

Change Order - Removing Items

This document is a quick reference guide for users who need to create a change order to remove items or lower the quantity ordered in a purchase order (PO) in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Once a PO has been created, users can create change orders to make necessary changes to an original order. Users will update the quantity on a line item when removing an item from an order and should not delete an item from a new requisition when creating a change order. When a quantity change order is created, the requisition will go through the Agency-defined purchase requisition approval rules.

Removing Items/Lowering Quantity Ordered

1. Navigate to the **Procurement** dropdown, and click **Browse Orders**.
2. Search for the order you would like to conduct a change order on.
3. Click the **Pencil** icon to open the order.
4. To begin a change order, click the **Change Order** button at the top of the page.

Change Order

5. On the new requisition created, navigate to the **Items** section.
6. Click the **Pencil** icon for the item you would like to remove or decrease the quantity ordered in the original PO.

Note: Users can decrease the quantity ordered on items they have not received and those they have partially received. Once a line item has been fully invoiced users can **NOT** decrease the quantity ordered. For additional information refer to the [Change Order Matrix](#).

	#	Ref.	Short Description	Supplier	Total Ordered Quantity	UOM	Price
<input type="checkbox"/>	6	242726-1	CTR049468-2	Accounting Manager (Brennan and Dale LLC) Brennan and Dale LLC	10.0000	Hour	95.0000000
<input type="checkbox"/>		242726-2	CTR049468-1	Accounting Employee (Brennan and Dale LLC) Brennan and Dale LLC	10.0000	Hour	50.0000000

2 Result(s)

7. To remove the item from the requisition change the **Total Ordered Quantity** to '0'. If you would like to decrease the item ordered, lower the amount in the **Total Ordered Quantity** field.

Item Description

Name *

Accounting Employee

Commodity

Accounting services

Total Ordered Quantity *

0 Hour

Note: Do not increase the quantity ordered using the above steps.

8. Click the **Save & Close** button.

Save & Close

9. Once complete making changes to your requisitions, click **Submit Requisition**.

Submit requisition

Note: DO NOT RESET ALLOCATIONS on a change order, If users reset allocations they will break the PO/AFIS connection. If you see a dialog box asking you to reset allocations, click the 'Cancel' button. Your change order will still process correctly.