



Changing a Purchase Order

Use this Job Aid to:

- Change a Purchase Order

BEFORE YOU BEGIN

You need the purchase order or shopping cart number.

Changing a Purchase Order

All requests to modify Purchase Orders (PO's) must be sent to POmaintenance@jhu.edu. End users should not make changes to their PO's. If any information is required by Purchasing, they will contact the end user directly.

What Does Purchasing Require from the End User?

Purchasing **always** requires the PO number (or the shopping cart number) and the vendor information for any requests to change PO's. This ensures that they are amending the correct orders.

For quantity changes:

- If quantity changes are being requested, purchasing requires the amount to change and the particular line item.

To close out a PO, remove an encumbrance, or remove a commitment:

- Vendor name or vendor number (if not found, the grant, Internal Order or WBS element will suffice)
- Confirmation that no further invoices are expected
- Reason stated why the encumbrance needs to be removed or the why PO needs to be closed

Changes that cannot be made to a PO:

- **Account assignment** changes cannot be made to a PO that has had Goods Receipts or invoices posted against it.
- **Internal Orders** cannot be changed to **Cost Centers** or vice versa.
- Cannot change **sponsored** to **non-sponsored** or vice versa.
- **Vendor changes** cannot be made to existing Purchase Orders.
- **Ship-To address** changes cannot be made to existing Purchase Orders.
- Changes cannot be made to the **document type** of PO, for example, a **LVPO** cannot be changed to an **ECPO**.
- Purchasing can no longer make any changes to **SPPOs** or **Sub-awards**. Those requests should be sent to one of the Delegated Buyers in the Office of Research Administration (ORA) for processing.

