

ARIZONA

PROCUREMENT PORTAL

Change Order Matrix

		Purchase Order Type		
Invoice Status	Receipt Status	Off-Contract	On-Contract	Punchout
No Invoice	No Receipt	Price/Quantity Change Order Admin Change Order Add new Items	Price/Quantity Change Order Admin Change Order Add new Items	NO CHANGE ORDERS ALLOWED
No Invoice	Partially Received	Price/Quantity Change Order Admin Change Order Add new Items	Price/Quantity Change Order Admin Change Order Add new Items	
No Invoice	Received	Admin Change Order	Admin Change Order	
Invoiced (2 Way Match)	No Receipt	Add new Items Any line item that has been paid (partial or full) the budget information can NOT be modified	Add new Items Any line item that has been paid (partial or full) the budget information can NOT be modified	
Invoiced	Partially Received	Add new Items Any line item that has been paid (partial or full) the budget information can NOT be modified	Add new Items Any line item that has been paid (partial or full) the budget information can NOT be modified	
Invoiced	Received	Add new Items Any line item that has been paid (partial or full) the budget information can NOT be modified	Add new Items Any line item that has been paid (partial or full) the budget information can NOT be modified.	

*Admin Change Orders occur when modifying budget information only. Price/Quantity Change Orders modify price/quantity of the line item.