



S T A T E O F M A R Y L A N D
DEPARTMENT OF INFORMATION TECHNOLOGY

Purchase Order Vendor Change Order



Purchase Order Vendor Change Order

Due to a recent audit finding by the State Legislative Auditors, a change has been implemented to the FMIS ADPICS application effective November 13, 2008.

This change now requires Agencies to create a Change Order (8475 screen) if they need to pay another vendor other than the vendor that was originally attached to the Purchase Order.



Purchase Order Vendor Change Order

Be advised, **no vendor changes** shall be made on any releases (PO) to a statewide Blanket Purchase Order (BPO) without permission from the controlling agency. This includes BPO's from Department of Budget & Management (DBM), Department of Information Technology (DoIT) or Department of General Services (DGS).



Purchase Order Vendor Change Order

This change order must be processed by the Procurement Department within your Agency.

The Procurement Department will require proper documentation from the Accounts Payable Department before a change can be processed. This documentation should include a copy of the invoice stating the new vendor.



Purchase Order Vendor Change Order

It is the Procurement Department's responsibility to then follow up with the original vendor and obtain the necessary documentation as to the change in vendor.



Purchase Order Vendor Change Order

The Invoice 1500 Screen–

If you attempt to enter a vendor on the 1500 screen that is not the same vendor on the Purchase Order you will receive an error message. (This does not apply to mail code changes.)

VENDOR NOT ON PO – MUST BE ADDED ON 8475 SCREEN

PCHL1500 V4.1 MD UAT ADVANCED PURCHASING/INVENTORY 10/14/2008 8:38 AM

LINK TO:

INVOICE HEADER ENTRY

NOTE PAD : N INVOICE ALL : N (Y/N)

INVOICE SEQ : N00IV207791 DOC TYPE : IV INV DATE : 10/10/2008

INVOICE NUMBER : 5558 DATE REC : 10/10/2008

ACTION INDICATOR : N FILTER IND: INTF TYPE: XX VOUCHER NO:

PURCHASE ORDER NO : EUSP9200048 DEPT: N0014 LETTERS SENT: 0

DOCUMENT STATUS : NOPT P.O. DOCUMENT BALANCE: 7.12

PROPERTY ID : INVOICE AMOUNT : .89

VENDOR NUMBER : 1234567829 VENDOR ADD WITH PDT =00

ADDRESS : 982 CLAY STREET

CITY: BALTIMORE ST: MD ZIP: 20784

F.O.B. POINT : DEST DISCOUNT TERMS : NET

DISTRIBUTION METHOD: D PAYMENT CODE: 00 REJECT CODE:

FREIGHT : MATCH TYPE : A4 INTERAGENCY: N

OTHER CHARGES :

SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3

F1-HELP F3-DELETE F5-NEXT F6-VIEW DOC F8-QUICK ENTRY F9-LINK

F10-SAVE F11-VIEW ACCTG F12-REJECT ENTER-INQUIRE CL-EXIT

VENDOR NOT ON PO - MUST BE ADDED ON 8475 SCREEN



Purchase Order Vendor Change Order

The Change Order 8475 Screen—

Before any Vendor Change Order is created, the Accounts Payable person should double check to verify that there were no typographical errors.

Once this determination is made, a Vendor Change Order (8475 screen) will need to be created by the Procurement Department.

LINK TO:

PURCHASE ORDER - ITB CHANGE MENU

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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

- (1) - PURCHASE ORDER - ACCOUNTING CHANGE
- (2) - PURCHASE ORDER - COMMODITY CHANGE
- (3) - DOCUMENT - COMMODITY ADD
- (4) - BPO/PO AMOUNT AND DATE CHANGE
- (5) - SUBCONTRACTOR PARTICIPATION AMOUNT CHANGE
- (6) - INVITATION TO BID - DUE DATE CHANGE
- (7) - PURCHASE ORDER CHANGE ORDER INQUIRY
- (8) - BLANKET PURCHASE ORDER CHANGE ORDER

(10) - PURCHASE ORDER VENDOR CHANGE ORDER

(CL) - EXIT

PCHL8475 V4.1 MD UAT

ADVANCED PURCHASING/INVENTORY

10/14/2008

8:59 AM

LINK TO:

PURCHASE ORDER VENDOR CHANGE ORDER

CHANGE ORDER ID : COA00244 DOC TYPE: CV

PURCHASE ORDER ID : EUSP9200048 NOTE PAD: N

EFF DATE: 10/14/2008

VENDOR NO : 1521303673 DELETE VENDOR (Y/N): N

VENDOR NAME:

FILTER IND :

STATUS : NOPT

CREATE : 10/14/08

ACTION IND : N

UPDATE : 10/14/08

POST :

INTERFACE TYPE : XX

F1-HELP

F3-DELETE

F5-NEXT

F9-LINK

F10-SAVE

F11-SEL VENDOR

ENTER-INQUIRE

CL-EXIT

CHANGE ORDER IS SUBMITTED FOR APPROVAL PROCESSING



Purchase Order Vendor Change Order

The Notepad 9100 Screen—

For auditing purposes, the notepad should be filled out for every 8475 Change Order documenting the reason for change.

PCHL9100 V4.1 MD UAT

ADVANCED PURCHASING/INVENTORY

11/03/2008 4:02 PM

LINK TO:

ELECTRONIC NOTE PAD

PAGE 01 OF 01

CO PO VEN 8475

WRONG VENDOR WAS ATTACHED TO ORIGINAL PO.

F1-HELP

F4-AUDIT

F5-TOP

F6-COPY

F7-PR PAGE

F8-NX PAGE

F9-LINK

F10-SAVE

F11-INS PAGE

F12-DEL PAGE

ENTER-INQUIRE

CL-EXIT



Purchase Order Vendor Change Order

The Vendor Change Order 8475 Screen –
Agencies **MUST** establish approval paths.

The Vendor Change Order document will need to be posted before the change takes affect.

PCHL8475 V4.1 MD UAT ADVANCED PURCHASING/INVENTORY 11/03/2008 4:48 PM

LINK TO: PURCHASE ORDER VENDOR CHANGE ORDER

CHANGE ORDER ID	: COA00244	DOC TYPE: CV
PURCHASE ORDER ID	: EUSP9200048	NOTE PAD: Y
VENDOR NO	: 1521303673	EFF DATE: 10/14/2008
VENDOR NAME:	TARGET, INC.	DELETE VENDOR (Y/N): N
FILTER IND	:	
ACTION IND	: A	STATUS : APPR
INTERFACE TYPE	: XX	CREATE : 10/14/08
		UPDATE : 10/14/08
		POST :

F1-HELP

F3-DELETE

F5-NEXT

F9-LINK

F10-SAVE

F11-SEL VENDOR

ENTER-INQUIRE

CL-EXIT



Purchase Order Vendor Change Order

Approval Paths will have to be established to allow this document to be approved by at least one level before the Change Order is posted.

The final poster should **not** be the originator of the Change Order.

Once posted, the vendor can be paid through Invoice/Voucher processing.

PCHL5985 V4.1 MD UAT ADVANCED PURCHASING/INVENTORY 11/05/2008 1:54 PM
LINK TO: INITIATING DEPT PATH TABLE MAINTENANCE PAGE 01 OF 01

INITIATING DEPT : EUS EUS: TEST FOR MM

DOCUMENT : CO CHANGE ORDER

DOCUMENT TYPE : CV PURCHASE ORDER VENDOR CHANGE O

LOWER LIMIT
DOLLAR AMOUNT : .00

DEPT ID	DEPARTMENT NAME	LEVEL/ USER ID	UPDATE DATE
EUS	EUS: TEST FOR MM	LEV- 999	11/05/2008
N00	DHR: DOC NUMBERING GROUP ID	LEV- 100	

F1-HELP F3-DELETE F5-NEXT F7-PRIOR PAGE
F8-NEXT PAGE F9-LINK F10-SAVE ENTER-INQUIRE CL-EXIT



Purchase Order Vendor Change Order

The Purchase Order Vendor Listing 2359 Screen–

The original vendor will remain on the Purchase Order header screen.

The newly added vendor will be displayed on the 2359 screen. There is no limit as to how many additional vendors can be attached to a Purchase Order.

PCHL2359 V4.1 MD UAT

ADVANCED PURCHASING/INVENTORY

10/13/2008 5:07 PM

LINK TO:

PO VENDOR LISTING

PAGE 01 OF 01

PO ID : EUSP9200048

S	VENDOR ID	V E N D O R	N A M E	DEL	IND	VENDOR STATUS
	1234567828	MIKE MCKENNA	TEST ADD		N	
	1234567824	TEST FOR	P3		N	MBE SBR
	1234567834	MIKE MCKENNA	52 TEST		N	MBE SBR

F1-HELP F2-SELECT

F5-NEXT

F7-PRIOR PAGE

F8-NEXT PAGE F9-LINK

ENTER-INQUIRE

CLEAR-EXIT



Purchase Order Vendor Change Order

Change Orders Must be Processed Timely–

The Procurement Department as well as the Accounts Payable Department must keep in mind that GAD still requires a 25 day turnaround time on Vendor Invoices. The ‘clock’ starts when an invoice arrives at the agency.

Please work together to get the job done and keep the payment processing flowing.



Purchase Order Vendor Change Order

Purchase Orders Multiple Vendor Inquiry 2459
Screen –

Departments can inquiry on all Vendor Change Orders created for their agency. Date range defaults to 30 days but can be changed.

PCHL2459 V4.1 MD UAT ADVANCED PURCHASING/INVENTORY 11/05/2008 2:43 PM
LINK TO: PURCHASE ORDERS MULTIPLE VENDOR INQUIRY

DEPARTMENT : EUS EUS: TEST FOR MM
FROM DATE : 05/05/2008 TO DATE : 11/05/2008

S	PO ID	DEL IND	TYPE	CREATE DATE	HEADER VENDOR	ADDED VENDOR
	EUSP9200002	N	DP	09/22/08	1234567824	1234567828
	EUSP9200004	N	DP	11/05/08	1234567834	1234567824
	EUSP9200048	N	DP	10/08/08	1234567828	1234567824
		N		10/08/08		1234567834
		N		11/03/08		1521303673
	EUSP9200066	N	DP	10/17/08	1526002033	1234567824
	EUSP9200069	N	DP	10/17/08	1234567828	1234567834
	EUSP9200070	N	DP	10/17/08	1234567834	1234567824
	EUSP9200071	N	DP	10/17/08	1234567824	1234567828
	EUSP9200072	N	DP	10/21/08	1234567824	1234567834
		N		10/21/08		1234567836
		N		10/21/08		1234567838

F1-HELP F2-VIEW PO F4-VIEW CO F5-NEXT
F7-PRIOR PAGE F8-NEXT PAGE F9-LINK ENTER-INQUIRE CL-EXIT



S T A T E O F M A R Y L A N D
DEPARTMENT OF INFORMATION TECHNOLOGY

Questions? Contact the DoIT Service Desk at 410-260-7778

Agency procurement, accounting and procedural questions, should be directed to **YOUR** Procurement and Accounts Payable departments.