



CiAnywhere Procedure

General Expense

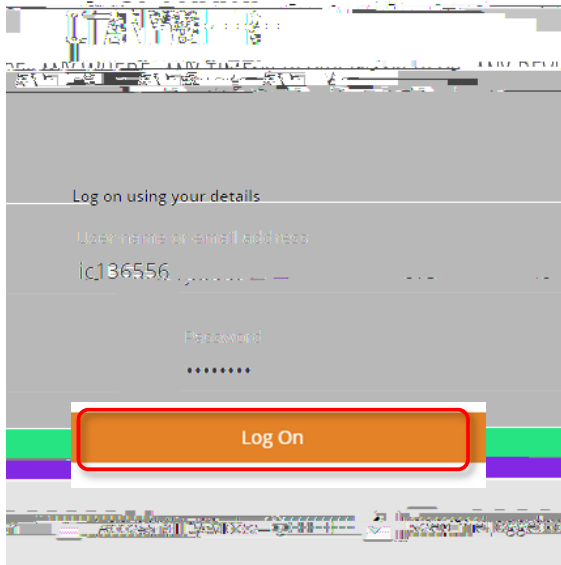
How to Amend a Purchase Order

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).

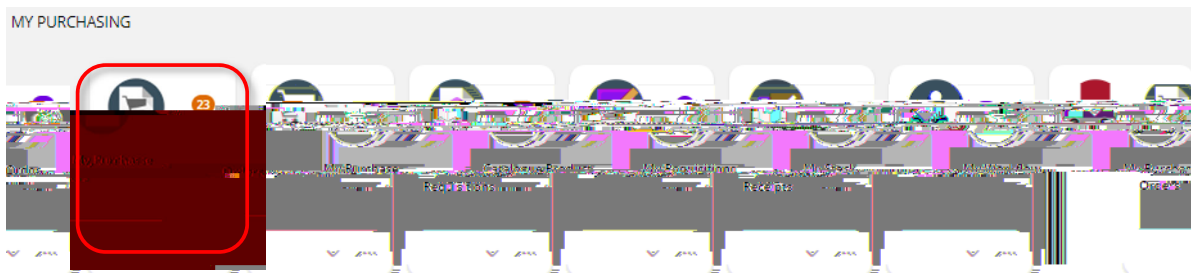
A purchase order also cannot be amended if the supplier has been selected in a contract that has a 0 one

1. Log into CiAnywhere through the 'CiAnywhere' link on the [Log On](#).



[Orders](#).

2. Click on [My Purchase](#)



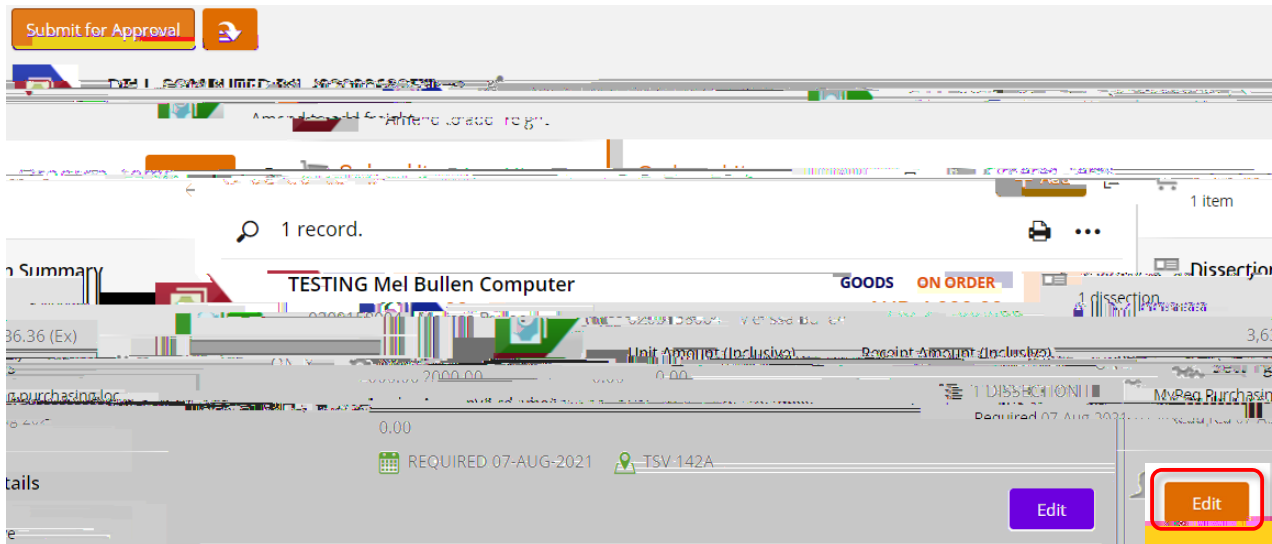
3. Find the PO you wish to amend (can't be amended unless status is 'on order' or 'partially invoiced'), then click on [View](#).

4. Before you can amend anything, you first need to [Create Amendment](#).

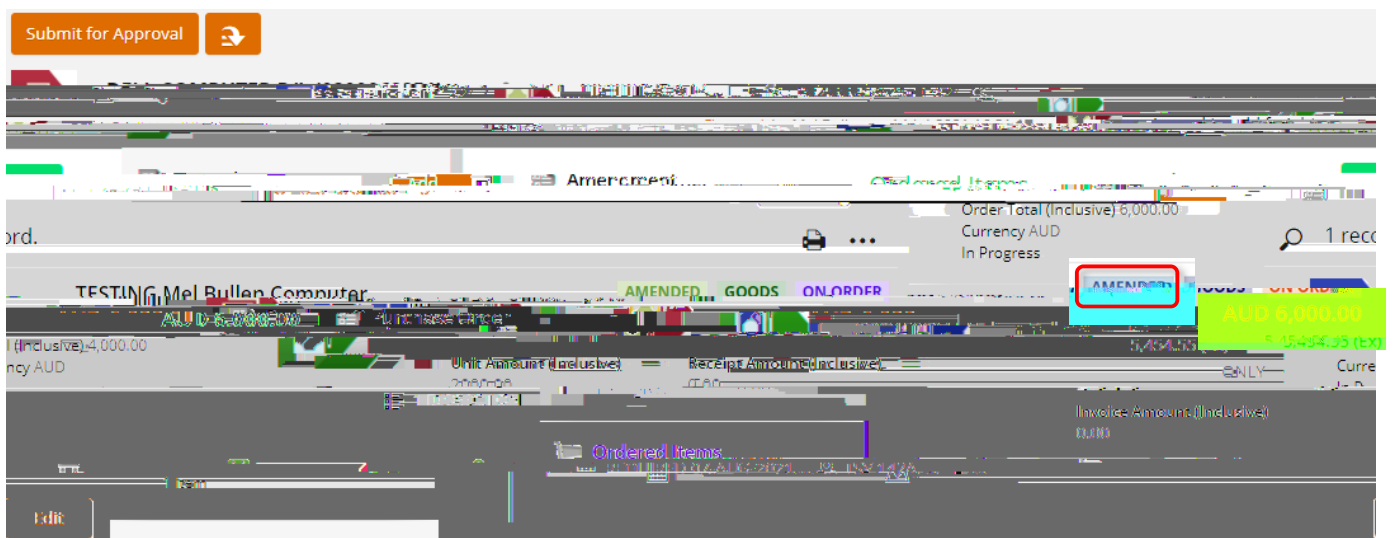
5. Recommend naming the amendment detail relevant to what you are amending, then [save](#)

Amending CurrentLine

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



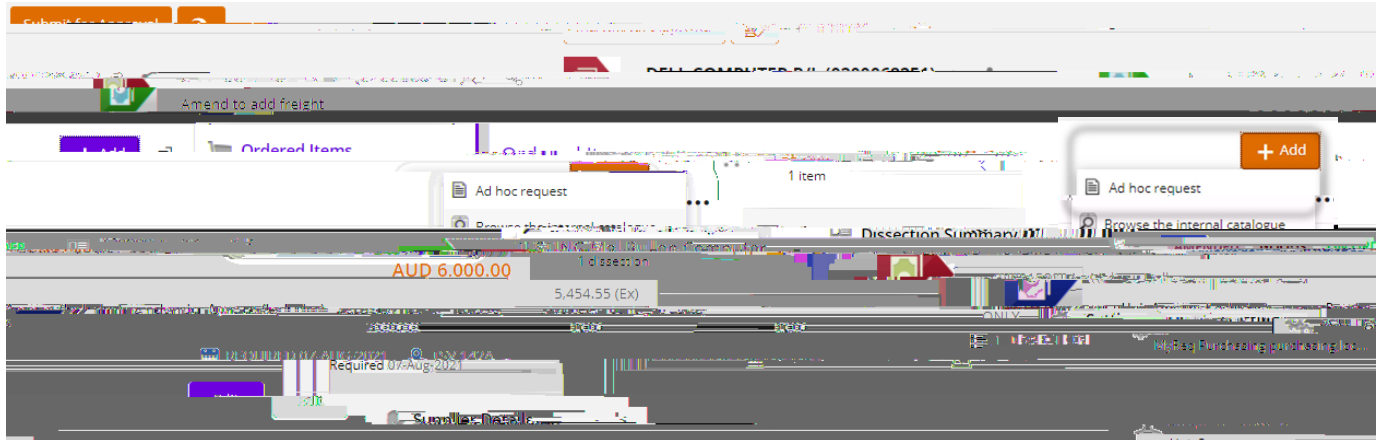
2. Amend any of the options you initially entered. This can be that you increase/decrease the quantity, change the unit amount, amend the total value of a service, update the description of a product, etc...
3. Once you have updated the line with the amended details (quantity in this example), **save**.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



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**.



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**.

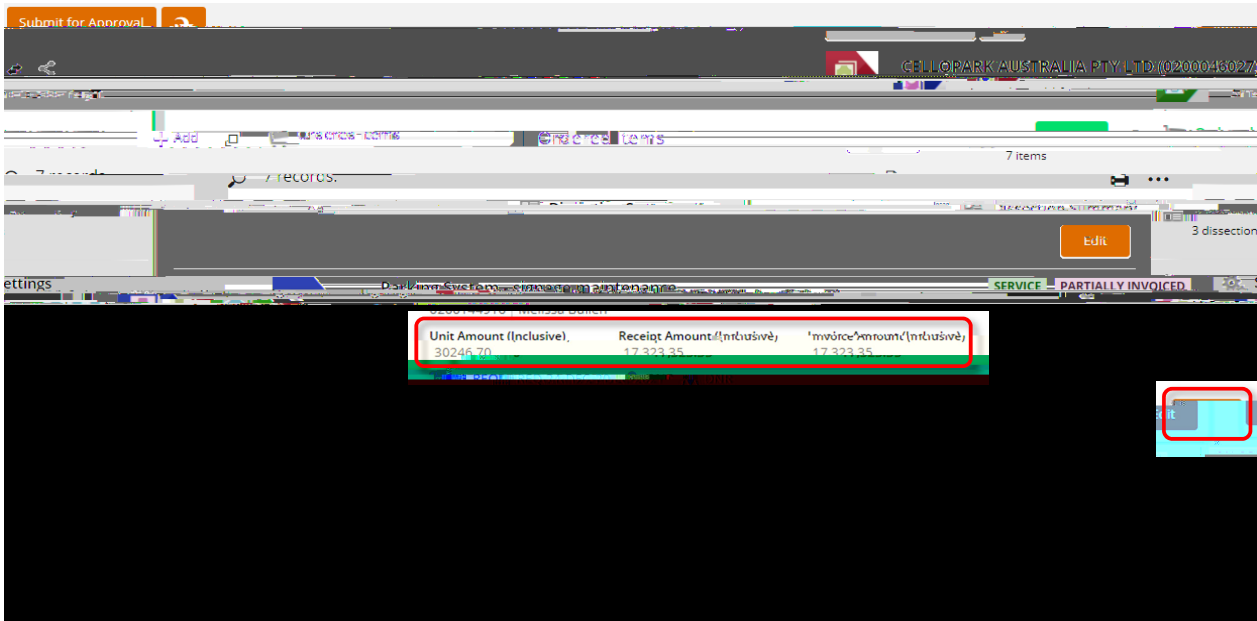


3. You will notice the line status shows as 'Added'. Attach all documents relating to the amendment, and **submit for approval**.

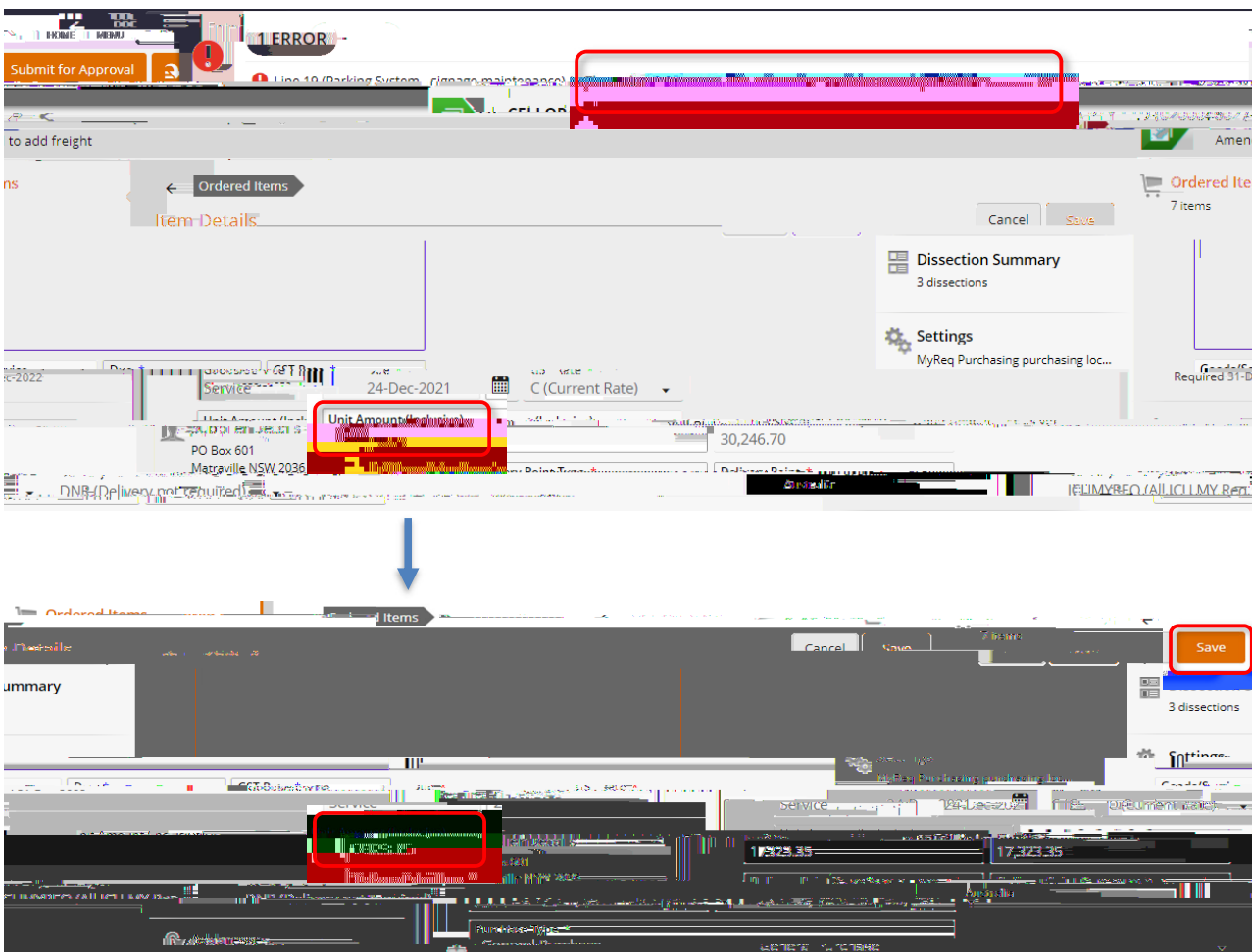
Deleting Line(reducing to 0)

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'.



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**



3. Theline will now showa statusof 'Fullyinvoiced'.
Attachall documentsrelatingto the amendment,andsubmit for approval.

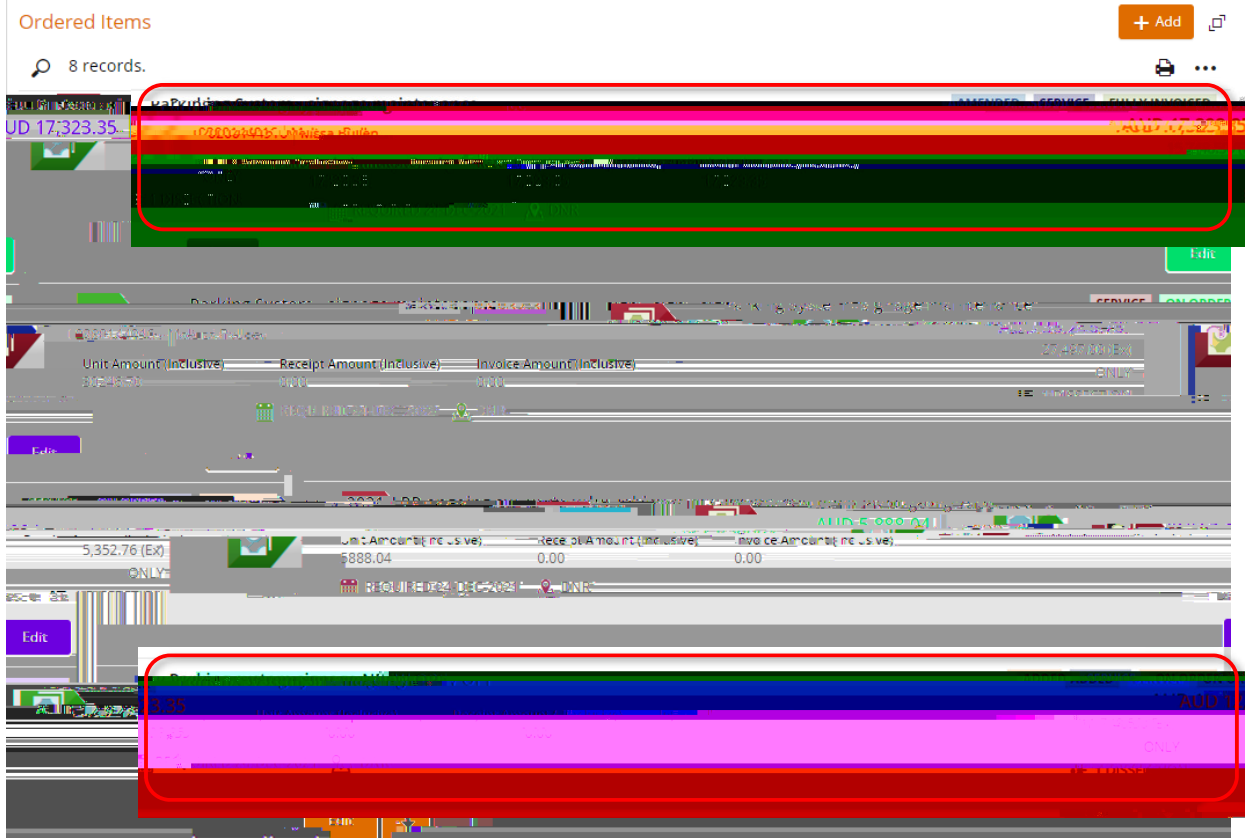
The screenshot displays a procurement system interface. At the top, there is a 'Submit for Approval' button. Below it, the header shows 'CELLOPARK AUSTRALIA PTY LTD (0200046027)' and 'Amend to add freight'. The main area is titled 'Ordered Items' and shows a table with columns for 'Unit Amount (Incl. GST)', 'Receipt Amount (Incl. GST)', and 'Invoice Amount (Incl. GST)'. A red box highlights the 'Unit Amount' and 'Receipt Amount' columns, showing values of 17,323.35. To the right, a blue box highlights an 'ADD' button. Below the table, there is a 'Supplier Details' section for 'FD Bus 604' and a 'Service' section for 'ON ORDER'. The bottom of the screen shows a 'History' section and an 'Authorisation' button.

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

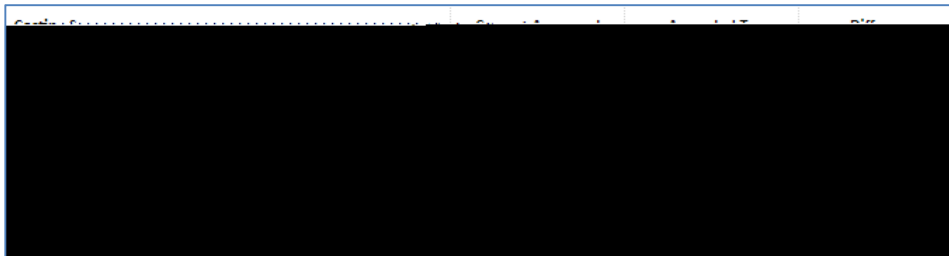
If there has been invoices paid on a line, you cannot directly amend the account number. You need to 'complete' the line by reducing the value/quantity to the received amount, then add a new line with the new account for the balance.

1. Follow steps 1 & 2 above.
2. 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.



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



Amount	Account Number	Year	Amount	Amount
\$ 12,923.35	1410.11165.0470.8539	2021	\$ 79,818.68	\$ 66,895.33
\$ -	1410.11165.0470.8539	2022	\$ 43,298.20	\$ 43,298.20
\$ -	1410.11165.0470.8539	Temp	\$ 7,163.46	\$ 7,163.46
\$ 12,923.35		Total	\$ 130,280.34	\$ 117,356.99

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	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	\$ 0.00