The following topic demonstrates the steps required to create an ‘Amount Only’ requisition for the yearly purchase of Neverfail bottled water. These orders require users to incorporate ‘Amount Only’ lines as well as a combination of Taxable and GST-Exempt items.

Learning Objectives

Upon completion of this lesson, learners will be able to:

- Create a standing order for the purchase of bottled water from Neverfail

Procedure

To create an ‘amount only’ requisition for Neverfail Springwater deliveries:

1. In the Left-Menu, click the eProcurement link.
2. Click the Create Requisition link.
3. Enter the Requester name into the Requester field, and click the OK button. Note that this option will only appear if you have access to purchase on behalf of other requesters. If you do not have access to other requesters, your own User ID will default as the Requester and the Define Requisition page will be displayed instead (Step 4).
4. Enter "Neverfail Standing Order 2012" into the Requisition Name field.
5. Click the Continue button.
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6. Click the **Special Request** tab, and then click the **Special Item** link.

7. The first line of the requisition will be for the bottled water. Enter "**Bottled Water for the period 1 Jan 2012 to 31 Dec 2012**" into the **Item Description** field.

**Hint:** The price you enter for the bottled water will be an estimate for the year. (Note that this is an estimate of the **dollar cost**, **not** an estimate of the number of bottles you expect to receive).

8. Enter the estimated price into the **Price** field.

9. This item will be changed to **Amount Only**, which will override the **Quantity**. Therefore, enter "1" into the **Quantity** field.

10. Enter "**ea**" into the **Unit of Measure** field.

11. Enter "**50000000**" the **Category** field. (This is the category code for **Food Beverage and Tobacco Products**).

12. Enter "**1000001926**" into the **Vendor ID** field. (This is the Vendor ID code for **Neverfail Springwater**).
13. Enter "Please quote Purchase Order number on all invoices for water deliveries to xxxx [insert your area here]" into the Additional Information field.

14. Click the Send to Vendor option. Selecting this option will print the Additional Information on the Purchase Order.

15. Click the Add Item button.

16. The next line of the requisition will be for the fuel levy. Enter "Fuel Levy" into the Item Description field.

**Hint:** The price you enter for the fuel levy will be an estimate for the year.

17. Enter the estimated price into the Price field.

18. This item will be changed to Amount Only, which will override the Quantity. Therefore, enter "1" into the Quantity field.

19. Enter "ea" into the Unit of Measure field.

20. Enter "50000000" the Category field. (This is the category code for Food Beverage and Tobacco Products).

21. Enter "1000001926" into the Vendor ID field. (This is the Vendor ID code for Neverfail Springwater).

22. Click the Add Item button.

23. The final line of the requisition will be for the hire of the water cooler. Enter "Water Cooler Rental" into the Item Description field.
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Hint: Water cooler rental is sometimes a fixed price per month, or a one off payment once a year. Check a recent invoice or your previous Neverfail requisitions to determine how your area is billed for cooler rental (this will also determine what is entered into the Quantity field), and what the price will be for the year. In this example, we are assuming that Neverfail will bill us once for $125.00 (exclusive of GST) so this line is not changed to Amount Only, and the quantity remains as 1.

24. Enter the price into the **Price** field.
25. Enter the quantity into the **Quantity** field.
26. Enter "**ea**" into the **Unit of Measure** field.
27. Enter "**50000000**" the **Category** field. (This is the category code for Food Beverage and Tobacco Products).
28. Enter "**1000001926**" into the **Vendor ID** field. (This is the Vendor ID code for **Neverfail Springwater**).
29. Click the **Add Item** button.
30. Click the **3. Review and Submit** link.
31. The requisition lines for Bottled Water and the Fuel Levy need to be changed to **Amount Only**. Click the **Line Details** button for **Line 1**.

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bottled Water for the period</td>
<td>NEVERFAIL SPRINGWATER LTD.</td>
<td>1.0000</td>
<td>Each</td>
<td>500.0000</td>
<td>500.00</td>
</tr>
<tr>
<td>2</td>
<td>Fuel Levy</td>
<td>NEVERFAIL SPRINGWATER LTD.</td>
<td>1.0000</td>
<td>Each</td>
<td>50.0000</td>
<td>50.00</td>
</tr>
<tr>
<td>3</td>
<td>Water Cooler Rental</td>
<td>NEVERFAIL SPRINGWATER LTD.</td>
<td>1.0000</td>
<td>Each</td>
<td>125.0000</td>
<td>125.00</td>
</tr>
</tbody>
</table>

32. Tick the **Amount Only** checkbox.
33. Click the **OK** button.
34. A message will appear to inform you that the Quantity will be set to 1 and greyed out for the line that you have selected. Click the Yes button.

<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)</td>
</tr>
</tbody>
</table>

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

| Yes | No |

35. Click the Line Details button for Line 2.
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36. Tick the **Amount Only** checkbox.

37. Click the **OK** button.

38. A message will appear to inform you that the Quantity will be set to 1 and greyed out for the line that you have selected. Click the **Yes** button.
39. Click the **Select All / Deselect All** link.

40. Click the **Modify Line / Shipping / Accounting** button.

41. Use the **Ship To Look up** button to select your **Ship To Address**.

42. The correct account to use is **5403: Consumables**. Enter "**5403**" into the **Account** field.

43. Enter your Department or Project code into the **Dept or Project** fields.

44. Click the **Apply** button.
45. Ensure the **All Distribution Lines** option is selected, and then click the **OK** button. This will apply the Ship To details and Accounting information to all requisition lines.

**Hint**: Bottled water does not attract GST, and therefore the Tax Applicability for this line needs to be changed from **Taxable** to **Exempt**.
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46. Click the **Expand Section** button for the Bottled Water line.

47. Click the **Shipping VAT** link.

48. Click the **VAT Details Expand section** button.

49. Select **Exempt** from the **Applicability** drop-down list.
50. Delete out the VAT Code, so that the VAT Code field is blank.

51. Click the Transaction Type Look up button, and select EXCL from the list.

52. Click the Adjust Affected VAT Defaults button.

53. The Transaction Type will revert to NABN. Click the Transaction Type Look up button, and select EXCL from the list.

54. Click the Adjust Affected VAT Defaults button again.

55. Click the Return to Schedule Page link.

56. Click the Save & preview approvals button.

57. Click the Submit button.

End of Procedure.