

One Council

Quick Reference Guide

SUPPLY CHAIN

Amend a Purchase Order



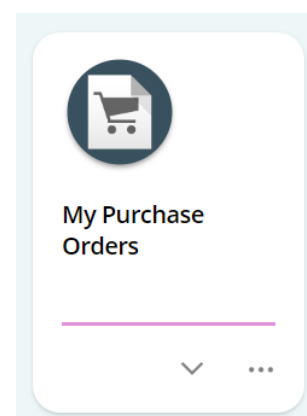
Need help? Ask for your friendly Change Champion

Overview

Purchase order amendments go through the same approval process as the original requisition. Amendments are required if the order amount and cost of works changes from the original purchase order. Amendments must be processed and submitted to an authorising officer for review.

Launch My Requisitions

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



Create a Purchase Order Amendment

- ① Search for and select **View** to open the **Purchase Order** you wish to amend

- ② Select **Create amendment**



- ③ Enter **Amendment Comment** to explain the reason for the amendment
 - Select **Save**

Create a new amendment

^ Amendment Details

Amendment Comment * 207

Amendment created on 06-Jul-2022

Price Increase

④ The **Purchase Order Amendment** screen will appear which displays the original ordered item

- Edit items and make changes to the quantity, price, description, dissection, etc
- Add additional item/s to the order as required

⑤ Select **Submit for Approval**



When amendment has been approved, transmit the amendment