

## 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**.

**CI ANYWHERE**  
ANY DEVICE. ANY WHERE. ANY TIME.

### Log on using your details

User name or email address

jc136556

Password

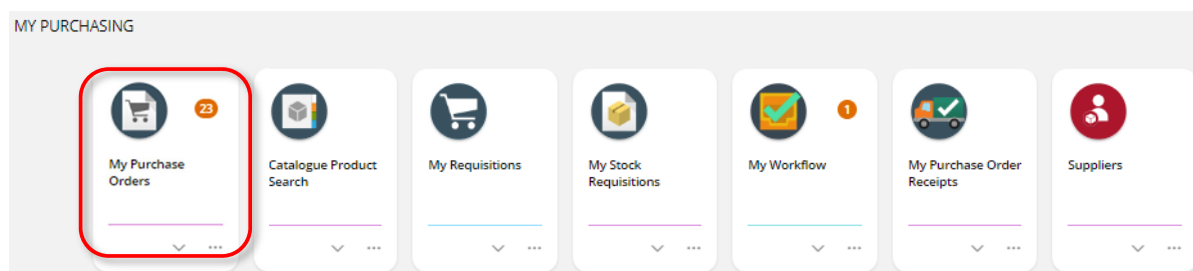
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Log On

Keep me logged on  Accessibility Mode 

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

MY PURCHASING



The dashboard displays several tiles for purchasing management:

- My Purchase Orders** (highlighted with a red box, showing 23 items)
- Catalogue Product Search
- My Requisitions
- My Stock Requisitions
- My Workflow (showing 1 item)
- My Purchase Order Receipts
- Suppliers

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

0200068251 | MyReq Purchasing

Orders Order Lines

1 record. DELL COMPUTER P/L

**DELL COMPUTER P/L** ON ORDER  
 0200068251 | DELL .00  
 Created 09-Jul-2021 by Melissa Bullen  
 Quote - testing  
 Receipt Amount (Inclusive) 0.00  
 Invoice Amount (Inclusive) 0.00

AUD 4,000.00  
 3,636.36 (Ex)  
 1 LINE

MY PURCHASE ORDER  
 ON ORDER

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

Create amendment | MyReq Purchasing

DELL COMPUTER P/L (0200068251)  
 Quote - testing  
 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

- 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

- 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 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 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

Dissection Summary 1 dissection

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

Supplier Details Unit 3 14 Aquatic Drive

Ordered Items 1 record.

TESTING Mel Bullen Computer **GOODS ON ORDER** **AUD 4,000.00**  
3,636.36 (Ex) ONLY  
1 DISSECTION

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

REQUIRED 07-AUG-2021 TSV 142A

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

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

REQUIRED 07-AUG-2021 TSV 142A

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**.

The screenshot shows a PO line item for 'TESTING Mel Bullen Computer'. The 'Submit for Approval' button is highlighted in orange. A dropdown menu is open, showing 'Ad hoc request' selected. The line item details are as follows:

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

Additional details: REQUIRED 07-AUG-2021, TSV 142A, AUD 6,000.00 (5,454.55 Ex), ONLY, 1 DISSECTION.

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**.

The screenshot shows the PO with two line items. The 'Submit for Approval' button is highlighted in orange. The 'Freight' line is highlighted with a red box around the 'ADDED' status. The line item details are as follows:

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

Additional details: REQUIRED 07-AUG-2021, TSV 142A, AUD 250.00 (227.27 Ex), ONLY, 1 DISSECTION.

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)	Total Value
Online B&H training - Term 2021	1,260.42	0.00	0.00	AUD 1,260.42
Online B&H training - Term 2022	3,025.00	0.00	0.00	AUD 3,025.00
Online B&H training - Term 2023	1,764.58	0.00	0.00	AUD 1,764.58

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

Goods/Service Service	Due * 24-Dec-2021	GST Rate * C (Current Rate)	Goods/Service Service	Due * 24-Dec-2021	GST Rate * C (Current Rate)
Unit Amount (Inclusive) 1,260.42	Order Amount (Inclusive) 1,260.42		Unit Amount (Inclusive) 0.00	Order Amount (Inclusive) 0.00	
Delivery Point Type * JCUMYREQ (All JCU MY Req...	Delivery Point * DNR (Delivery not required)		Delivery Point Type * JCUMYREQ (All JCU MY Req...	Delivery Point * DNR (Delivery not required)	
Purchase Type * General Purchase			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)	Total Value
Online B&H training - Term 2021	0.00	0.00	0.00	AUD 0.00
Online B&H training - Term 2022	3,025.00	0.00	0.00	AUD 3,025.00
Online B&H training - Term 2023	1,764.58	0.00	0.00	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 received 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 received. 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 received 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

- 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

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

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

REQUIRED 24-DEC-2021 DNR

Parking System - signage maintenance 0200144916 | Melissa Bullen

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

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

REQUIRED 24-DEC-2022 DNR

### 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. 🗑️ ⋮

**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	\$ -
<b>Total</b>		\$ 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	\$ -
<b>Total</b>		\$ 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	\$ -
<b>Total</b>		\$ 130,280.34	\$ 130,280.34	\$ 0.00