OneCouncil

Quick Reference Guide

City of Kwinana

SUPPLY CHAIN
Creating Requisitions & Receipting
## GST & Non GST Amounts

Need help? Ask for your friendly Change Champion

Overview

This Quick Reference Guide has been designed to assist in raising a requisition for both GST & non GST amounts and receipting the purchase order, such as for Woolworths Open Pay. This should be read alongside 'Creating Requisitions – Adhoc requests' and 'Goods Receipting'.

Launch My Requisitions

① Launch function:
- Enterprise Search: **My Requisitions** or
- Go to **All Roles** tab:
  - Find Supply Chain Management
  - Select **Purchasing**
  - Select **My Requisitions**
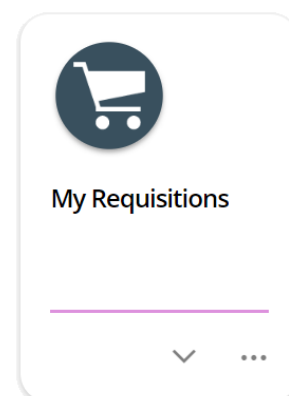
My Requisitions

② Create a blank requisition as per 'Create Requisition – adhoc requests', ensuring:
- **GST Mode**: Inclusive.
- **Single Supplier Requisition**: ticked

Add Requested Items to the Requisition

Two line items are required to be created for the purchase order, one for an amount with GST and one for an amount without GST.

① Select **+ Add,** then select **Ad hoc request**

Fill in all fields as required, ensuring the following:

- * **Description:** Enter your description with 'INC GST'
- * **Goods/ Service**: Goods
- * **GST Rate:** Select rate 'C (Current Rate)'
- **Unit Amount:** Enter amount required for GST inclusive items.

When complete, select **Save**.

Description *
Community Night Catering INC GST

Long Description
Community Night Catering INC GST

Supplier Product

Comment

Goods / Service *	Due *	GST Rate *
Goods	13-Jul-2022	C

Quantity	Unit Name *
1	ONLY

Unit Amount (Inclusive)	Line Amount (Inclusive)
60.00	60.00

② Select **+ Add,** then select **Ad hoc request**

Fill in all required fields, noting the following:

- * **Description:** Ensure this includes 'EX GST'
- * **Goods/ Service**: Goods
- * **GST Rate:** Select rate 'Z (Zero Rated)'
- **Unit Amount:** Enter amount required for GST exclusive items.

When complete, select **Save**.

Description *
Food for Community Night EX GST

Long Description
Food for Community Night EX GST

Supplier Product

Comment

Goods / Service *	Due *	GST Rate *
Goods	13/07/2022	Z (Zero Ra...

Quantity	Unit Name *
1	ONLY

Unit Amount (Inclusive)	Line Amount (Inclusive)
60.00	60.00

Select **Services** if multiple purchases will be receipted against this purchase order.

③ When both lines have been added, select **Submit for Approval**.

Receipting Purchase Order

Once the purchases have been made, receipt the GST inclusive and exclusive totals to the separate order lines.

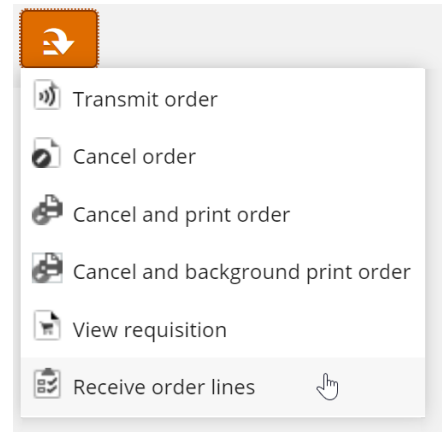To calculate the GST inclusive amount, multiply the GST total by 11.

To calculate the GST exclusive amount, deduct the GST inclusive amount from the receipt total.

① Launch function:
- Enterprise Search: **My Purchase Orders** or
- Select the **My Purchase Orders** function tile or
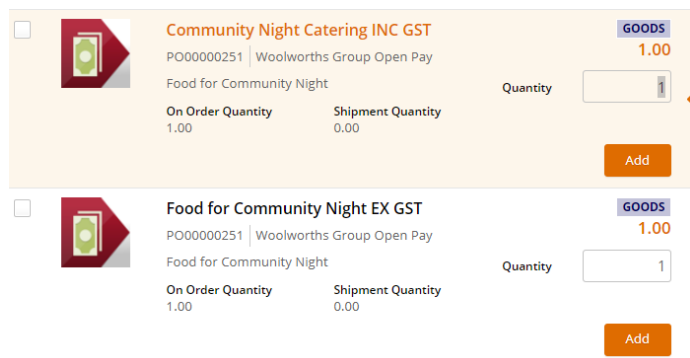- **Purchase Orders** tile if someone else created the PO

My Purchase Orders
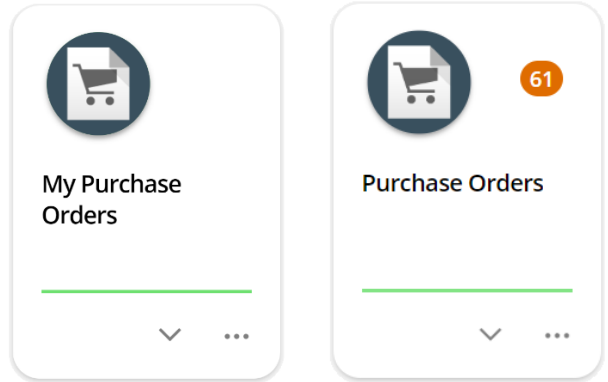
Purchase Orders

② Find the required purchase order to receive the goods or services for:
- Use the filters as required e.g. Filter by Requisition User
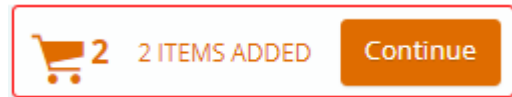- Select the purchase order and click **View**

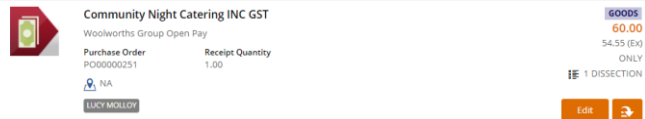③ Click on the drop-down arrow and select **Receive order lines**

Transmit order

Cancel order

Cancel and print order

Cancel and background print order

View requisition

Receive order lines

④ Select **Add** on both lines.

For Services, enter the totals here before selecting **Add.**

Community Night Catering INC GST
PO00000251 | Woolworths Group Open Pay
Food for Community Night
On Order Quantity 1.00   Shipment Quantity 0.00
GOODS
1.00
Quantity 1
Add

Food for Community Night EX GST
PO00000251 | Woolworths Group Open Pay
Food for Community Night
On Order Quantity 1.00   Shipment Quantity 0.00
GOODS
1.00
Quantity 1
Add

⑤ Select **Continue**.

⑥ Select **Edit** on the INC GST line.

⑦ Enter the GST inclusive amount in the Receipt Unit Amount line and select **Save**.

Community Night Catering INC GST - (Woolworths Group Open Pay)

Receipt Quantity	Receipt Unit Name *
1	ONLY

GST Rate *	Purchase Type
C (Current Rate)	General Purchase

Receipt Unit Amount (Inclusive)	Receipt Amount (Inclusive)
38.50	38.50

⑧ Select **Edit** on the EX GST line and enter the GST exclusive amount.
Select **Save**.

Receipt Quantity	Receipt Unit Name *
1	ONLY

GST Rate *	Purchase Type
Z (Zero Rated -)	General Purchase

Receipt Unit Amount (Inclusive)	Receipt Amount (Inclusive)
10.75	10.75

⑨ The Goods Receipt should now reflect the total invoice amount. Select **Approve** to finalise.

Description	Quantity	Unit	Unit Price (Inclusive)	Line Amount (Inclusive)
Food for Community Night EX GST PO00000251 - Woolworths Group Open Pay	1.00	only	10.75	10.75
Community Night Catering INC GST PO00000251 - Woolworths Group Open Pay	1.00	only	38.50	38.50
			Total	49.25

> If the receipt was raised as Goods, the remaining amount is now cleared.
>
> If the receipt was raised as 'Services', future purchases can be receipted against this purchase order or the remainder can be cleared.