

# Supplier Initiated Change Order without BPA

Purchase Orders (POs) must be acknowledged within 48 hours of receipt and prior to being able to submit a Supplier Initiated change order.

Orders must be in “Open” status to start a Supplier Initiated Change Order.

Any requests for changes or modifications to a PO should be submitted via a Supplier Initiated Change Order within the Oracle Supplier Portal. Never **REJECT** a PO as it will require a new PO to be issued. Instead, contact the Procurement Buyer directly to address questions, concerns, or issues.

All Changes Orders must be submitted and/or resolved prior to shipping.

Supplier Initiated Change Orders are submitted for items such as: Pricing, Quantity, or Promised Delivery Date.

Refer to [Supplier Initiated Change Order Job Aid](#).

Change Order Type	Change Order Process
<b>Pricing</b>	<ul style="list-style-type: none"> <li>- Any pricing that does not align with the forecast and release.</li> <li>- PO is returned to Buyer for review and will be accepted or rejected based on Supplier Initiated Change Order request.</li> </ul>
<b>Quantity</b>	<ul style="list-style-type: none"> <li>- Any quantities that do not align with the forecast and release.</li> <li>- PO is returned to Buyer for review and will be accepted or rejected based on Supplier Initiated Change Order request.</li> </ul>
<b>Item</b>	<ul style="list-style-type: none"> <li>- Contact the Buyer who issued the PO directly.</li> </ul>
<b>Item Description</b>	<ul style="list-style-type: none"> <li>- Contact the Buyer who issued the PO directly.</li> </ul>
<b>Promised Delivery Date</b>	<ul style="list-style-type: none"> <li>- Any delay in milestone dates should be communicated directly to the Buyer, as well as noted in the Kohl's Production Tracker. Failure to do so may result in a chargeback to the Vendor.</li> </ul>