

**Notice: Be Sure to Process your Purchase Order and Purchase Order Change Orders Correctly: Use the Correct Buyer ID**

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It's important to ensure agency procurement office staff can process a purchase order (PO) and PO change orders correctly.

The SFS team has observed multiple instances when a purchase order (PO) cannot be processed correctly or in a timely fashion because an incorrect or default Buyer ID is listed on the transaction. To help your agency prevent this issue, we wanted to call your attention to this special tip. A user must correctly fill out the Buyer ID field before submitting a PO or PO change order for approval. The entry in the Buyer ID field will determine whether or not the transaction follows your agency's workflow for approval and processing.

Keep in mind the following when creating a PO or a change order:

- When a contract is built from the RFQ process, the default buyer is set to POUSER. If the default POUSER buyer isn't changed to an applicable agency buyer on the contract, the user will need to change the default buyer to an agency buyer on the PO prior to submitting the change order into agency approval workflow.
- For POs created by the Business Services Center (BSC), a BSC buyer will be listed on the PO. Submitted change orders with a BSC buyer listed on the PO will follow BSC approval workflow. The agency will need to change the BSC buyer to an applicable agency buyer to submit the change order into agency approval workflow. This is applicable to BSC-hosted agencies only.

Related Communications and Training:

- 6/23 OGS-BSC Announcement: [Change in Procedure for Agency Specific Contract Purchase Order Change Notices](#)
- Job Aid: **#JAA-CN210-004 Stage POs for Release From Contract**
- Job Aid: **#JAA-PO220-008 Managing a Change Order**
- SFS Self-Paced Training: **Procurement Contract 210**

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