

Display Variation Order

Supplier Portal - Quick Reference Sheet

Overview

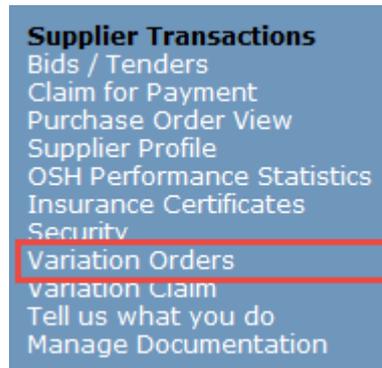
This Quick Reference Sheet (QRS) demonstrates how to display a Variation Order. A Variation Order is recorded against a Purchase Order by Water Corporation personnel. Suppliers have access to display the Variation Order.

Features Covered

- Display Variation Order

Display Variation Order

1. From **Supplier Transactions** menu click **Variation Orders**.



The **Process Variation Order** screen displays.

2. Enter **Purchase Order** number or click  to search display all variation orders.
3. Click **Search** to display a list of variation orders that relate to the purchase order.

The screenshot shows the 'Vendor Overview' page. At the top, there is a 'Vendor' section with a 'Purchase Order' field containing '4200013955' and a 'Search' button. Below this is an 'Options' section with buttons for 'Create', 'Change', 'Display', 'Delete', and 'Print'. The main section is 'Variation Order History', which contains a table with the following data:

Title	Variation Order Number	Variation Category	Status	Reason for the Variation	Basis for the Variation
VARIATION REQUESTS NO. 3 AND NO. 4	0001	Principal initiated variation	Issued	Scope Change	38.1 Additional work
VARIATION NO 2.5 AND 8	0002	Superintendent initiated variation	Issued	Scope Change	38.1 Additional work

Note: Only Variation Orders with a status of **Issued** or **Not Approved** will appear.

4. Scroll right to view all the columns.
5. Click  to select required variation.
6. Click **Display**.

This screenshot is identical to the previous one, but the 'Display' button in the 'Options' section is highlighted with a red box.

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The **Vendor Details** and **Variation Order Details** displays.

7. Review the following fields:
 - **Vendor Number** - Your unique Vendor number.
 - **Vendor Name** - Your unique Vendor name.
 - **Date Issued** – Date the Variation Order was issued.
 - **Purchase Order** – PO the Variation was created against.
 - **Variation Order Number** – Unique Variation Order Number.
 - **Variation Claim Number** – Unique Variation Claim Number associated with this Variation.
 - **Title** – Name of the Variation Order.
 - **Variation Category** – Code for who initiated the Variation.
 - **Reason for the Variation** – Reason Code chosen by the Creator of the Variation.
 - **Basis for the Variation** – Contract clause code that forms the basis of the Variation.
 - **Particulars of Variation** – Long text describing the Variation.
 - **Amount of Variation** – Monetary amount involved in the Variation.
 - **Currency** – Currency applicable to the Amount.
 - **EOT (Days)** – Number of Extension of Time days, if any.
 - **Status** – Status of the Variation.
8. Click **Display** to open attachment.
The document displays.
9. Click  to close attachment.
10. Click **Back to Overview Screen** to display the previous screen.

Process Variation Order

Vendor Details

Vendor Number: 12345
Vendor Name: DMB

Variation Order Details

Date Issued: 20.08.2008
Purchase Order: * 4200013955 MICRO TUNNELLING GERALDTON WWPS
Variation Order Number: * 0001
Variation Claim Number: 0000
Title: * VARIATION REQUESTS NO. 3 AND NO.4
Variation Category: * 102 Principal initiated variation
Reason for the Variation: * 016 Scope Change
Basis for the Variation: * 005 36.1 Additional work
Particulars of the Variation: *
Specification change has dictated 50% more work for this Vendor.
Amount of Variation: * 10,568.60
Currency: * AUD
EOT (Days): * 0004

Linked Document:

Document Name	File Type	Detail
V 3 & 4. pdf	application/pdf	Display

Status: * Issued

