























### 13 Non-Material Change Order

A non-material Change Order is a BidBuy change order. This is used to update the procurement file and does not change anything in the contract.

Examples of a non-material change order: adding an attachment, eliminating overall validation errors, changing a purchaser



Tab	Task	Who
<b>Original Purchase Order</b>		
 Change Order	 Create Change Order	Agency
 Change Order: General Tab	 Complete tabs Left to Right  Change Any Required fields  Save and Continue	Agency
 Change Order: Items Tab	<b>Note: when adjustments to line items are needed, please refer to the Material Change Order Job Aids.</b>	Agency
 Change Order Address Tab	<b>Note: when adjustments to addresses are needed, please refer to the Material Change Order Job Aids.</b>	Agency
 Change Order: Attachments Tab	 Add Files: any attachments to complete the procurement file   Verify that <b>Show Vendor</b> is <u>NOT checked</u> for any file or form that should <u>not</u> be accessible to the public.	Agency
 Change Order: Reminders Tab	 Set Reminder as Desired	Agency
 Change Order: Summary Tab	 Add comment for whole change order to explain updated information.  Save & Continue  Submit for Approval	Agency
<b>Conduct Approval</b> 		
<b>Note: SPO approval may be triggered dependent upon cumulative changes to previous change orders.</b>		
 PO Summary	 Access PO  Change Order Tab  Apply/Delete Change Order	Agency

