



## MyFloridaMarketPlace Change Order Job Aid

Customers complete change orders (COs) by initiating a change to a requisition (PR). Changes made by the requester route through the standard workflow. Customers with the CO No Workflow permission can make accounting related changes without the requisition routing back through the original workflow. For changes made by customers with this permission that stay within the CO No Workflow fields, (see list in the [MFMP Buyer Manual](#)), MFMP routes the order to FLAIR without routing back through the approval flow.

MFMP validates changed items against accepted receipts and previously invoiced and paid quantities to determine any discrepancies. If you have received or paid more than the original or changed quantity, MFMP displays an error message providing the total quantity received and will allow you to increase it.

MFMP overrides the FLAIR encumbrance balance to match the MFMP PO Balance for each line unless the line encumbrance is zeroed out in FLAIR (MFMP cannot re-encumber the funds). MFMP documents the requisition with a message at the bottom if it fails FLAIR and returns the PR to the requester.

**Tip:** FLAIR encumbrance balance and the MFMP PO balance should match if ALL payments are processed in MFMP.

The change button may not be viewable on the requisition if an associated IR (Invoice Reconciliation) is pending FLAIR integration or a requisition change is already in Composing or Submitted status.

### To Process A Change Order

- Locate the requisition in MFMP.
- Click the Change button.
- Scroll down to the line items and select the individual line that needs to be updated or if all lines need to be updated to the same new code, select the checkbox at the header level. This allows you to complete a Mass Edit of all lines at one time.
- Click on the “Edit” button.
- Scroll down to the accounting information and update the desired field.
- Select “Done”.

**Tip:** If you have completed the edit using the Mass Edit function, editing more than one line, MFMP gives you a confirmation page letting you see that the change you made to line one will be applied to all lines.

- Review the requisition.
- Add comments as required by your agency, recommended.
- Submit the requisition.

**Please contact the MFMP Customer Service Desk if you have any questions.**

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