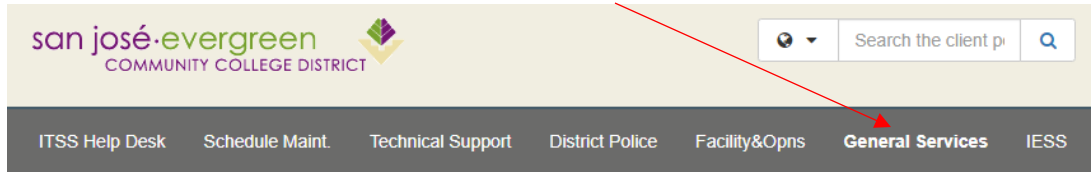


HOW TO: REQUEST A CHANGE ORDER WITH TDX (TEAM DYNAMIX)

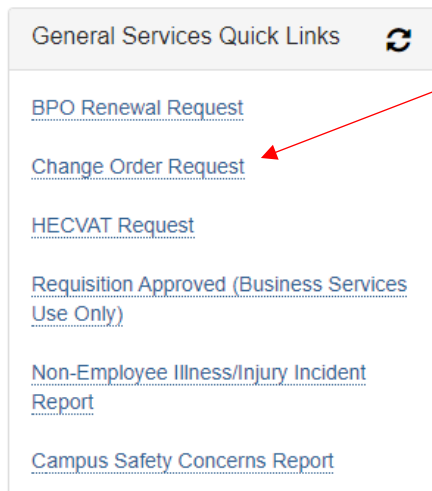
1. Navigate to the SJECDD SSO webpage. [PG2 Single Sign-On \(sjeccd.edu\)](https://sjeccd.edu/pg2)
2. Select "Team Dynamix".



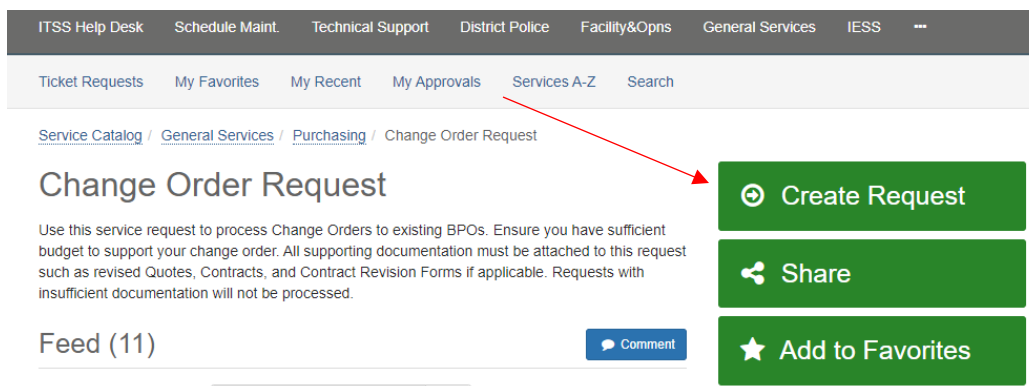
3. Select "General Services" from the tab menu.



4. Select "Change Order Request" from the Quick Links menu.



5. Select "Create Request"



6. Enter details for your Change Order Request on the following screen. Ensure all required fields are completed.

The screenshot shows the 'Change Order Request' form. At the top is a navigation bar with links: ITSS Help Desk, Schedule Maint., Technical Support, District Police, Facility&Opns, General Services, IESS, and a menu icon. Below the navigation bar is a breadcrumb trail: Service Catalog / General Services / Purchasing / Change Order Request. The form title 'Change Order Request' is displayed with '+ Show Help' and '- Hide Help' links. A grey box contains instructions: 'Use this service request to process Change Orders to existing BPOs. Ensure you have sufficient budget to support your change order. All supporting documentation must be attached to this request such as revised Quotes, Contracts, and Contract Revision Forms if applicable. Requests with insufficient documentation will not be processed.' The form fields include: 'Change Order description: *' with a help icon and a text area; 'Requestor: *' with a help icon, a user icon, and a dropdown menu showing 'Mark Hua'; 'Date: *' with a help icon and a date picker; 'Location: *' with a text input; 'Select your primary Department: *' with a help icon, a text input, and a dropdown menu; 'Department Manager *' with a help icon, a text input, and a dropdown menu; 'BPO Number *' with a text input; 'Vendor Name: *' with a text input; 'Select Change Type: *' with a help icon, a text input, and a dropdown menu; and 'Reason for Change Order *' with a text area.

7. Attach supporting documentation as necessary. Select “Submit”.

The screenshot shows the document upload section. A red arrow points to the 'Browse...' button. Above the upload area is a warning message: 'Attach Supporting Documentation such as Contract, Quote/Proposal, Contract Revision Forms, etc. BPO Renewal requests without appropriate supporting documentation will be rejected.' Below the warning is a question mark icon. The upload area itself has a 'Browse...' button and a 'No file chosen' text. Below the upload area is a blue 'Submit' button.

8. Upon submission of your Change Order Request, it will be routed to the following workflow:
- Manager Approval
 - Business Services Approval
 - Purchasing for processing of BPO Renewal.
9. For questions, please contact the Purchasing Department. More Purchasing resources are available on the [Purchasing Toolbox](#).