

SECTION 21: ORDER REVISIONS

21.0 Order Revisions

- 21.0.1 In One World® the Order Revision function is an on-line automated process.
- 21.0.2 The same approvals required on the requisition are built into the Order Revision path as well.
- 21.0.3 If it becomes necessary to change any information contained on purchase order after the purchase order has been issued, the department/division must complete an on-line order revision. (Exception – pricing on quoted items if different than terms in specifications.)
- 21.0.4 An Order Revision may be initiated by Procurement to correct clerical or technical errors.
- 21.0.5 By completing an on-line Order Revision the department may:
- Cancel the lines on a purchase order,
 - Change account information, by canceling the line and enter a new line with the correct account string
 - Increase or decrease dollar amounts or quantities
 - Change description information – on description line 2 only
 - Make any necessary changes on the order attachment (i.e. quote renewals, etc.)
- 21.0.6 An Order Revision must be processed if the payment amount is more than 20% or \$500.00; whichever is less, over the purchase order amount.
- 21.0.7 A Revision Attachment must be completed with each Order Revision. This is a free form text area where a complete and thorough description of the changes made should be documented along with your initials and date of changes made.
- 21.0.8 The requisitioner should notify the vendor of any changes to the purchase order if it affects the delivery of products or services to the department.
- 21.0.9 An Order Revision can be used to reopen a closed purchase order during the current fiscal year if the order was closed in error (i.e. still has a remaining balance, closed due to lack of money, etc.). This is accomplished by adding additional lines to an existing purchase order.

21.0.10 An Order Revision cannot be used to change the vendor. If the vendor changes, a new purchase order must be issued and the incorrect purchase order must be canceled.

21.0.11 An Order Revision cannot be used to reopen a canceled purchase order. (No payments made from line(s) of purchase order.