

How to Amend a Purchase Order

This procedure outlines all the processes of how to amend a purchase order.

A purchase order can be amended at any time until the order has been fully invoiced and closed. A PO cannot be re-opened if closed, and it can't be amended whilst there is another function in progress (amendment already started, receipt in progress, or invoice match in progress).

A purchase order also cannot be amended if the supplier has been selected incorrectly – the PO must be cancelled and a new one raised.

1. Log into CiAnywhere through the '**CIAnywhere**' link on the staff homepage. Insert your JC number and password, click **Log On**.



Log on using your details

User name or email address

jc136556


Password

Log On

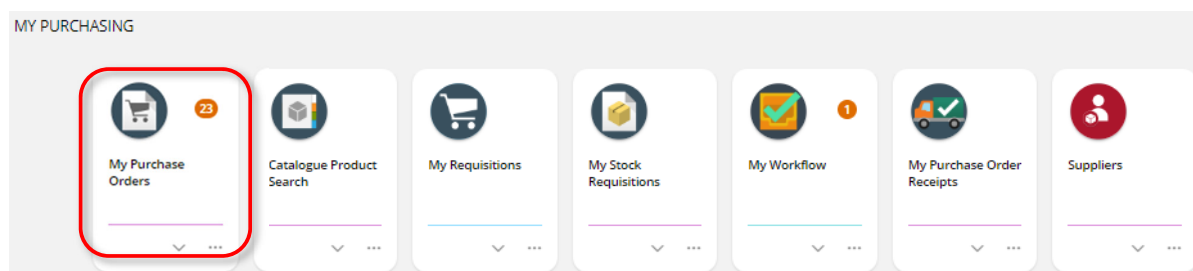


Keep me logged on



Accessibility Mode 

2. Click on **My Purchase Orders**.



3. Find the PO you wish to amend (can't be amended unless status is 'on order' or 'partially invoiced'), then click on **View**.

MyReq Purchasing

Orders Order Lines

1 record.

DELL COMPUTER P/L

ON ORDER

AUD 4,000.00

3,636.36 (Ex)

1 LINE

DELL COMPUTER P/L

0200068251 | DELL.00

Created 09-Jul-2021 by Melissa Bullen

Quote - testing

Receipt Amount (Inclusive) 0.00

Invoice Amount (Inclusive) 0.00

MY PURCHASE ORDER

ON ORDER

View

4. Before you can amend anything, you first need to **Create Amendment**.

Create amendment

DELL COMPUTER P/L (0200068251)

Quote - testing

MyReq Purchasing

Changed by Mel Bullen at 14-Jul-2021 14:20:14

Purchase Order

Order Total (Inclusive) 4,000.00

Currency AUD

In Progress

Requested Items

1 item

ON ORDER

Dissection Summary

1 dissection

Requested Items

1 record.

TESTING Mel Bullen Computer

0200158004 | Melissa Bullen

Unit Amount (Inclusive) 2000.00

Receipt Amount (Inclusive) 0.00

Invoice Amount (Inclusive) 0.00

REQUIRED 07-AUG-2021

TSV 142A

GOODS ON ORDER

AUD 4,000.00

3,636.36 (Ex)

ONLY

1 DISSECTION

View

5. Recommend naming the amendment detail relevant to what you are amending, then **save**.

Create a new amendment

Cancel Save

Amendment Details

Amendment Comment *

Amend to add freight

6. On the 'Settings' tab, you need to select an 'Amendment Reason' from the dropdown, then **save**. You may not need to amend anything else on this tab.

Ordered Items

7 items

Dissection Summary

3 dissections

Settings

MyReq Purchasing purchasing loc...

Required 31-Dec-2022

Supplier Details

PQ Box 601

Matraville NSW 2036

Australia

Addresses

PROCUREMENT JCU

Bldg 1, Lvl 2 Rm 226

101 Angus Smith Drive

Townsville Qld 4811

Australia

Authorisation History

2 items

Settings

Order Date * 05-Dec-2018

Default Date Required * 31-Dec-2022

Order Type Standard Order

Priority * Normal

Exchange Rate Table * JCU_SPOT (JCU Spot Rate)

Exchange Rate Date * 17-Sep-2020

Amendment Details

Amendment Comment *

Amend to add freight

Amendment Reason *

FREIGHT (Freight costs added/)

Cancel Save

Amending a Current Line

1. On the 'Ordered Items' tab, click on **Edit** under the line you wish to amend.

Submit for Approval

DELL COMPUTER P/L (0200068251) Amend to add freight

Ordered Items
1 item

Ordered Items
1 record.

TESTING Mel Bullen Computer
0200158004 | Melissa Bullen
Unit Amount (Inclusive) 2000.00
Invoice Amount (Inclusive) 0.00
REQUIRED 07-AUG-2021 TSV 142A

GOODS ON ORDER
AUD 4,000.00
3,636.36 (Ex)
ONLY
1 DISSECTION

Edit

2. Amend any of the options you initially entered. This can be that you increase/decrease the quantity, change the unit amount, amend the total value of a service, update the description of a product, etc...
3. Once you have updated the line with the amended details (quantity in this example), **save**. You can see the value of the line has been increased, and the line status also shows as 'Amended'.

Submit for Approval

DELL COMPUTER P/L (0200068251) Amend to add freight

MyReq Purchasing
Changed by Mel Bullen at 14-Jul-2021 16:31:17

Amendment
Order Total (Inclusive) 6,000.00
Currency AUD
In Progress

Purchase Order
Order Total (Inclusive) 4,000.00
Currency AUD
In Progress

Ordered Items
1 item

Ordered Items
1 record.

TESTING Mel Bullen Computer
0200158004 | Melissa Bullen
Unit Amount (Inclusive) 2000.00
Invoice Amount (Inclusive) 0.00
REQUIRED 07-AUG-2021 TSV 142A

AMENDED **GOODS ON ORDER**
AUD 6,000.00
5,454.55 (Ex)
ONLY
1 DISSECTION

Edit

4. Attach all documents relating to the amendment, and **submit for approval**.

Adding a new Line

1. Click on **+ Add** at the top of the lines in your PO, and select **Ad hoc request**.

Submit for Approval

DELL COMPUTER P/L (0200068251) Amend to add freight

Ordered Items 1 item

Dissection Summary 1 dissection

Settings MyReq Purchasing purchasing loc... Required 07-Aug-2021

Supplier Details Unit 3

Ordered Items 1 record.

TESTING Mel Bullen Computer
0200158004 | Melissa Bullen

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
2000.00	0.00	0.00

REQUIRED 07-AUG-2021 TSV 142A

AMENDED GOODS ON ORDER
AUD 6,000.00
5,454.55 (Ex)
ONLY
1 DISSECTION

Edit

Ad hoc request

Browse the internal catalogue

2. Complete all fields to add a new line (in this example adding a freight line).
If you have multiple lines to add, use the **dropdown** next to save, and select **save and add**. Otherwise, just select **save**.

Submit for Approval

DELL COMPUTER P/L (0200068251) Amend to add freight

Ordered Items 2 items

Dissection Summary 2 dissections

Settings MyReq Purchasing purchasing loc... Required 07-Aug-2021

Supplier Details Unit 3
14 Aquatic Drive
Frenchs Forest NSW 2086
Australia

Addresses PROCUREMENT JCU
Bldg 1, Lvl 2 Rm 226
101 Angus Smith Drive

Ordered Items 2 records.

TESTING Mel Bullen Computer
0200158004 | Melissa Bullen

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
2000.00	0.00	0.00

REQUIRED 07-AUG-2021 TSV 142A

AMENDED GOODS ON ORDER
AUD 6,000.00
5,454.55 (Ex)
ONLY
1 DISSECTION

Edit

Freight

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
250.00	0.00	0.00

REQUIRED 07-AUG-2021 TSV 142A

ADDED SERVICE ON ORDER
AUD 250.00
227.27 (Ex)
ONLY
1 DISSECTION

Edit

3. You will notice the line status shows as 'Added'.
Attach all documents relating to the amendment, and **submit for approval**.

Deleting a Line (reducing to 0)

1. You cannot delete a line, you have to reduce a line value/quantity to 0. Click on **Edit** under the line you wish to reduce to 0.

Submit for Approval

KINEO (0200061163) Amendment created on 14-Jul-2021

Ordered Items 3 items

Dissection Summary 3 dissections

Settings MyReq Purchasing purchasing loc... Required 31-Jul-2023

Supplier Details PO Box 6815 ADELAIDE SA 5000 Australia

Addresses PROCUREMENT JCU Bldg 1, Lvl 2 Rm 226 101 Angus Smith Drive Townsville Qld 4811 Australia

Authorisation History

Ordered Items 3 records.

Item	Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	Status	Amount
Online B&H training - Term 2021	1260.42	0.00	0.00	SERVICE ON ORDER	AUD 1,260.42
Online B&H training - Term 2022	3025.00	0.00	0.00	SERVICE ON ORDER	AUD 3,025.00
Online B&H training - Term 2023				SERVICE ON ORDER	AUD 1,764.58

2. Override the value and change to 0, then **save**.

Goods/Service	Due *	GST Rate *
Service	24-Dec-2021	C (Current Rate)

Unit Amount (Inclusive)	Order Amount (Inclusive)
1260.42	1,260.42

Delivery Point Type *	Delivery Point *
JCUMYREQ (All JCU MY Req...	DNR (Delivery not required)

Purchase Type *
General Purchase

Goods/Service	Due *	GST Rate *
Service	24-Dec-2021	C (Current Rate)

Unit Amount (Inclusive)	Order Amount (Inclusive)
0.00	0.00

Delivery Point Type *	Delivery Point *
JCUMYREQ (All JCU MY Req...	DNR (Delivery not required)

Purchase Type *
General Purchase

Submit for Approval

KINEO (0200061163) Amendment created on 14-Jul-2021

Ordered Items 3 items

Dissection Summary 3 dissections

Settings MyReq Purchasing purchasing loc... Required 31-Jul-2023

Supplier Details PO Box 6815 ADELAIDE SA 5000 Australia

Addresses PROCUREMENT JCU Bldg 1, Lvl 2 Rm 226 101 Angus Smith Drive Townsville Qld 4811 Australia

Authorisation History

Ordered Items 3 records.

Item	Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	Status	Amount
Online B&H training - Term 2021	0.00	0.00	0.00	AMENDED SERVICE ON ORDER	
Online B&H training - Term 2022	3025.00	0.00	0.00	SERVICE ON ORDER	AUD 3,025.00
Online B&H training - Term 2023				SERVICE ON ORDER	AUD 1,764.58

3. Attach all documents relating to the amendment, and **submit for approval**.

Completing a Line that is Partially Invoiced (reducing to receipted value) – no further invoices

1. When there are no further invoices to be applied to a line, you need to 'complete' the line by reducing the value/quantity to what has been receipted. Click on **Edit** under the line you wish to reduce to 'complete'.

Submit for Approval

CELLOPARK AUSTRALIA PTY LTD (0200046027) Amend to add freight

Ordered Items 7 items

Dissection Summary 3 dissections

Settings MyReq Purchasing purchasing loc... Required 31-Dec-2022

Supplier Details PO Box 601 Matraville NSW 2036 Australia

Addresses PROCUREMENT JCU Bldg 1, Lvl 2 Rm 226 101 Angus Smith Drive Townsville Qld 4811 Australia

Authorisation History

Ordered Items 7 records.

REQUIRED 24-DEC-2020 DNR

Parking System - signage maintenance SERVICE PARTIALLY INVOICED AUD 30,246.70 27,497.00 (Ex) ONLY 1 DISSECTION

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
30246.70	17,323.35	17,323.35

REQUIRED 24-DEC-2021 DNR

Edit

Parking System - signage maintenance SERVICE ON ORDER AUD 30,246.70 27,497.00 (Ex) ONLY 1 DISSECTION

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
30246.70	0.00	0.00

REQUIRED 24-DEC-2022 DNR

Edit

2. Follow step 2 above, however you can only reduce the line to the already receipted value. An error will appear if you enter a value too low. You can use this error to copy the amount to enter into the value field, then **save**.

HOME MENU Enter

Submit for Approval

1 ERROR

Line 19 (Parking System - signage maintenance) - The order amount 0.00 cannot be less than the receipt amount 17323.35.

CELLOPARK AUSTRALIA PTY LTD (0200046027) Amend to add freight

Ordered Items 7 items

Dissection Summary 3 dissections

Settings MyReq Purchasing purchasing loc... Required 31-Dec-2022

Supplier Details PO Box 601 Matraville NSW 2036 Australia

Addresses PROCUREMENT JCU Bldg 1, Lvl 2 Rm 226 101 Angus Smith Drive Townsville Qld 4811 Australia

Ordered Items 7 items

Item Details

Goods/Service Service Due * 24-Dec-2021 GST Rate * C (Current Rate)

Unit Amount (Inclusive) 0.00 Order Amount (Inclusive) 30,246.70

Delivery Point Type * JCUMYREQ (All JCU MY Req... Delivery Point * DNR (Delivery not required)

Cancel Save

Ordered Items 7 items

Item Details

Goods/Service Service Due * 24-Dec-2021 GST Rate * C (Current Rate)


Unit Amount (Inclusive) 17323.35 Order Amount (Inclusive) 17,323.35



Delivery Point Type * JCUMYREQ (All JCU MY Req... Delivery Point * DNR (Delivery not required)

Purchase Type * General Purchase

Cancel Save

3. The line will now show a status of 'Fully invoiced'.
Attach all documents relating to the amendment, and **submit for approval**.

Submit for Approval 

CELLOPARK AUSTRALIA PTY LTD (0200046027)  

Amend to add freight

Ordered Items
7 items

Dissection Summary
3 dissections

Settings
MyReq Purchasing purchasing loc...
Required 31-Dec-2022

Supplier Details
PO Box 601
Matraville NSW 2036
Australia


Addresses
PROCUREMENT JCU
Bldg 1, Lvl 2 Rm 226
101 Angus Smith Drive
Townsville Qld 4811
Australia

Authorisation History

Ordered Items
7 records.

Parking System - signage maintenance
0200144916 | Melissa Bullen

Unit Amount (Inclusive)	Receipt Amount (Inclusive)
17,323.35	17,323.35
Invoice Amount (Inclusive)	17,323.35


REQUIRED 24-DEC-2021 

AMENDED **SERVICE** **FULLY INVOICED**
AUD 17,323.35
15,748.50 (Ex)
ONLY
1 DISSECTION

Edit

Parking System - signage maintenance
0200144916 | Melissa Bullen

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
30,246.70	0.00	0.00

REQUIRED 24-DEC-2022 

SERVICE **ON ORDER**
AUD 30,246.70
27,497.00 (Ex)
ONLY
1 DISSECTION

Edit

Changing the account on a Line that is Partially Invoiced (reducing to receipted value, add a new line)

If there has been invoices paid on a line, you cannot directly amend the account number. You need to 'complete' the line by reducing the value/quantity to the receipted amount, then add a new line with the new account for the balance.

- Follow steps 1&2 above.
- Then you will simply need to follow the steps to 'Add a new line' as described on page 4 of this procedure (only for the balance you just removed from steps 1&2 above).

In the below example, \$12,923.35 was removed from a partially invoiced line, then \$12,923.35 was added to a new line with new account.

Ordered Items + Add

8 records. Print ...

Parking System - signage maintenance AMENDED SERVICE FULLY INVOICED

0200144916 | Melissa Bullen AUD 17,323.35

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	15,748.50 (Ex)
17323.35	17,323.35	17,323.35	ONLY

REQUIRED 24-DEC-2021 DNR 1 DISSECTION

Edit

Parking System - signage maintenance SERVICE ON ORDER

0200144916 | Melissa Bullen AUD 30,246.70

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	27,497.00 (Ex)
30246.70	0.00	0.00	ONLY

REQUIRED 24-DEC-2022 DNR 1 DISSECTION

Edit

2021_LPR ongoing support and machine co SERVICE ON ORDER

5888.04 AUD 5,888.04

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	5,352.76 (Ex)
5888.04	0.00	0.00	ONLY

REQUIRED 24-DEC-2021 DNR 1 DISSECTION

Edit

Parking system signage NEW OPF ADDED SERVICE ON ORDER

12923.35 AUD 12,923.35

Unit Amount (Inclusive)	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	11,748.50 (Ex)
12923.35	0.00	0.00	ONLY

REQUIRED 24-DEC-2021 DNR 1 DISSECTION

Edit

You can see the account summary being updated in the natural view, on the right of screen.

Costing Summary		Current Approved	Amended To	Difference
Account Number	Year	Amount	Amount	Amount
1410.11165.0470.8539	2021	\$ 79,818.68	\$ 79,818.68	\$ -
1410.11165.0470.8539	2022	\$ 43,298.20	\$ 43,298.20	\$ -
1410.11165.0470.8539	Temp	\$ 7,163.46	\$ 7,163.46	\$ -
Total		\$ 130,280.34	\$ 130,280.34	\$ -

Costing Summary		Current Approved	Amended To	Difference
Account Number	Year	Amount	Amount	Amount
1410.11165.0470.8539	2021	\$ 79,818.68	\$ 66,895.33	-\$ 12,923.35
1410.11165.0470.8539	2022	\$ 43,298.20	\$ 43,298.20	\$ -
1410.11165.0470.8539	Temp	\$ 7,163.46	\$ 7,163.46	\$ -
Total		\$ 130,280.34	\$ 117,356.99	-\$ 12,923.35

Costing Summary		Current Approved	Amended To	Difference
Account Number	Year	Amount	Amount	Amount
1410.11165.0470.8539	2021	\$ 79,818.68	\$ 66,895.33	-\$ 12,923.35
1410.11165.0470.8539	2022	\$ 43,298.20	\$ 43,298.20	\$ -
1420.11100.0001.8539	2021	\$ -	\$ 12,923.35	\$ 12,923.35
1410.11165.0470.8539	Temp	\$ 7,163.46	\$ 7,163.46	\$ -
Total		\$ 130,280.34	\$ 130,280.34	\$ 0.00