Hawaii eProcurement System ~ HePS
How Do I Create a Change Order?

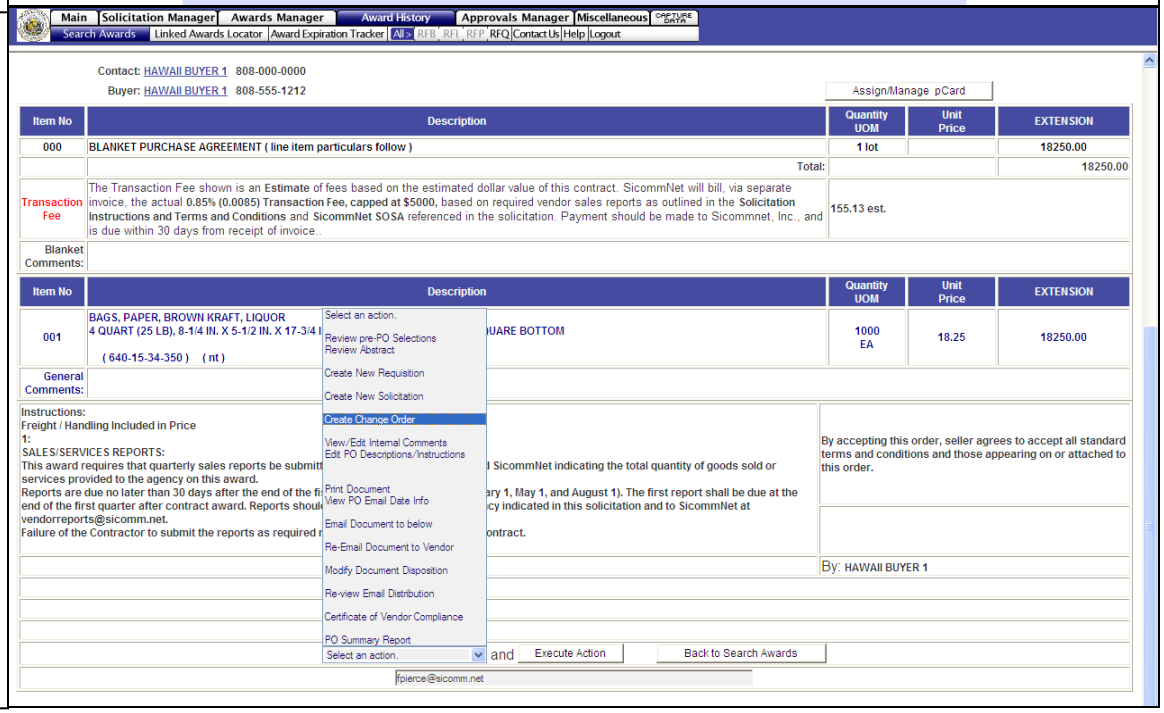
Change Orders are used to modify or change the original award in some fashion. This function is used for the common Change Order on a Purchase Order or used for Contract Modifications, Renewals, or Extensions.

The system takes a copy of the original award and allows you to edit it and release it as a new award that is tied to the original. It will add a suffix extension to the award number. For example; a Change Order on award ID2008000123 will have a new award numbered ID2008000123**-01**. A second Change Order becomes **-02**.

To create a Change Order first find your original award using the **Awards History/Search Awards** function.

You can also find your award using the **Award History** tab and then the **ALL>RFB, RFI, RFP, or RFQ** sub tab, which will display a list of awards. Click on the **Details** button to display the award.

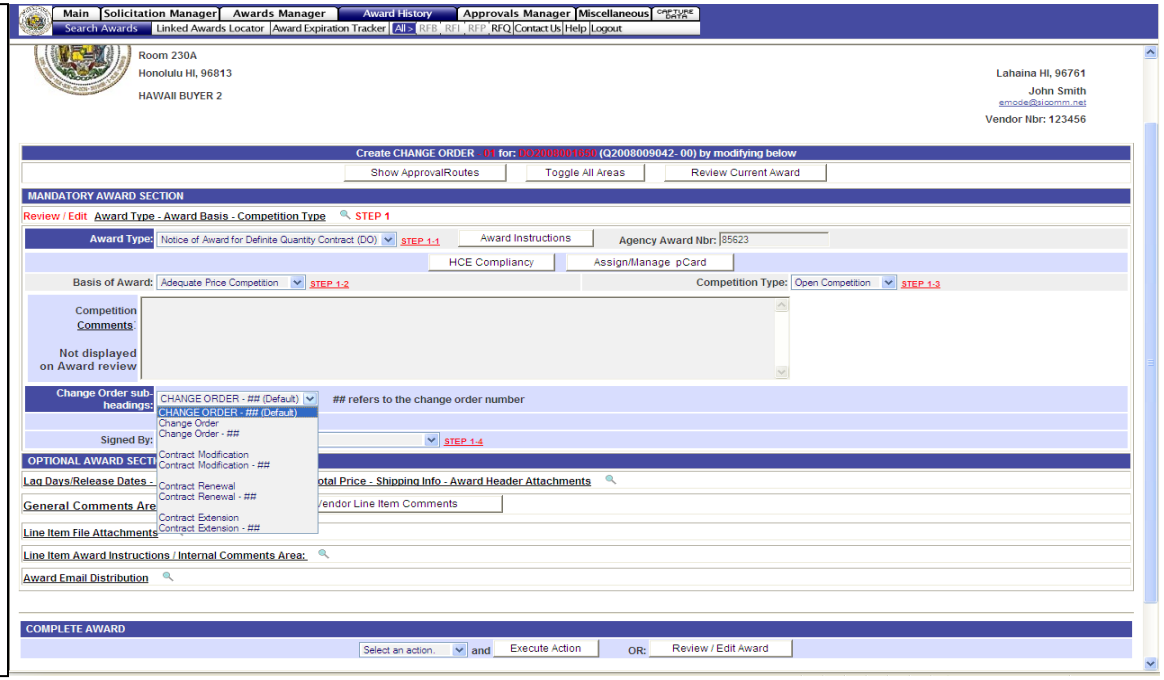
When the display of the award appears, scroll to bottom and choose **Create Change Order** on dropdown, then click **Execute Action**.



The **Award Input** screen that was used to create the original award will appear. All information from the original will appear under the links and can be edited for the Change Order.

Click on the **Mandatory Step 1** – **Award Type-Award Basis- Competition Type** link to open this area.

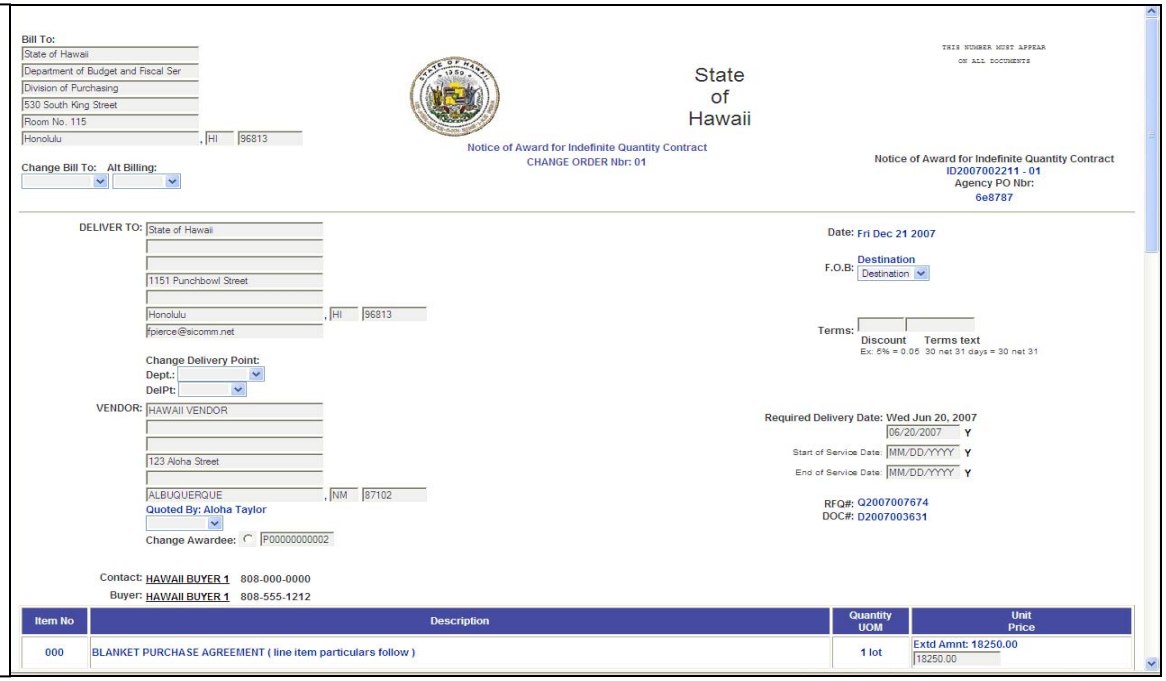
Below the Competition Comments area is a drop down called **Change Order sub-headings**. These are the selections available to you. Your choice will appear as text on the top of the new award. The **##** on the header selection means then number will appear (example ## means it will display as 01). Choosing a heading without the ## means that no suffix numbering will appear.



After reviewing and editing all the areas on this page, chick on the **Review/Edit Award** button on the bottom right. This will display the Edit page in a pop up window for you to do the final changes to the award.

All the information is copied from the original award and so *must* be changed for the new award Change Order to be accurate. Follow these steps:

Change the Dates to reflect the dates of the amendment. For example, if you are extending or renewing a contract the dates need to be the new time period, not the original. Or if the delivery date is being changed, make that edit.

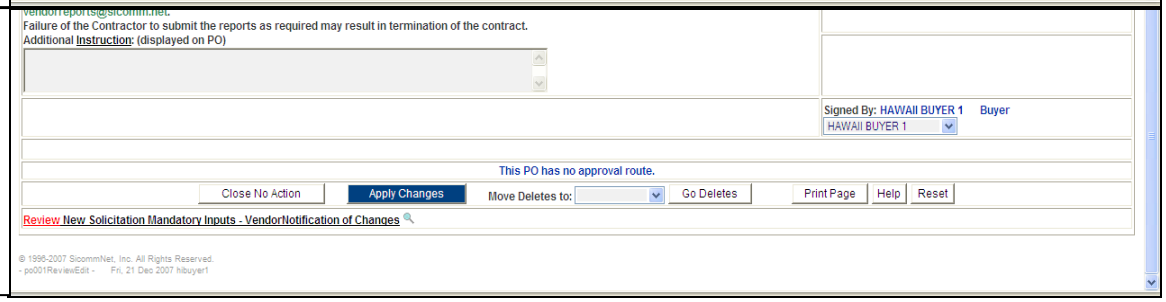


Edit the Description to reflect what you are doing. For example, type in what the Change Order is for i.e.; to extend dates, change quantities, adjust pricing, etc.

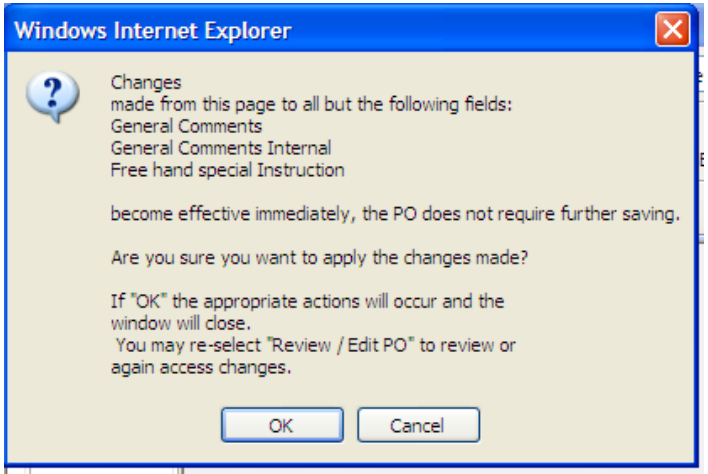
Change Quantity to show your changes if necessary. For example if the original was for 100 each and you are adding 20 more – change it to 20. Or if it was for 6 months and you are adding 3 more months – change it to 3 months. If it is 1 each or 1 job it may not be necessary to edit the quantity.

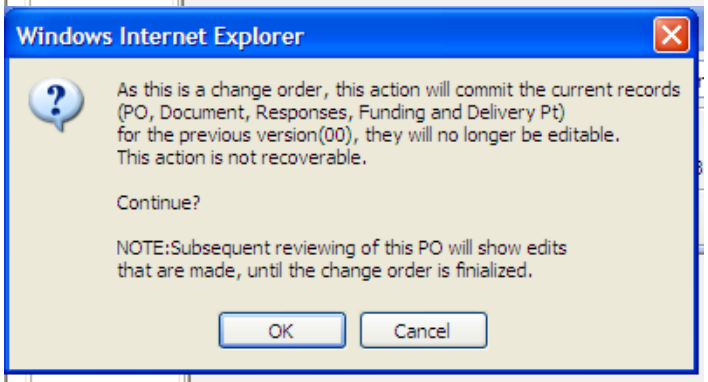
Change Pricing to reflect what you are adding or removing from the award. For example if you are allowing a price increase from $1.00 to $1.25, put in $0.25. ***The new total should only be what is being added to the award.*** If you are extending a contract by a few months, put in the dollars for the extension period only.

Apply Changes – click the **Apply Changes** button on the bottom left of the pop up to save your edits on this page. A few pop ups will appear to confirm your actions.

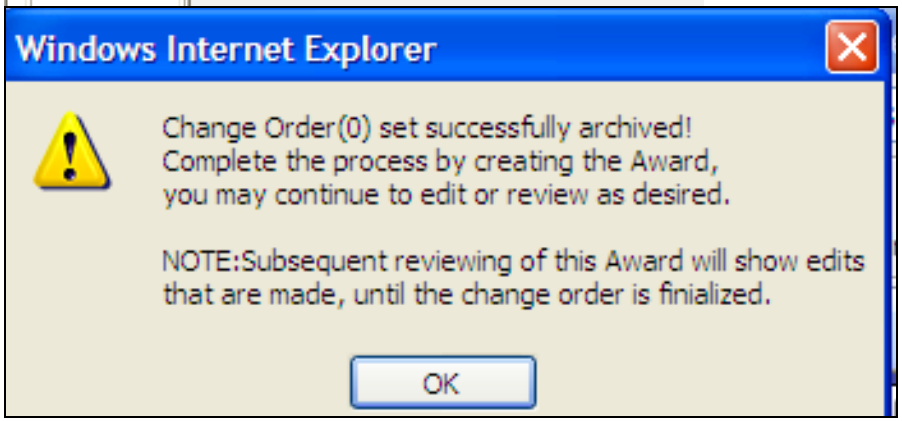


Two popups messages will appear to confirm your choices. Click **OK** if the information is correct.

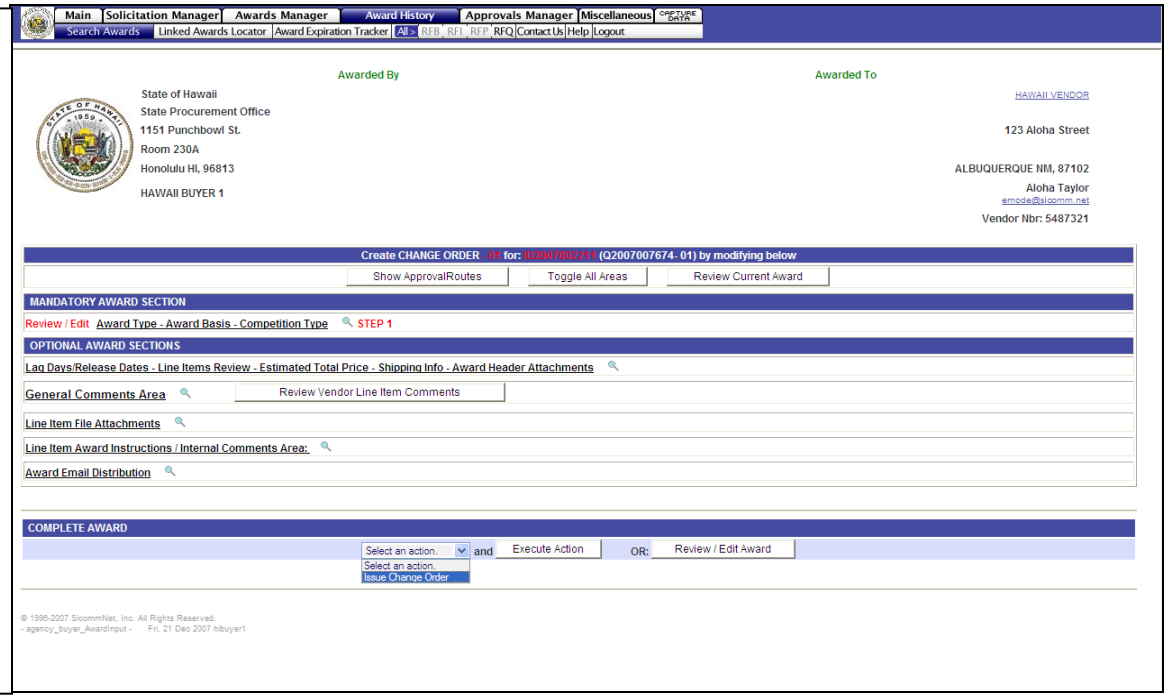
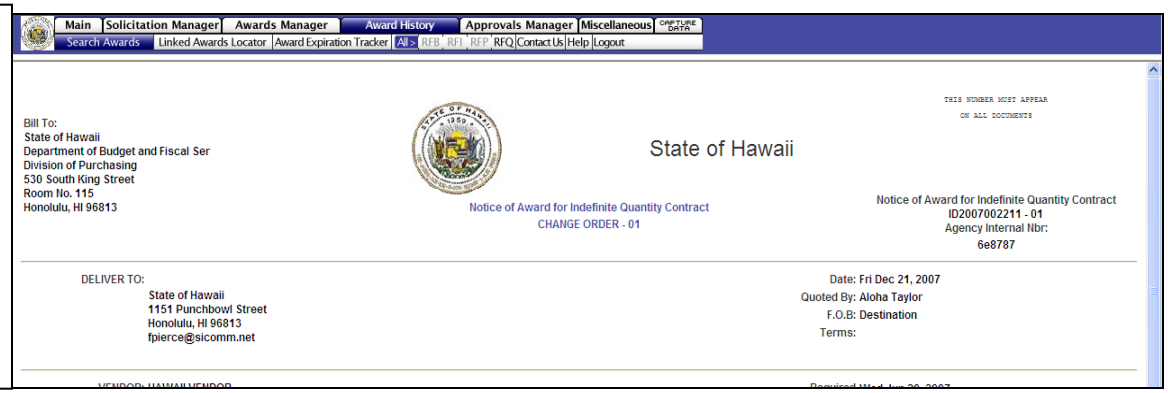




A final popup will confirm that the Change Order was successful. Click **OK**



After clicking okay on the last popup, you will be returned to the previous page when you complete the Change Order process by using the bottom **Select an Action** drop down. Select **Issue Change Order** and click **Execute Action**



A new Award will be created with the -01 suffix extension. It will go through any normal approval routings and be emailed to the vendor. It can be found again in the Awards History and had all the normal features of the original award. The original award also remains in history in its original state. To create a second Change Order, use this new award, not the original.