

## PO.01 – Create Purchase Order v1.5

NPS requests a purchase order to be created, and issued when the:

- PDS Initiation Fee Proposal has been approved by NPS
- EMOS Quote has been approved by NPS

DEWPO requests a purchase order to be created, and when the:

- PDS TEBR for a design consultant has been approved by DEWPO
- PDS TEBR for a works contractor has been approved by DEWPO

**Note:** All purchase order amounts referred to in this process are GST inclusive.

**Relevant GEMS phase: DEVELOP / DELIVER**

### [Refer to PM.01: Project Initiation Process](#)

The Delivery Agent completes the Initiation Fee Proposal, which is approved by NPS. NPS has started a workflow for the initiation fee proposal purchase order.

### [Refer to PM.03.04: Procure Design Consultant Process](#)

The Delivery Agent completes the TEBR for a design consultant, which is approved by DEWPO. DEWPO has started a workflow for the design consultant purchase order.

### [Refer to PM.04.01: Procure Works Contractor Process](#)

The Delivery Agent completes the TEBR for a works contractor, which is approved by DEWPO. DEWPO has started a workflow for the works contractor purchase order.

### [Refer to EDW.01: EMOS Delivered Works – Delivery Process](#)

The Delivery Agent completes the Quote, which is approved by NPS. NPS has started a workflow for the EMOS delivered works purchase order.

#### PO.01.01 [Complete AE643 for new PO](#)

DEWPO Procurement completes the AE643 form for the purchase order.

The form requires entry of the SAP vendor name and number of the successful tender. The vendor may not exist in SAP at this time. Refer to activity PO.01.02. DEWPO Procurement approves the first workflow approval step.

#### PO.01.02 [Require new vendor?](#)

Activity PO.01.03 and PO.01.04 applies if the vendor does not currently exist in Defence SAP (ROMAN).

#### PO.01.03 [Complete AE735 for new Vendor, if required](#)

If there is no existing vendor DEWPO Procurement completes the Create Vendor form (AE735) and forwards the form to Vendor Data Services (VDS).

DEWPO Procurement completes the AE643 form when the vendor number is known.

#### PO.01.04 [Create Vendor; Advise Vendor number](#)

VDS creates the vendor in SAP and advises DEWPO Procurement of the vendor number

- PO.01.05**      **PO Value < \$1m**  
If the purchase order has a value less than \$1,000,000 then activity PO.01.07 applies.  
If the purchase order has a value greater than \$1,000,000 then activity PO.01.06 applies.
- PO.01.06**      **PO Value < \$5m**  
If the purchase order has a value greater than \$1,000,000 but less than \$5,000,000 then activity PO.08 applies.  
If the purchase order has a value greater than \$5,000,000 then activity PO.01.09 applies.
- PO.01.07**      **Request approval of AE643 by EWP Assistant Director**  
DEWPO Procurement presents the AE643 form to the EWP Assistant Director.  
The EWP Assistant Director (DEWPO Delegate) is authorized to approve expenditure up to \$1,000,000.
- PO.01.08**      **Request approval of AE643 by DEWPO Director**  
DEWPO Procurement presents the AE643 form to the DEWPO Director.  
The DEWPO Director (DEWPO Delegate) is authorized to approve expenditure between \$1,000,000 and \$5,000,000.
- PO.01.09**      **Request approval of AE643 by Estate Support Branch Head**  
DEWPO Procurement presents the AE643 form to the Estate Support Branch Head.  
The Estate Support Branch Head (DEWPO Delegate) is authorized to approve expenditure over \$5,000,000.
- PO.01.10**      **Sign AE643**  
The DEWPO Delegate approves the AE643 form. This action also locks the form from further changes. The DEWPO Delegate approves the second workflow approval step.
- PO.01.11**      **Return signed AE643 to DEWPO Procurement**  
DEWPO Delegate returns the form to DEWPO Procurement.
- PO.01.12**      **Approve PO workflow**  
DEWPO Procurement approves the third workflow approval step.
- PO.01.13**      **Create purchasing request in ePurchasing manual entry from AE643 & confirm**  
DEWPO Procurement enters the detail from the AE643 directly into ePurchasing, and when satisfied, confirms the purchasing request.
- PO.01.14**      **Review purchasing request & create PO**  
CAPC reviews the purchasing request, and when satisfied, creates the purchase order.

- PO.01.15**      **Email PO to DEWPO Procurement, cc: Delivery Agent**  
CAPC emails the purchase order to DEWPO Procurement, and copies the Delivery Agent.
- PO.01.16**      **Approve PO workflow**  
DEWPO Procurement approves the fourth and final workflow approval step.
- PO.01.17**      **Upload email & PO to Objective**  
DEWPO Procurement uploads the email and purchase order to the project folder in Objective.
- Refer to PM.01: Project Initiation Process**  
The Delivery Agent now has their purchase order for the Initiation Fee Proposal phase.
- Refer to PM.03.04: Procure Design Consultant Process**  
The Delivery Agent now has their purchase order for the Design Consultant phase.
- Refer to PM.04.01: Procure Works Contractor Process**  
The Delivery Agent now has their purchase order for the Works Contractor phase.
- Refer to EDW.01: EMOS Delivered Works – Delivery Process**  
The Delivery Agent now has their purchase order for the Delivery phase.

## PO.02 – Change Purchase Order v1.5

The Delivery Agent (PDS / EMOS) has a current purchase order, and now requires a change, or variation, to the purchase order. This requirement may occur throughout the project life cycle. The Delivery Agent starts a workflow to vary the purchase order.

If the purchase order change results from a change to scope or schedule, the Delivery Agent must follow the steps in the process RPV.01 – Request Project Variation, and obtain approval prior to requesting the purchase order change. DEWPO may initiate a change to the PDS purchase order created during the Project Initiation phase. This would happen following approval of the Phase 1 report in the Scope & Feasibility process; and following approval of the Phase 2 report in the Design process. In either event, DEWPO starts a workflow to vary the purchase order.

**Note:** All purchase order amounts referred to in this process are GST inclusive.

**Relevant GEMS phase: DEVELOP / DELIVER**

### Refer to Start Request change to purchase order

The requirement to change a purchase order can arise at any time during the project life cycle. The Delivery Agent has started a workflow to change an existing purchase order

### Refer to PM.02: Scope & Feasibility Process

DEWPO has started a workflow to change the initial purchase order as a result additional requirements contained in the Phase 1 report.

### Refer to PM.03: Design Process

DEWPO has started a workflow to change the initial purchase order as a result additional requirements contained in the Phase 2 report.

### PO.02.01 Request change to existing PO

The Delivery Agent provides details justifying the requested changes to the purchase order, and submits the request to DEWPO via a workflow.

### PO.02.02 Review PO change request

DEWPO reviews the purchase order change request to ensure changes are within established guidelines.

### PO.02.03 Approve?

Activity PO.02.05 applies if DEWPO approves the request.

Activity PO.02.04 applies if DEWPO rejects the request. DEWPO may request additional; information from the Delivery Agent

### PO.02.04 Revise requested changes to PO

The Delivery Agent provides the requested information, and re-submits the change request.

### PO.02.05 Start workflow to change PO

DEWPO starts a workflow to DEWPO Procurement and the relevant DEWPO delegate to change the PO.

The workflow has four approval steps:

1. DEWPO Procurement (to create the AE643 form based on the original purchase order, for delegate approval)
2. The relevant DEWPO delegate to sign the AE643 form
3. DEWPO Procurement (to confirm the AE643 has been sent to CAPC for processing)
4. DEWPO Procurement (to confirm the changed purchase order has been created, which also completes the workflow)

#### PO.02.06 [Extract existing PO into AE643 from ePurchasing](#)

DEWPO Procurement retrieves the details of the existing purchase order from ePurchasing. This activity re-creates the AE643 form, with all details completed except for the changes requested by the Delivery Agent.

DEWPO Procurement approves the first workflow approval step.

#### PO.02.07 [Update AE643 with information supplied by Delivery Agent](#)

DEWPO Procurement updates the AE643 form with the changes requested by the Delivery Agent.

The AE643 form may require authorization. The amount for approval is remaining commitment on PO plus the proposed change amount.

#### PO.02.08 [PO Value < \\$1m?](#)

If the purchase order has a value less than \$1,000,000 then activity PO.01.10 applies.

If the purchase order has a value greater than \$1,000,000 then activity PO.01.09 applies.

**Note:** The amount for approval is the remaining commitment on the purchase order plus the proposed change amount.

#### PO.02.11 [PO Value < \\$5m?](#)

If the purchase order has a value greater than \$1,000,000 but less than \$5,000,000 then activity PO.11 applies.

If the purchase order has a value greater than \$5,000,000 then activity PO.02.12 applies.

**Note:** The amount for approval is the remaining commitment on the purchase order plus the proposed change amount.

#### PO.02.10 [Request approval of AE643 by EWP Assistant Director](#)

DEWPO Procurement attaches the Objective link to the AE643 form to the workflow, and approves the workflow to the EWP Assistant Director.

The EWP Assistant Director (DEWPO Delegate) is authorized to approve expenditure up to \$1,000,000.

#### PO.02.11 [Request approval of AE643 by DEWPO Director](#)

DEWPO Procurement attaches the Objective link to the AE643 form to the workflow, and approves the workflow to the DEWPO Director.

The DEWPO Director (DEWPO Delegate) is authorized to approve expenditure between \$1,000,000 and \$5,000,000.

- PO.02.12 Request approval of AE643 by Estate Support Branch Head**  
DEWPO Procurement attaches the Objective link to the AE643 form to the workflow, and approves the workflow to the Estate Support Branch Head.  
The Estate Support Branch Head (DEWPO Delegate) is authorized to approve expenditure over \$5,000,000.
- PO.02.13 Sign AE643**  
The DEWPO Delegate approves the AE643 form by inserting their digital signature in the signature panel on the form.  
This action also locks the form from further changes and creates an XML attachment within the form.  
The DEWPO Delegate approves the second workflow approval step.
- PO.02.14 Return signed AE643 to DEWPO Procurement**  
The DEWPO Delegate returns the form to DEWPO Procurement.
- PO.02.15 Approve PO workflow**  
DEWPO Procurement approves the next stage in the workflow to indicate receipt of the authorized AE643 form.
- PO.02.16 Enter purchasing changes in ePurchasing & confirm**  
DEWPO Procurement enters the changes to the PO into ePurchasing, and when satisfied, confirms the purchasing request.
- PO.02.17 Review purchasing request & release PO**  
CAPC reviews the purchasing request, and when satisfied, releases the purchase order.  
CAPC will also review any errors created during the upload and will seek assistance from DEWPO Procurement for resolution.
- PO.02.18 Email PO to DEWPO Procurement, cc: Delivery Agent**  
CAPC emails the purchase order to DEWPO Procurement, copying the Delivery Agent in the email.
- PO.02.19 Approve PO workflow (fourth)**  
DEWPO Procurement approves the next stage in the workflow to indicate receipt of the changed PO.
- PO.02.20 Upload email & PO to Objective**  
DEWPO Procurement uploads the email and purchase order to the project folder in Objective.  
**End Request change to purchase order**  
The Delivery Agent now has their changed purchase order.