



## ***BWC Amending a tax code on a purchase order***

A tax code can be amended on an order that has a status of **Approved**, with a closure status of **Open** and which is **not receipted or matched to an invoice**. If not, the code can be amended at the Accounts Payable stage of processing the invoice.

1. Click on the **order number** that the amendment relates to. This will display the Header screen of the order.
2. Click **Update**.
3. Navigate to **Actions** and amend to **Change Amount, Go** and **Save**.

Requisitions | Orders | Suppliers

Orders > Update Standard Purchase Order 1739227

\* Indicates required field

Cancel Actions Change Amount Change Amount Save

Search

Header | Lines | Shipments | Distributions

Operating Unit Cambridge University  
Status **Approved, Reserved**  
Supplier FISHER SCIENTIFIC UK LTD  
Supplier Site ZMARKETPLACE  
Supplier Contact  
Communication Method XML

Terms

Bill-To Location LB \* Default Ship-To

4. Navigate back to **Actions**, select **Manage Tax** and **Go**.
5. Warning message may display asking you to save your work, if so click **Yes**.

Requisitions | Orders | Suppliers

Orders > Update Standard Purchase Order >  
Tax: Standard Purchase Order 1739227

Operating Unit Cambridge University  
Supplier FISHER SCIENTIFIC UK LTD  
Supplier Site ZMARKETPLACE  
Buyer DARLOW, Mrs. Rebecca  
Order Description

Currency GBP  
Amount 25.97  
Nonrecoverable Tax 5.19  
Recoverable Tax 0.00  
Total Tax 5.19  
Approval Amount 31.16

Additional Tax Information

Search

Line  
Line Description  
Schedule  
Location

Go Clear

Schedules | Distributions

Shipments

Details	Line	Line Description	Schedule	Location	Amount	Nonrecoverable Tax	Recoverable Tax	Total Tax
Show	1	Test Tube Rimless Polystyrene 3.5Ml 75 X 12Mm	1	LB	25.97	5.19	0.00	5.19

Return to Update Standard Purchase Order

Additional Tax Information

6. Click **Additional Tax Information**.

Requisitions | Orders | Suppliers

Orders > Update Standard Purchase Order > Tax: Standard Purchase Order >

Additional Tax Information: Standard Purchase Order 1739227

\* Indicates required field

Legal Entity Name Cambridge University  
Taxation Country United Kingdom

Cancel Apply

**Tax Determining Factors for Lines**

Search

Line	Description	Shipment	Location	Tax Classification	Product Type
1	Test Tube Rimless Polystyrene 3.5Ml 75 X 12Mm	1	LB	SR20.0%	GOODS

Cancel Apply

7. Amend the code accordingly by deleting the incorrect code and manually typing in the code e.g. ME and use % to assist searching or use the magnifying glass.

8. Click **Apply** and the *Tax* screen will display and the Non-recoverable, Recoverable and Total Tax fields will amend accordingly.

Schedules | Distributions

Shipments

Details	Line	Line Description	Schedule	Location	Amount	Nonrecoverable Tax	Recoverable Tax	Total Tax
Show	1	Test Tube Rimless Polystyrene 3.5Ml 75 X 12Mm	1	LB	25.97	0.00	0.00	0.00

9. Click **Return to Update Standard Purchase Order**.

10. Click **Submit**. The order status will be 'Approved' with a closure status of 'Open'.

11. If needed, you can re-print the order and send it to the supplier. Refer to the separate guidance on *Buyers Work Centre: Re-printing Orders*. No amendments will submit electronically.