



### 13 Material Change Order – Contract Amendment

**Material Change Order:** any change to the contract. This requires SPO approval.




**Contract Amendment:** A written modification to a contract that does NOT meet the definition of a change order (720 ILCS 5/33E-9). An amendment may memorialize an action authorized by specific language in the contract (e.g., exercise of an option or showing price decrease or increase based on CPI), or may memorialize non-material changes (e.g., change in names of notice contacts or number of periodic status meetings).

Note: A “Change Order” is an Amendment, but an Amendment is not always a “Change Order.”



Tab	Task	Who
<b>Original Purchase Order</b>		
<ul style="list-style-type: none"> <li>🔒 Change Order</li> </ul>	<ul style="list-style-type: none"> <li>🔒 Create Change Order</li> </ul>	Agency
<ul style="list-style-type: none"> <li>🔒 Change Order: General Tab</li> </ul>	<ul style="list-style-type: none"> <li>🔒 Complete tabs Left to Right</li> <li>🔒 Change Any Required fields</li> <li>🔒 Save and Continue</li> </ul>	Agency
<ul style="list-style-type: none"> <li>🔒 Change Order: Items Tab</li> </ul>	<ul style="list-style-type: none"> <li>🔒 Add Open Market Item</li> <li>🔒 Item Type: Normal</li> <li>🔒 Description: Brief explanation of change order</li> <li>🔒 Quantity: 1</li> <li>🔒 Unit Cost: value of total change</li> <li>🔒 Add NIGP Code(s) by clicking on  or entering manually</li> <li>🔒 Save and Exit</li> </ul>	Agency
<ul style="list-style-type: none"> <li>🔒 Change Order Address Tab</li> </ul>	<ul style="list-style-type: none"> <li>🔒 To change Ship-to or Bill-to-Address, click  to search for new address</li> <li>🔒 Enter Search Criteria or enter nothing to receive all addresses</li> <li>🔒 Find It</li> <li>🔒 Select a new address</li> <li>🔒 Click Select to update address</li> <li>🔒 Click Save &amp; Continue to save changes and continue</li> <li>🔒 To apply changes to Ship-to to all items on Requisition - Click Apply Ship-to to All Items</li> <li>🔒 To apply changes to Bill-to to all items on Requisition - Click Apply Bill-to to All Items</li> <li>🔒 <i>Important:</i> This will override any selections made at the address Sub-Tab in the Items Tab.</li> </ul>	Agency

<p> Change Order: Attachments Tab</p>	<p> Add Files: any attachments to complete the procurement file</p> <p> Verify that <b>Show Vendor</b> is <i>NOT checked</i> for any file or form that should <u>not</u> be accessible to the public.</p> <table border="1" data-bbox="397 241 1063 420"> <thead> <tr> <th><u>Document</u></th> <th><u>Show to Vendor</u></th> </tr> </thead> <tbody> <tr> <td>Vendor Signed Amendment</td> <td>No</td> </tr> <tr> <td>Any communications for the procurement file</td> <td>No</td> </tr> </tbody> </table>	<u>Document</u>	<u>Show to Vendor</u>	Vendor Signed Amendment	No	Any communications for the procurement file	No	Agency				
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Vendor Signed Amendment	No											
Any communications for the procurement file	No											
<p> Change Order: Reminders Tab</p>	<p> Set Reminder as Desired</p>	Agency										
<p> Change Order: Summary Tab</p>	<p> Add comment for whole change order to explain updated information.</p> <p> Save &amp; Continue</p> <p> Submit for Approval</p>	Agency										
<p><b>Conduct Approval</b> </p> <p><b>Note: SPO approval path must be added manually</b></p>												
<p> PO Summary</p>	<p> Access PO</p> <p> Change Order Tab</p> <p> Apply/Delete Change Order</p>	Agency										
<p><b>Please note: Agency may execute the Amendment/Change Order only after SPO approval. Any amendments that do not receive SPO approval may be void.</b></p>												
<p><b>Create Change Order to attach executed amendment and complete procurement file</b></p>	<p> Change Order</p>	<p> Create Change Order</p>	Agency									
	<p> Change Order: Attachments Tab</p>	<p> Verify that <b>Show Vendor</b> is <i>NOT checked</i> for any file or form that should <u>not</u> be accessible to the public.</p> <p> Add Files</p> <table border="1" data-bbox="544 1186 1274 1470"> <thead> <tr> <th><u>Document</u></th> <th><u>Show to Vendor</u></th> <th><u>Confidential</u></th> </tr> </thead> <tbody> <tr> <td>Fully Executed Amendment</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Any other documents to complete procurement file</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table> <p> Save &amp; Continue</p>	<u>Document</u>	<u>Show to Vendor</u>	<u>Confidential</u>	Fully Executed Amendment	Yes	Yes	Any other documents to complete procurement file	No	Yes	Agency
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	Fully Executed Amendment	Yes	Yes									
Any other documents to complete procurement file	No	Yes										
<p> Change Order: Reminders Tab</p>	<p> Set Reminder as Desired</p>	Agency										
<p> Change Order: Summary Tab</p>	<p> Add Comment for whole Change Order: Attaching Fully Executed Amendment</p> <p> Edit the Custom Column Descriptions with actual change information</p> <p> Save &amp; Continue</p> <p> Submit for Approval</p>	Agency										
<p><b>Conduct Approval</b> </p>												

Note: SPO approval may be triggered dependent upon cumulative changes to previous change orders.			
	PO Summary	<ul style="list-style-type: none"> <li> Access PO</li> <li> Change Order Tab</li> <li> Apply/Delete Change Order</li> </ul>	Agency