

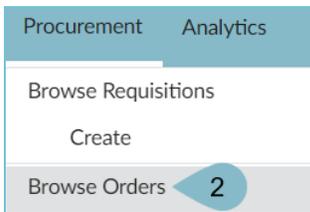
Change Order - Removing Items

This document is a quick reference 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/>.

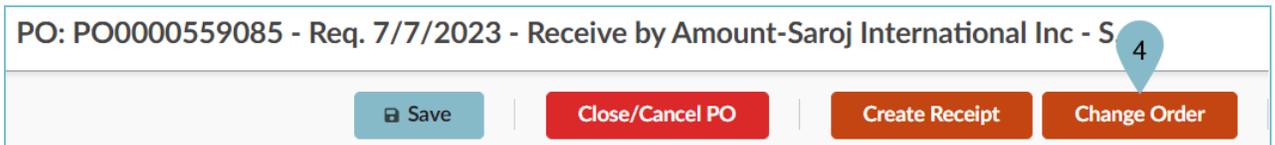
Once a PO has been created, users can create change orders to make necessary changes to an original order. Users will update the quantity on a line item when removing an item from an order and should not delete an item from a new requisition when creating a change order. When a quantity change order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

Removing Items/Lowering Quantity Ordered

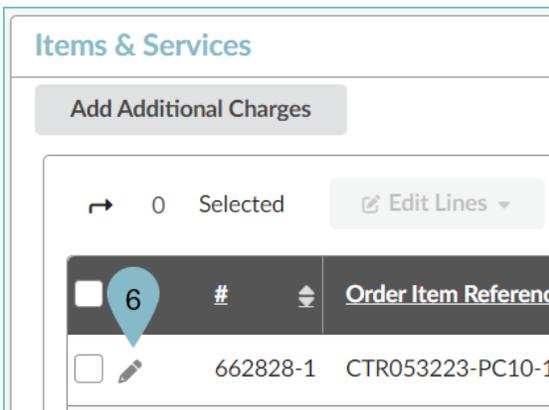
1. Log into APP
2. Navigate to the **Procurement** dropdown, and click **Browse Orders**.



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.



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





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.

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.



DO NOT increase the quantity ordered using the above steps.

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

Item Details

Save Save & Close Close

Item Description

Name*
KN95 Masks - Standard Qty - 2-5 Day Delivery

Commodity
46182001 - Masks or accessories

Ordered Qty*
7 0 Each

Estimate Commercial Costs

Price
0.250000 USD

Tax Rates*
Phoenix - 8.6% x

Discount (%)

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



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.

Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-qrgs-176>