



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

- 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

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



1

Select Create amendment

3

Enter **Amendment Comment** to explain the reason for the amendment

Select Save

Create amendment

Create a new amendment

Amendment Details

Amendment Comment *	207
Amendment created on 06-Jul-2022	
Price increase	
	~
	0

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





(4)

Submit for Approval

When amendment has been approved, transmit the amendment

PURCHASE ORDER AMEND		IN PROGRES
Totally Workwear Rockingham	Order	P00000016
U 7/6 Acute Court	Reference	
ROCKINGHAM WA 6168	Issued	16-Jun-202
ROCKINGHAM WA 6166	Required	16-Jun-202
	Currency	AU
Amendment Reason	Requisition Use	r Jill Plan
Amendment created on 06-Jul-2022 Price increase	Amendment User	Jill Plar
Header Userfields		
Alternative Address Line 1	Alternative Address Line 2	
Alternative Address Line 3	Alternative City	
Alternative State	Alternative Post Code	
Alternative Country	Alternative Phone	
discontine Fred		