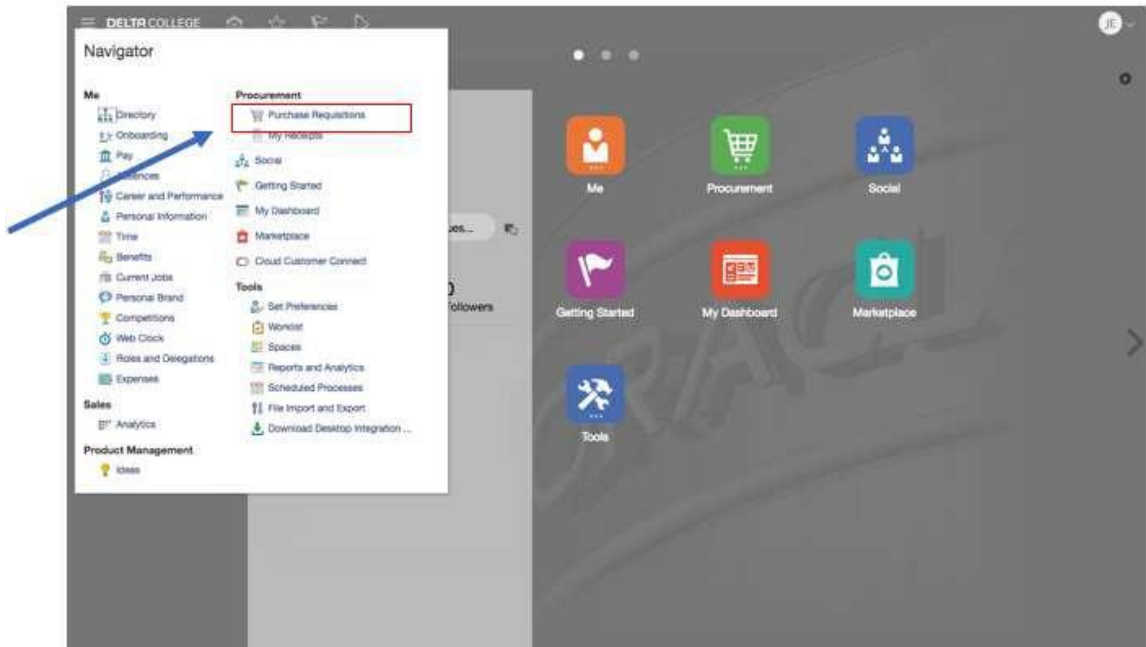
- Select the **Purchase Requisitions** icon.



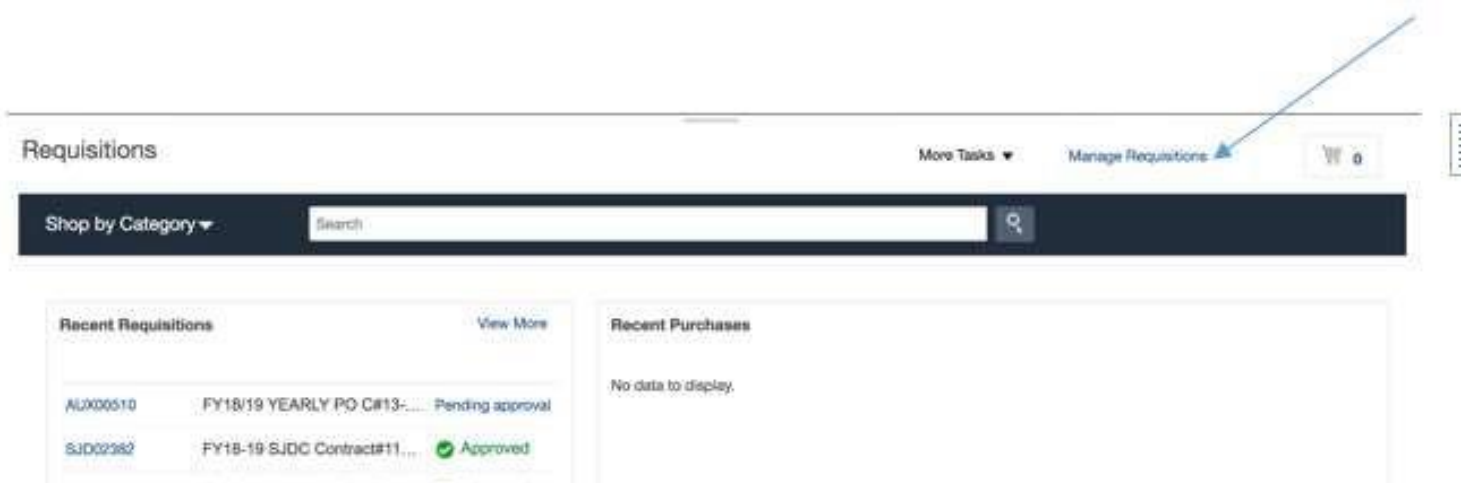


Note: You can also select the Purchase Requisitions link in the Navigator menu.

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

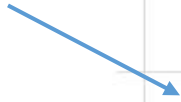
- Select the **Requisition number** to open the **requisition**.

Manage Requisitions

Search

Search Results

Example



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

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. Rich contract# 99900160.

Requisition Amount: 5,000.00 USD
 Approval Amount: 5,000.00 USD
 Funds Status: Liquidated
 Attachments: Contract #11-96 Renewal FY 19- (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. Rich contract# 99900160.

Requisition Amount: 5,000.00 USD
 Approval Amount: 5,000.00 USD
 Funds Status: Liquidated
 Attachment: Contract #11-96 Renewal FY 19- (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 B

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	SJDC23H2

- 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	SJDC23H2



- 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

Sold-to Legal Entity San Joaquin Delta Community College District	* Price 5,000.00 USD
Order SJD00901	— Negotiated
Change Order 1	Total Tax 0.00 USD
Line Type Fixed Price Services	Total 5,000.00 USD (+0.00)
* Description SJDC Contract#11-95 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 SJDG_ID	Requester HERNANDEZ, DEBORA
Requested Delivery Date m/d/yy	Deliver-to Location DKA 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: OSF Software Platform

Attachments None



- 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: 1/2/18 Funds Status: Not Applicable Type: Internal

Main

General

Lines Schedules Distributions

Actions View Format Print Preview Detach Wrap

* Line	* Type	Edit Item	* Description	* Category Name	Quantity	UOM	* Price	Ordered	* Location
1	Fixed Price		SJDC Contract#11-98 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

Confirmation

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

OK

Requesting BU: SJDC Business Unit
 Entered By: DEBORA HERNANDEZ
 Description: FY18-19 SJDC Contract#11-98 3 Agreement Renewal with RICH 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.

Justification: one on and one year on the contract effective dates: 9/23/18 to 9/23/19. Ricoh contract# 999000180.

Attachments: Contract #11-98 Renewal FY 18- (1 more...)

Requisition Lines

Actions View Format Print Preview 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:

- 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: SUDC Business Unit
 Entered By: DEBORA HERNANDEZ
 Description: FY18-19 SUDC 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 SUDC Contract#11-96 Support Agreement Renewal with RCHQ. This is the 9th and final year of the contract effective date: 8/23/18 to 8/23/19. Rchq contract# 999903195.

Requisition Amount: \$5,000.00
 Approval Amount: \$5,000.00
 Funds Status: Approved
 Attachment: (1 item...)

Requisition Lines

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

Line 1: Details

Requester: DEBORA HERNANDEZ
 Urgent: No
 Requested Delivery Date: 8/31/18
 Delivery 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: SUDC Business Unit
 Entered By: DEBORA HERNANDEZ
 Description: FY18-19 SUDC 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 SUDC Contract#11-96 Support Agreement Renewal with RCHQ. This is the 9th and final year of the contract effective date: 8/23/18 to 8/23/19. Rchq contract# 999903195.

Requisition Amount: \$5,000.00
 Approval Amount: \$5,000.00
 Funds Status: Approved
 Attachment: (1 item...)

Requisition Lines

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

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

Document History: SJD02382

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

Description: FY18-19 SUDC 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 SJD00991 change 1	Updated contract to \$6000
Submit purchase order	CHAVEZ, CRYSTAL	8/23/18 11:18 AM	PO SJD00991	
Submit requisition	HERNANDEZ, DEBORA	8/16/18 2:50 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