



**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES**

RIFANS

CHANGE ORDER INSTRUCTIONS

**ELECTRONIC CHANGE ORDERS
PAPER CHANGE ORDER FORMS
CHANGE ORDER REQUISITIONS**

ELECTRONIC CHANGE ORDER PROCESS

INSTRUCTIONS:

The electronic change order process can be utilized for changing Blanket Releases, Contract Releases, and Standard Purchase Orders under \$5000.00. These would all have "Autocreate" as a buyer. A change order form is not required. (A Standard Purchase Order with a buyer's name on it can only be reduced or cancelled using the electronic change order process. You should notify the buyer because they will get the notification to approve it.)

The requisitioner who created the requisition for the purchase order will have to be the one to do the electronic change order.

Here are the instructions for the electronic change order process:



* User Name

(example: michael.james.smith)

* Password

(example: 4u99v23)

[Forgot your password or login? Click here](#)

Accessibility

Select a Language:
[English](#)

LOG IN

Home

Worklist

[Full List \(13\)](#)

Rows 1 to 13

From	Subject ▲	Sent ▲
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Cardenas, Ryan	Purchase Requisition 1784450 has been approved	12-Jan-2023

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigator

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<ul style="list-style-type: none"> 068Q-Requisitioner RI Financial Inquiry RI GL Agency User RI Payables Reports RI Purchasing Reports	Please select a responsibility.
---	---------------------------------

Favorites

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THIS IS YOUR HOME PAGE



NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE SUBJECT LINE

TO PROCEED TO DO AN ELECTRONIC CHANGE ORDER

CLICK ON: REQUISITIONER

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

Home | Shopping Lists | Non-Catalog Request | Contractor Request

Search [Advanced Search](#)

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

Shopping Cart

Your cart is empty.

My Requisitions

[Full List](#)

Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00	In Process			
1792382	STANDARD PURCHASE ORDER	11,000.00	Approved			
1792381	line #1	1,200.00	Incomplete			
1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	In Process			
1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	Approved			

SHOP SCREEN CLICK

ON: FULL LIST

Requisitions

Search

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Cancel Requisition Complete Delete | ... Rows 1 to 300

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input type="radio"/>	1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00 USD	9	0	0	9	21-Apr-2023 14:18:35	In Process	
<input type="radio"/>	1792382	STANDARD PURCHASE ORDER	11,000.00 USD	11000	0	0	11000	18-Apr-2023 14:18:51	Approved	3812410
<input type="radio"/>	1792381	line #1	1,200.00 USD	1	0	0	1	14-Apr-2023 14:55:23	Incomplete	
<input type="radio"/>	1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	14-Apr-2023 13:42:37	In Process	
<input type="radio"/>	1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	31-Mar-2023 14:02:03	Approved	3812409
<input type="radio"/>	1792377	TEST CONTRACT RELEASE	5,088.00 USD	3	0	0	3	27-Mar-2023 14:23:45	Approved	3812408
<input type="radio"/>	1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00 USD	10	0	0	10	09-Mar-2023 11:46:55	Approved	3784635-2
<input type="radio"/>	1792369	STANDARD - OTHER - REQ. TO PO	1,500.00 USD	1	0	0	1	08-Mar-2023 14:27:37	In Process	
<input type="radio"/>	1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00 USD	5000	0	0	5000	13-Jan-2023 12:12:44	In Process	
<input type="radio"/>	1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00 USD	8900	0	0	8900	13-Jan-2023 06:33:31	Approved	3812337
<input type="radio"/>	1792192	FY23 MTG MPA-415 AWARD 3345283 CUST # 6388-320063 ARRIGAN REHAB CENTER MPA-415 CONTRACT 3345283 EXPIRES ON 3/31/23	152.85 USD	15	0	0	15	12-Jan-2023 16:12:45	Approved	3345283-551
<input type="radio"/>	1792065	FY23 RELEASE SIGNET MPA-419 CONTRACT# 3727235 RI STATE BOMB SQUAD ACCESS CONTROL FOR WEAPONS STORAGE AGENCY CONTACT ROLAND DAIGLE/JOHN MCCOY	23,337.93 USD	23337.93	0	0	23337.93	12-Jan-2023 11:00:09	In Process	
		FY23 STD DV CORRECTIONAL INDUSTRIES DCAMM #10 WINDOW								

CLICK ON: REQUISITION NUMBER OF THE PURCHASE ORDER THAT YOU WANT TO CHANGE.

(DO NOT CLICK ON THE RADIO BUTTON)

Rectangular Snip

Requisition 1792382

Copy To Cart Cancel Requisition **Change** Receive

Description STANDARD PURCHASE ORDER
 Created By Paolissi, Alice
 Creation Date 18-Apr-2023 14:18:51
 Deliver-To DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE, RI, 02908
 Justification

Status [Approved](#)
 Change History [Yes](#)
 Urgent Requisition No
 Attachment None
 Note to Buyer

Notify me with status updates for my Purchase Order

Details

...

Line	Item Number	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order Number	Notes
1		LINE #1 ITEM	28-Apr-2023 00:00:00	06800-021	Each	5000	0	0	5000	1 USD	5,000.00		3812410	View / Manage
2		LINE #2 ITEM	28-Apr-2023 00:00:00	06800-021	Each	3500	0	0	3500	1 USD	3,500.00		3812410	View / Manage
3		LINE #3 ITEM	28-Apr-2023 00:00:00	06800-021	Each	1500	0	0	1500	1 USD	1,500.00		3812410	View / Manage
Total											10,000.00			

[Return](#)

CLICK ON: CHANGE TAB

Shop **Requisitions** Receiving Contractors Assessments Feedback

Requisitions Notifications Approvals Rectangular Smp

Enter Changes View Approvals Review And Submit

Change Order 1792382 (10,000.00 USD): Select Lines

Cancel Step 1 of 3 Next

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line	Attachments	Reason
1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:1	Each	5000	1 USD	5,000.00	<input type="checkbox"/>	+	
2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:1	Each	3500	1 USD	3,500.00	<input type="checkbox"/>	+	
3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:1	Each	1500	1 USD	1,500.00	<input type="checkbox"/>	+	

TIP Note that not all lines may be eligible for changes.

THE QUANTITY AND PRICE CAN BE CHANGED AS NEEDED

TO CANCEL A LINE:

- **CLICK ON CANCEL LINE BOX AND ENTER A REASON**
- **(A LINE CAN ONLY BE CANCELLED IF IT HAS NOT BEEN RECEIVED OR BILLED ON)**

***NOTE: IF CHANGING A BLANKET RELEASE THE PRICE WILL NOT BE ABLE TO BE CHANGED BECAUSE IT IS A PRE-DETERMINED PRICE FROM THE STORE.**

Enter Changes

View Approvals

Review And Submit

Change Order 1792382 (10,000.00 USD): Select Lines

Cancel

Step 1 of 3

Next

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Line	Description	Order Type	Order	Need-By	Unit	* Quantity	Price	Amount (USD)	Cancel Line	Attachments	Reason	
1	LINE #1 ITEM	Purchase	3812410	31-May-2023 10:00	Each	6000	1	USD	6,000.00	<input type="checkbox"/>	+	INCREASED LINE #1 QTY FROM 5000 TO 6000
2	LINE #2 ITEM	Purchase	3812410	31-May-2023 10:00	Each	3500	1	USD	3,500.00	<input checked="" type="checkbox"/>	+	CANCELLED - NO LONGER NEEDED
3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:00	Each	1500	1	USD	1,500.00	<input type="checkbox"/>	+	

TIP Note that not all lines may be eligible for changes.

CHANGE THE QUANTITY OR PRICE ON YOUR LINE

CLICK ON CANCEL LINE BOX IF YOU WANT TO CANCEL A LINE THAT HAS NOT BEEN RECEIVED OR BILLED ON

(TO CLOSE A LINE OUT THAT HAS BEEN PAID ON REDUCE YOUR QUANTITY TO THE AMOUNT BILLED – THIS WILL CLOSE OUT YOUR LINE)

ENTER A REASON IN THE REASON BOX NEXT TO EACH CHANGE (WILL NOT GO TO NEXT SCREEN IF REASON IS NOT ENTERED)

WHEN CHANGES ARE COMPLETE

CLICK ON: NEXT

Rectangular Ship



Change Order: Select Approvers

Cancel Back Step 2 of 3 **Next**

Your changes will be sent to the following list of approvers.

Approvals

Manage Approvals



Manage Approvals

Note to Approver

(IF APPROVERS ARE ALREADY THERE YOU SHOULD NOT HAVE TO ADD ANYTHING TO THIS SCREEN)

CLICK ON: NEXT

Enter Changes

View Approvals

Review And Submit

Change Order 1792382: Review and Submit

Cancel Back Step 3 of 3 **Submit**

Change Requisition Details

 Indicates new value

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason
▶	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00 31-May-2023 10:36:44 	Each	5000 6000 	1 USD	5,000.00 6,000.00 	0.00	0.00			INCREASED LINE #1 QTY FROM 5000 TO 6000
▶	2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	3500	1 USD	3,500.00	0.00	0.00		Yes	CANCELLED - NO LONGER NEEDED
▶	3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	1500	1 USD	1,500.00	0.00	0.00			

THIS PAGE SHOWS THE CHANGES MADE WITH THE NEW VALUE INDICATOR

REVIEW

CLICK ON: SUBMIT

 **Confirmation**

 Rectangular Strip

Your change request(s) for Requisition 1792382 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 1792382: Confirmation Details

Request Created By Paolissi, Alice
 Request Creation Date 26-Apr-2023 10:41:05
 Old Requisition Total 10,000.00 USD
 New Requisition Total 7,500.00 USD

Old Non-Recoverable Tax 0.00 USD
 New Non-Recoverable Tax 0.00 USD
 Note to Approver

Change Requisition Details

 Indicates new value

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason
▶	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00 31-May-2023 10:36:44 	Each	5000 6000 	1 USD	5,000.00 6,000.00 	0.00	0.00			INCREASED LINE #1 QTY FROM 5000 TO 6000
▶	2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	3500	1 USD	3,500.00	0.00	0.00		Yes	CANCELLED - NO LONGER NEEDED
▶	3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	1500	1 USD	1,500.00	0.00	0.00			

[Return to Requisition Details](#)

CONFIRMATION NOTICE

SEE INSTRUCTIONS BELOW TO CHECK THE STATUS OF AN ELECTRONIC CHANGE ORDER.

Rectangular Ship

Search Main Store Advanced Search

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

Shopping Cart

Your cart is empty.

My Requisitions

Full List

...

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00	In Process			
1792382	STANDARD PURCHASE ORDER	10,000.00	Approved			
1792381	line #1	1,200.00	Incomplete			
1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	In Process			
1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	Approved			

Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

TO CHECK THE STATUS OF AN ELECTRONIC CHANGE ORDER

GO BACK TO THE SHOP TAB

CLICK ON: FULL LIST

Requisitions

Search

Views

View All My Requisitions

 Indicates requisition with a pending change request.

Select requisition: | Rows 1 to 300

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input type="radio"/>	1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00 USD	9	0	0	9	21-Apr-2023 14:18:35	In Process	
<input type="radio"/>	1792382	STANDARD PURCHASE ORDER	10,000.00 USD	10000	0	0	10000	18-Apr-2023 14:18:51	Approved 	3812410
<input type="radio"/>	1792381	line #1	1,200.00 USD	1	0	0	1	14-Apr-2023 14:55:23	Incomplete	
<input type="radio"/>	1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	14-Apr-2023 13:42:37	In Process	
<input type="radio"/>	1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	31-Mar-2023 14:02:03	Approved	3812409
<input type="radio"/>	1792377	TEST CONTRACT RELEASE	5,088.00 USD	3	0	0	3	27-Mar-2023 14:23:45	Approved	3812408
<input type="radio"/>	1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00 USD	10	0	0	10	09-Mar-2023 11:46:55	Approved	3784635-2
<input type="radio"/>	1792369	STANDARD - OTHER - REQ. TO PO	1,500.00 USD	1	0	0	1	08-Mar-2023 14:27:37	In Process	
<input type="radio"/>	1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00 USD	5000	0	0	5000	13-Jan-2023 12:12:44	In Process	
<input type="radio"/>	1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00 USD	8900	0	0	8900	13-Jan-2023 06:33:31	Approved	3812337

THERE WILL BE A BLUE DOT FOR A CHANGE ORDER THAT IS IN PROGRESS.

CLICK ON: APPROVED NEXT TO THE BLUE DOT 

Requisitions: Requisitions >

Approval History for Requisition 1792382

[View Change History](#) OK

To view the requisition change history, click [View Change History](#) button.

Approved

Rows 1 to 12

Sequence	Approver	Organization Name	Action	Action Date	Notes
12	Mertus, Elena J	State of Rhode Island			
11	Fuoco, James L II	State of Rhode Island			
10	Charves, Sandra R	State of Rhode Island	Pending		
9	Paolissi, Alice	State of Rhode Island	Change Requested	26-Apr-2023 10:42:57	
8	Fuoco, James L II	State of Rhode Island	Approved	24-Apr-2023 11:48:01	
7	Charves, Sandra R	State of Rhode Island	Approved	24-Apr-2023 11:47:32	
6	Paolissi, Alice	State of Rhode Island	Change Requested	24-Apr-2023 11:42:24	
5	Mertus, Elena J	State of Rhode Island	Approved	18-Apr-2023 15:35:00	
4	Fuoco, James L II	State of Rhode Island	Approved	18-Apr-2023 15:32:19	
3	Charves, Sandra R	State of Rhode Island	Approved	18-Apr-2023 15:31:38	

THIS PAGE WILL SHOW YOU THE APPROVAL PATH

CLICK ON: [VIEW CHANGE HISTORY](#)

Shop Requisitions Receiving Contractors Assessments Feedback

Requisitions Notifications Approvals

Requisitions: Requisitions > Approval History for Requisition 1792382 >

Requisition 1792382 Change History OK

Indicates new value

Details	Requested Date	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line	Overall Status	Reason
	24-Apr-2023 11:42:09	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	6000 5000	1 USD	6,000.00 5,000.00		Accepted	DECREASED FROM 6000 TO 5000
	26-Apr-2023 10:39:59	2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	3500	1 USD	3,500.00	Yes	Pending	CANCELLED - NO LONGER NEEDED
	26-Apr-2023 10:39:59	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00 31-May-2023 10:36:44	Each	5000 6000	1 USD	5,000.00 6,000.00		Pending	INCREASED LINE #1 QTY FROM 5000 TO 6000

TIP Click the Overall Status link to view the line's change status details

THIS SCREEN SHOWS YOU THE CHANGE THAT WAS MADE AND THE DATE IS WAS REQUESTED. IT SHOWS THE STATUS WHICH IN THIS EXAMPLE IS "PENDING"

YOU SHOULD ALWAYS CHECK ON YOUR STATUS. IF THE STATUS SHOWS AS "REJECTED"

CLICK ON: REJECTED

(IT SHOULD GIVE YOU A MESSAGE AS TO WHY IT WAS REJECTED)

ONCE THIS IS APPROVED ALL THE APPROVERS THE STATUS WILL CHANGE TO APPROVED AND THE BLUE DOT WILL BE GONE

<input type="radio"/>	1792382	STANDARD PURCHASE ORDER	7,500.00 USD	11000	0	3500	7500	18-Apr-2023 14:18:51	Approved	3812410
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IMPORTANT: SEE TIPS ON THE NEXT PAGE TO AVOID AN ELECTRONIC CHANGE ORDER GETTING REJECTED.

Here are a few tips to help you avoid any problems:

- **Make sure that the purchase order you are making the electronic change order to does not have any pending payments in process. (NO OPEN INVOICES)**
- **The Purchase Order to be changed should be in “Approved” status.**
- **The receiving should match what was billed.**
- **When increasing a line be sure there are enough funds in the account to cover the increase.**
- **If the Purchase Order to be changed is a release from a Blanket Purchase Order or Contract Purchase Order the Blanket/Contract needs to be active and not expired.**
- **The total increase to a Purchase Order Release against a Blanket/Contract should not exceed the Amount Agreed on the main Blanket/Contract**
- **The electronic change order will go into “Rejected” status if the above requirements are not met.**

PAPER CHANGE ORDER FORM PROCESS

When to use the paper change order form:

To make a change to a Contract Purchase Agreement, Blanket Purchase Agreement or a Standard Purchase Order created by Central Purchases (Not needed for any purchase orders or releases from Blanket/Contract Purchase Agreements with "Autocreate" as the buyer)

- Blanket/Contract Control Value (Amount Agreed) increase or decrease
- Blanket/Contract Date change
- Blanket Purchase Agreement line description change or price change
- A supplier name change on a Standard Purchase Order that was created in Central Purchases or a Blanket/Contract Purchase Agreement.
- Cancellation of a purchase order created in Central Purchases or a Blanket/Contract Purchase Agreement
- Decrease to a Standard Purchase

NOTE: If you are requesting a decrease to a Standard Purchase Order over \$5000.00 or a Single/Sole Source Purchase order (Any Amount) that has been assigned to a buyer and is not a contract release or blanket release: Submit a Purchase Order Change form to Purchasing advising us of the change and then we will contact you to make the electronic change. The reason for having you do both a paper change order and an electronic change order is that we need to also have documentation of any changes to update our file for auditing purposes.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration DIVISION OF PURCHASES

RI-FANS CHANGE ORDER FORM

EMAIL CHANGE ORDERS TO: doa.purchaseorders@purchasing.ri.gov

This form is to be used for:

- Supplier Name Changes
- Cancellations to Blanket/Contract Purchase Agreements and Standard Purchase Orders.
- Line item changes, date changes and agreed amount changes to Blanket/Contract Purchase Agreements.

This form is not applicable for:

- Adding a line item or increasing a quantity on a Standard Purchase Order over \$5000.00. (A change order requisition should be created and submitted for this type of change).
- Releases (Blanket/Contract) Should be processed as an electronic change order through RIFANS.

(ONLY 1 PURCHASE ORDER PER CHANGE ORDER FORM)

TYPE IN HERE		TYPE IN HERE	
DATE		MPA NUMBER	
PURCHASE ORDER NUMBER		SOLE SOURCE (YES/NO)	
BID NUMBER		DELEGATED (YES/NO)	
BUYER NAME <small>(as it appears on the purchase order)</small>		GRANT (YES/NO)	
AGENCY DOC I.D. NUMBER		GRANT/ DELEGATED PO END DATE	
SUPPLIER NAME			

TYPE OF CHANGE TO BE MADE	FROM	TO
SUPPLIER NAME (include W-9 FORM and letters from companies advising of the name change)	Click or tap here to enter text.	Click or tap here to enter text.
AGREED AMOUNT CHANGE (BLANKET/CONTRACT)		
DATE CHANGE (BLANKET/CONTRACT)		
CANCEL ENTIRE PURCHASE ORDER <small>(Standard, Blanket/Contract Purchase Agreements) (Give justification/reason below.)</small>	YES <input type="checkbox"/>	

LINE ITEM CHANGE FOR BLANKET PURCHASE AGREEMENTS:

CODES: **(A)** Add Line **(D)** Delete Line **(DC)** Description Change **(PC)** Price Change

Code	Line #	Description	Price from	Price to
		Click or tap here to enter text.		
		Click or tap here to enter text.		
		Click or tap here to enter text.		

REASON/JUSTIFICATION: [Click or tap here to enter text.](#)

CONTACT PERSON: PHONE NUMBER:

AUTHORIZED AGENT: SIGNATURE _____

FOR DOA PURCHASES ONLY SECTION

BUYER SIGNATURE: _____ DATE: _____

INTERDEPARTMENTAL PROJECT MANAGER SIGNATURE: _____ DATE: _____

DEPUTY/PURCHASING AGENT SIGNATURE: _____ DATE: _____

This form can be found on the purchasing website: www.purchasing.ri.gov in the Agency Resource Center. For complete instructions on processing change orders, visit the purchasing website www.purchasing.ri.gov Agency Resource Center/Instructions and Trainings/RIFANS Instruction Manuals.

This form is located Division of Purchases website:

www.ridop.ri.gov

It is located in the:

Agency Procurement Club and Campus

Agency Procurement Library

Under A-N

Change Order Form - RIFANS

[Agency Procurement Library | Rhode Island Division of Purchases \(ri.gov\)](#)

Once you have filled out the Paper Change Order form please submit to the email address on the top of the Change Order Form because it must be logged in first before being routed to the appropriate team member.

CHANGE ORDER REQUISITION

INSTRUCTIONS FOR AN INCREASE TO A STANDARD PURCHASE ORDER WITH A BUYER NAME ON IT

(NOTE: A STANDARD PURCHASE ORDER WITH “AUTOCREATE” AS THE BUYER CAN BE DONE BY USING THE ELECTRONIC CHANGE ORDER PROCESS)

For an increase to a Standard Purchase Order over \$5000.00 or a Single/Sole Source Purchase Order (Any Amount) that has been assigned to a buyer and is not a contract release or blanket release:

A change order requisition with backup documentation attached will need to be submitted.

See Change Order Requisition Instructions on the following pages.



* User Name
(example: michael.james.smith)

* Password
(example: 4u99v23)

[Forgot your password or login? Click here](#)

Accessibility

Select a Language:
[English](#)

LOG IN

Home

Worklist

[Full List \(13\)](#)

Rows 1 to 13

From	Subject ▲	Sent ▲
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784150 has been approved	13-Jan-2023
Gardiner, Ryan	Purchase Requisition 1791166 has been approved	13-Jan-2023

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigator

[Personalize](#)

<ul style="list-style-type: none"> 068Q-Requisitioner RI Financial Inquiry RI GL Agency User RI Payables Reports RI Purchasing Reports	Please select a responsibility.
---	---------------------------------

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[Manage Favorites](#)

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TO PROCEED TO CREATE YOUR REQUISITION CLICK ON REQUISITIONER

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Home | Shopping Lists | **Non-Catalog Request** | Contractor Request

Search Advanced Search

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

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[Full List](#)

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1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00	In Process			
1792382	STANDARD PURCHASE ORDER	11,000.00	Approved			
1792381	line #1	1,200.00	Incomplete			
1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	In Process			
1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	Approved			

Shopping Cart
Your cart is empty.

Purchasing News
This is where the customer puts their own purchasing news items (this is an HTML plugin).

SHOP SCREEN

CLICK ON: NON-CATALOG REQUEST

Non-Catalog Request

[Clear All](#) [Add to Favorites](#) [Add to Cart](#)

Shopping Cart
Your cart is empty.

* Indicates required field

* Item Type	Goods.I can provide description, item price and quantity	Contract Number	<input type="text"/>
* Item Description	LINE #4 - ADDITIONAL SERVICE CHARGE	<input type="checkbox"/> New Supplier	
* Category	800.16	Supplier Name	<input type="text"/>
* Quantity	1	Site	<input type="text"/>
* Unit of Measure	Each	Contact Name	<input type="text"/>
* Unit Price	50.00	Phone	<input type="text"/>
* Currency	USD	Supplier Item	<input type="text"/>
	<input type="checkbox"/> RFQ Required		
	<input type="checkbox"/> Negotiated		

COMPLETE THE FOLLOWING FIELDS:

- ITEM DESCRIPTION
- CATEGORY CODE
- UNIT OF MEASURE
- UNIT PRICE

NOTE

SUPPLIER IS NOT NEEDED WHEN CREATING A CHANGE ORDER REQUISITION.

CLICK ON: ADD TO CART

Confirmation
Item added successfully to the Cart. Your shopping cart contains 1 item(s).

Non-Catalog Request

[Clear All](#) |
 [Add to Favorites](#) |
 [Add to Cart](#)

* Indicates required field

* Item Type: Goods.I can provide description, item price and quantity

* Item Description: LINE #4 - ADDITIONAL SERVICE CHARGE

* Category: 800.16

* Quantity: 1

* Unit of Measure: Each

* Unit Price: 50

* Currency: USD

RFQ Required
 Negotiated

Contract Number: []

New Supplier

Supplier Name: []

Site: []

Contact Name: []

Phone: []

Supplier Item: []

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

LINE #4 - ADDIT...	1	Each
--------------------	---	------

[View Cart and Checkout](#)

CLICK ON: VIEW CART AND CHECKOUT

Shopping Cart

* Description: LINE #4 - ADDITIONAL SERVICE CHARGE

Justification:

* When do you need these items?: 31-May-2023 00:00:00

* Where do they need to be delivered?: 06000 021

Additional Header Information

* Document to Create: Change Order
Change Order or Increasing Requisition

* Type of Requisition?: *OTHER
Standard

Prior PO#:

Change Order?: Y
Yes

PO to be Changed: 3812410

Change will make PO over 5k?: N
No

Agency Use:

Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	LINE #4 - ADDITIONAL SERVICE CHARGE	Each	1	50 USD	50.00	
Total					50.00	

Continue Shopping **Edit** Save Submit

ENTER:

- **DOCUMENT TO CREATE: CHANGE ORDER**
- **TYPE OF REQUISITION:**
- **BILL TO LOCATION:**
- **CHANGE ORDER?: Y**
- **MANDATORY - FILL IN PO NUMBER TO BE CHANGED FIELD**
- **CHANGE WILL MAKE PO OVER 5K?:**

CLICK ON: EDIT

COMPLETE THE REQUISITION PROCESS:

- **APPLY CHARGE ACCOUNT**
- **ADD ATTACHMENT WITH BACKUP DOCUMENTATION**

NOTE: A CHANGE ORDER REQUISITION CAN ALSO BE USED TO ADD AN ADDITIONAL LINE TO A BLANKET RELEASE OR CONTRACT RELEASE. IT WOULD NEED TO BE CREATED THE SAME WAY AS THE ORIGINAL REQUISITION WAS CREATED. A CHANGE REQUISITION TO A BLANKET WOULD BE FROM THE STORE. A CONTRACT RELEASE WOULD BE A NON-CATALOG REQUEST AND THE CONTRACT WOULD NEED TO BE ENTERED.

CHANGING AN ACCOUNT NUMBER

INSTRUCTIONS

***PURCHASING CANNOT CHANGE ACCOUNT NUMBERS AS WE DO NOT HAVE ACCESS TO YOUR ACCOUNTS.**

There are two steps to changing an account number on a Purchase Order:

Step: 1

Follow the electronic change order process to close out the line that needs a new account number. To close out a line that has been billed on the amount needs to be reduced to what was billed.

To close out a line that has not been received or billed on you can select the "Cancel Line" box and type in a reason.

Step: 2

A change order requisition will need to be submitted to add the line back to the purchase order with the correct accounting information. The requisition will be created the same as the original requisition except the Document to Create you will select "Change Order Requisition". Fill in the "PO to Change" box with complete purchase order number including the release number if applicable.

IMPORTANT

Add an attachment to the change order requisition "Internal to Requisition" Attention: This change order requisition is to replace original line because of an account number change. The amount of the purchase order will not change.

*When the change order requisition is received in Purchasing it will be processed to add the line back to the purchase order with the new information.

END