

# How to Locate and Respond to Change Orders in OregonBuys

- Locate Change Orders in OregonBuys
- Respond to Change Orders in OregonBuys
- Acknowledge Revised Purchase Orders (PO) in OregonBuys

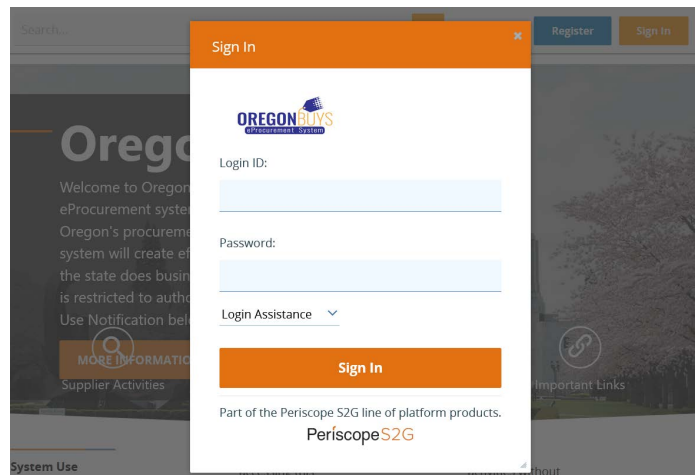
Change order notifications are sent to the primary PO email address associated with the vendor’s OregonBuys profile.

Change orders are sent to vendors through OregonBuys and can be found in the “Purchase Orders / Change Orders (Un-Acknowledge)” section of the PO tab. These documents require acknowledgement, review, and response. After acknowledging a change order the buyer will send a revised purchase order that will also need to be acknowledged.

Only users with Seller privileges can acknowledge a change order in OregonBuys. These instructions assume the logged in user has Seller credentials.

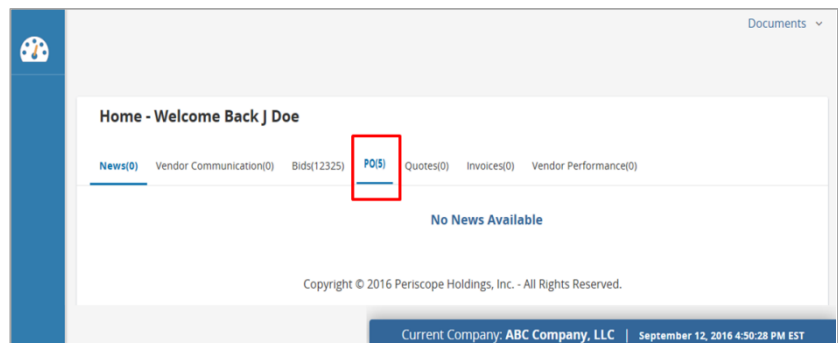
## Step 1: Launching OregonBuys

1. Enter the uniform resource locator (URL) address for OregonBuys (<https://oregonbuys.gov>)
2. Click on the **Sign In** button once the OregonBuys landing page displays.
3. Enter your **Login ID** and **Password** and click **Sign In**.



## Step 2: Accessing Change Orders

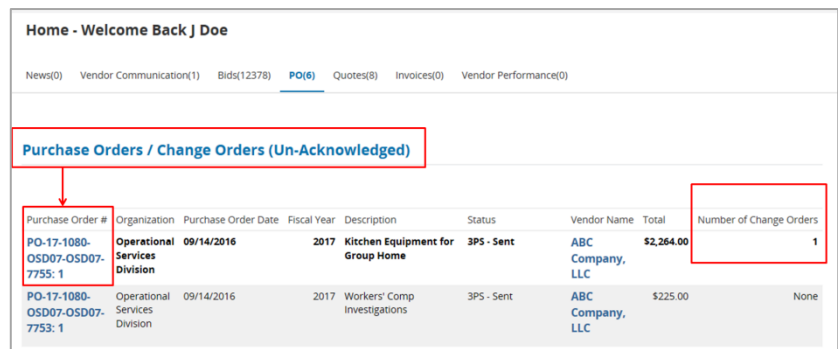
1. From the Homepage click on the **PO** tab to view purchase orders that have been sent to your company.



## Step 3: Opening Change Orders

1. To open a change order, click on the hyperlinked **Purchase Order #** that is associated with the change order. Purchase orders that contain change orders will appear in the **Purchase Orders / Change Orders (Un-Acknowledge)** section of the PO tab.

**NOTE:** The value under the **Number of Change Orders** column displays the number of change orders associated with the purchase order.



### Step 4: Acknowledging Purchase Orders

1. Check the first box to acknowledge receipt of the purchase order.
2. Check the second box to notify the buyer of the purchase order receipt.
3. Click the **Proceed** button to continue.

### Download Acknowledgement

- I am acknowledging receipt of this purchase order.
- Notify requestor of receipt of this purchase order.

Proceed

Cancel & Exit

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### Step 5: Reviewing Change Orders

Change order information can be reviewed from two (2) places: **Summary** tab or **Change Order** tab.

#### Summary Tab

Scroll to the middle of the **Summary** tab to the **Change Order** section to see the changes.

#### Change Order Tab

Click the **Change Order** tab to access details of the change order.

**NOTE:** A PDF copy of the purchase order can be made using the **Print** button at the bottom of the page. Be sure to review the **Attachments** tab for Terms and Conditions and any other applicable attachments.

Release Purchase Order PO-17-1080-OSD07-OSD07-7813:1

General Items Attachments(4) Notes Change Orders(2) Subcontractors **Summary**

**Header Information**

<b>Purchase Order Number:</b> PO-17-1080-OSD07-OSD07-7813	<b>Release Number:</b> 1	<b>Short Description:</b> System Planning & Mgmt
<b>Status:</b> SPS - Sent	<b>Purchaser:</b> Zelpha Bennett	<b>Receipt Method:</b> Quantity
<b>Fiscal Year:</b> 2017	<b>PO Type:</b> Release	<b>Minor Status:</b>
<b>Department:</b> OSD07 - OSD TRAINING	<b>Location:</b> OSD07 - OSD TRAINING	<b>Type Code:</b>
<b>Alternate ID:</b>	<b>Entered Date:</b> 10/19/2016 10:37:55 AM	<b>Control Code:</b>
<b>Days ARO:</b> 0	<b>Retainage %:</b> 0.00%	
<b>Required By Date:</b>	<b>Promised Date:</b>	
<b>Contact Instructions:</b> Contact Zelpha Bennett at (617)777-7777	<b>Tax Rate:</b>	<b>Actual Cost:</b> \$50,000.00
<b>Ship-to Address:</b> OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Bill-to Address:</b> OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	

**Special Instructions:**

**Attachments**

**Agency Files:** XYZ Standard Contract\_Form.doc  
System Planning and Mgmt Project announcement  
Revised Project Specifications

**Agency Forms:**

**Vendor Files:** System Planning and Mgmt Project Proposal

**Vendor Forms:**

**PO Terms**

**Preferred Delivery Method:** Email

**Remit-to Address:** Maryanne Cleen  
6 Nantucket St  
Boston, MA 02122  
US  
Email: zelpha.bennett@state.ma.us  
Phone: (617)111-1111

**Payment Terms:**

**Shipping Method:**

**Shipping Terms:**

**Freight Terms:**

**PO Mailing Address:** Maryanne Cleen  
6 Nantucket St  
Boston, MA 02122  
US  
Email: zelpha.bennett@state.ma.us  
Phone: (617)444-4444

**Change Orders**

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Attachment File Changes: Header 1. File 'Revised Project Specifications: File 'Revised Project Specifications' added.	11/04/2016 01:31:28 PM	No
2	Item added Item 2 1. Item 2 added. Item 3 1. Item 3 added.	11/04/2016 01:52:02 PM	No

Release Purchase Order PO-17-1080-OSD07-OSD07-7813:1

General Items Attachments(4) Notes **Change Orders(2)** Subcontractors Summary

**Change Orders**

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Exit