



FIN- Purchase Order Amendment

Procurement Services

FIN-Purchase Order Amendment

Use this form to request purchase orders to be closed or add / change funding to an existing purchase order.

Please click [here](#) for instructions on how to fill out the FIN- Purchase Order Amendment web form.



FIN- Purchase Order Amendment

Procurement Services

Step 1: UD Web forms log in → Blanks → FIN Purchase Order Amendment (**Scroll down the list to find**)

HELP | **BLANKS** | IN BASKET | OUT BASKET | ARCHIVE | FOLDERS | DRAFTS | LOG OUT

- FIN Pre-Award Request Form
- FIN Proposal Approval Summary
- FIN Purchase Order Amendment**
- FIN Purchase Order Requisition
- FIN Request for Payment to Individual

Step 2: The first page comes with Business unit and department pre populated. Enter the requisition web form or the purchase order number and click Find.

Purchase Order Requisition Amendment

If you have questions, contact Procurement Services at (302) 831-2161.
Symbol key: * required information, ▲ Error

Form originator

Originated by: Narayan, Abirami Meyyappan (701814301) ✕
Procurement Services (04750)
General Services Building
302-831-2167

Requested for

Business unit: UNIVERSITY OF DELAWARE (UOD01) ▼
Department: Procurement Services (04750) ▼

Previous purchase order

Provide either the Purchase Order Requisition Web Form Req. ID or the purchase order number.

Requisition Req. ID: **Find**

Purchase order number: 46116 **Find**



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Step 3: If the purchase order is successfully found, the below information is displayed with a link to Payment Activity. Click on the Change button to change the purchase order number

Previous purchase order

Business unit: UNIVERSITY OF DELAWARE (UOD01) [Change](#)

Purchase order number: 0000046117

Request ID: 2074702

Payment activity: [Activity for Req ID 2074702](#)

Buyer: Downs, Patricia A.

Department: Procurement Services (04750)

Prepared by: Narayan, Abirami Meyyappan

Vendor: UOD01
APPLECOM-002
APPLE COMPUTER INC
EDUCATION SALES SUPPORT
MS 198-3ED
AUSTIN, TX 78727
United States (USA)
512/674-6544
302/831-6772

Step 4: Choose an answer for Close PO from the drop down. Fill out reason for amendment.

Amendment

Close PO: Yes

Reason for amendment: Project Completed

3983 characters left.

Step 5: Close PO: Add attachments if needed, click Next step. Then Finish and submit.



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To Change Funding on an Existing PO:

Step 1: Choose who will provide the funding information.

Funding

Who will provide the funding information?

I will provide the funding information.

Funding information will be provided by:

Step 2: Fill in item description, unit of measure, quantity and unit cost with the negative amount and the speed type, account for the funding to be reversed. Click on Save. Then click save item.

Add an amendment item

Item short description:

Item long description:

4000 characters left.

Unit of measure:

Quantity:

Unit cost:

(use format ###.##)

Line total:

Chartfield information	Amount	Action
SpeedType: * <input type="text" value="VPFN110000"/> <input type="button" value="x"/> <small>VP FIN & DEPUTY TREAS OFC</small>	<input type="text" value="\$ -989"/>	<input type="button" value="Save"/>
Purpose: VPFN110000 - VP FIN & DEPUTY TREAS OFC		



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Step 3: Fill in item description, unit of measure, quantity and unit cost with the amount and the speed type, account for the funding to be added. Click on Save. Then click save item.

Add an amendment item

Item short description:

Item long description:
4000 characters left.

Unit of measure:

Quantity:

Unit cost:
(use format n.nn)

Line total:

Chartfield information	Amount	Action
SpeedType: * <input type="text" value="PURC110000"/> <small>PROCUREMENT SERVICES</small> Purpose: PURC110000 - PROCUREMENT SERVICES	<input type="text" value="\$ 989"/>	<input type="button" value="Save"/>

Step 4: Review the items (screenshot in next page). Click Next Step. Add attachments if needed, and click Finish and submit.



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Amendment item(s)

Item	Details	Line total	Action																							
Test Change Funding Nov 2017	<p>Unit of measure: Each Quantity: 1 Unit cost: \$-989.00</p> <table border="1"><thead><tr><th colspan="3">Chartfield information</th><th>Amount</th></tr></thead><tbody><tr><td>SpeedType:</td><td>Purpose:</td><td>Account:</td><td>\$-989.00</td></tr><tr><td colspan="3">VFFN110000 - VP FIN & DEPUTY TREAS OFC VFFN110000 - VP FIN & DEPUTY TREAS OFC 148400 - COMPUTER SYSTEMS SOFTWARE</td><td></td></tr><tr><td>Dept ID:</td><td>Fund:</td><td>Program:</td><td></td></tr><tr><td colspan="3">04004 - VP FINANCE & DEPUTY TREASURER OPBAS - OPERATING BASIC ADALL - ADMINISTRATIVE ALLOWABLE</td><td></td></tr><tr><td colspan="3">Chartfield total</td><td>\$-989.00</td></tr></tbody></table>	Chartfield information			Amount	SpeedType:	Purpose:	Account:	\$-989.00	VFFN110000 - VP FIN & DEPUTY TREAS OFC VFFN110000 - VP FIN & DEPUTY TREAS OFC 148400 - COMPUTER SYSTEMS SOFTWARE				Dept ID:	Fund:	Program:		04004 - VP FINANCE & DEPUTY TREASURER OPBAS - OPERATING BASIC ADALL - ADMINISTRATIVE ALLOWABLE				Chartfield total			\$-989.00	\$-989.00 Edit Remove
Chartfield information			Amount																							
SpeedType:	Purpose:	Account:	\$-989.00																							
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Chartfield total			\$-989.00																							
Test-Add-Fund-Nov-2017	<p>Unit of measure: Each Quantity: 1 Unit cost: \$989.00</p> <table border="1"><thead><tr><th colspan="3">Chartfield information</th><th>Amount</th></tr></thead><tbody><tr><td>SpeedType:</td><td>Purpose:</td><td>Account:</td><td>\$989.00</td></tr><tr><td colspan="3">PURC110000 - PROCUREMENT SERVICES PURC110000 - PROCUREMENT SERVICES 149000 - COMPUTER HARDWARE & SUPPLIES</td><td></td></tr><tr><td>Dept ID:</td><td>Fund:</td><td>Program:</td><td></td></tr><tr><td colspan="3">04750 - PROCUREMENT SERVICES OPBAS - OPERATING BASIC ADALL - ADMINISTRATIVE ALLOWABLE</td><td></td></tr><tr><td colspan="3">Chartfield total</td><td>\$989.00</td></tr></tbody></table>	Chartfield information			Amount	SpeedType:	Purpose:	Account:	\$989.00	PURC110000 - PROCUREMENT SERVICES PURC110000 - PROCUREMENT SERVICES 149000 - COMPUTER HARDWARE & SUPPLIES				Dept ID:	Fund:	Program:		04750 - PROCUREMENT SERVICES OPBAS - OPERATING BASIC ADALL - ADMINISTRATIVE ALLOWABLE				Chartfield total			\$989.00	\$989.00 Edit Remove
Chartfield information			Amount																							
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04750 - PROCUREMENT SERVICES OPBAS - OPERATING BASIC ADALL - ADMINISTRATIVE ALLOWABLE																										
Chartfield total			\$989.00																							
Total of amendment items		\$0.00																								
New PO total		\$8,989.00																								

← Previous step ✖ Exit without saving 💾 Save & exit (not submitted) **Next step →**



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To add additional items on an Existing PO:

Step 1: Fill in the item short description, unit of measure, quantity and unit cost.

Add item

Item short description: Test-Demo-Pieces-of-Procurement

Item long description:
4000 characters left.

Unit of measure: Each

Quantity: 1

Unit cost: \$ 10
(use format n.nn)

Line total: \$ 10.00

Step 2: Fill in the SpeedType. There can be up to six different speed types for an item.

Step 3: Fill in the category code by typing the description or the account code. Only one category / account code per line item. Fill in the amount corresponding to each speed type.

Step 4: Click Save to add more Speed Types. Click done to add another line item.

Chartfield information

SpeedType: PURC110000
PROCUREMENT SERVICES

Purpose: PURC110000 - PROCUREMENT SERVICES

Category: Search by description or account.
140

Account: 46500 - ATHLETIC APPAREL ACCOUNT 140102
41200 - ATHLETIC SUPPLIES ACCOUNT 140100

Dept ID: 41101 - CHEMICALS ACCOUNT 140610

Fund: 41005 - COPY MACHINE SUPPLIES ACCOUNT 140200
41400 - FARM SUPPLIES ACCOUNT 140400

Program:

Userfield:

Project ID/Grant:

Amount: \$

Action: Save

Done



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Step 5: Click Save Item. Repeat the steps to add additional line items if needed. Then click Next Step.

Step 6: Enter any additional comments for Approvers or Procurement to pass on to the vendor.

Step 7: Additional approvers are optional, can be added if needed by changing copy to Approve in the drop down. Choose a Purpose Code Administrator from the drop down. Click Finish and Submit.

Form Originator: Narayan, Abirami Meyyappan

Comments:

Attachment(s):
Use the Browse or Choose file button to locate the file(s) on your local drive. Note: The sum of all attached files must be less than 31 MB.

1. Choose File No file chosen Attach

Copy

Copy

Copy

Copy

Purpose Code Administrator

Choose one
Walueff, George S
Stewart, Robert Scott
Maurelli, Angelo Leigh
Choose one

Final Approver: PayVend Buyer 6

Copy: Narayan, Abirami Meyyappan

Previous step Exit without saving Save & exit (not submitted) **Finish & submit**