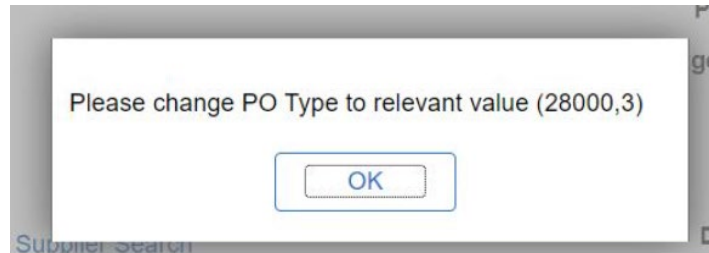




State procurement professionals,

Please make sure to use the [PO Type and Origin Quick Reference Guide](#) for every purchase order created. PeopleSoft now requires compliance and no longer allows PO approval without changing the PO Type. If you do not change the PO Type, you will receive the below pop-up message.



As a reminder, change orders to a PO that OMES Central Purchasing previously approved must now be processed by the agency internally.

When building the requisition:

- Select the magnifying glass icon under Flags, then select Change Order.
- Attach a pricing document to the requisition to document the transaction.

When the requisition is sourced into a PO, select the PO Type based on the PO Type and Origin Quick Reference Guide, then select CHG as the origin, regardless of the initial origin. OMES Central Purchasing will push back any change orders that should be processed internally.

Additionally, update the buyer on the PO to Agency Buyer so all relevant notifications regarding that PO are received. When changing the buyer, a notice appears that says 'Changing the buyer will change certain defaults'; select Cancel on this box. The [PIM for required PeopleSoft attachments](#) has been updated to reflect the new change order process.

Thank you,

Amanda Otis, Esq.
State Purchasing Director