

Electronic Purchase Order System



Admin » Procurement »

Enter the Electronic Purchase Order system by clicking on **Admin** and then **Procurement**.

Finding an Approved Supplier to Order from

You must place your order from an approved supplier. There are two ways to find an approved supplier to order from:

...By Category

From the **Supplier Categories** page you can view the list of approved suppliers grouped by categories and sub-categories. Click on a category to drill down to see the attached sub-categories. Clicking on the sub-category list will then give you a list of approved suppliers. Click on the name of a supplier to start placing an order.

The screenshot shows the 'Supplier Categories' page. A callout box points to the 'Request New Supplier' link, stating 'Click to request a new supplier'. Another callout points to the 'Approved Supplier List' table, stating 'Click to place order'. A third callout points to a supplier's name in the table, stating 'Click to go to company website'.

Subcategory	No. of Suppliers
Audio Equipment including Video Conferencing, Televisions, Videos	6
Audio Visual Consumables, Accessories, Cassettes etc	11

Company Web Site	Min Contract Value	Company	Contact
		AVIXCO Ric Ovixco House	Mandip 01794 49769
		Impact Marcom Europe House	
		Impact Marcom Europe House	

...By Name

Requesting a New Supplier

If you would like to order from a company that isn't in the approved supplier list you can **Request a New Supplier** from the links on the 'Supplier Search Results' screen or the 'Procurement Sub-Categories' screen (see above). You will be presented with a Sussex Direct email screen, asking you to provide information to a number of questions about the supplier. When you click **Send** the email will go to the Procurement Office (procurement@sussex.ac.uk) who will set up the new supplier within 48 hours of your request.

Send Email Close Send Help

From: M.O.Saliman@sussex.ac.uk

To: procurement@sussex.ac.uk

Cc:

Bcc:

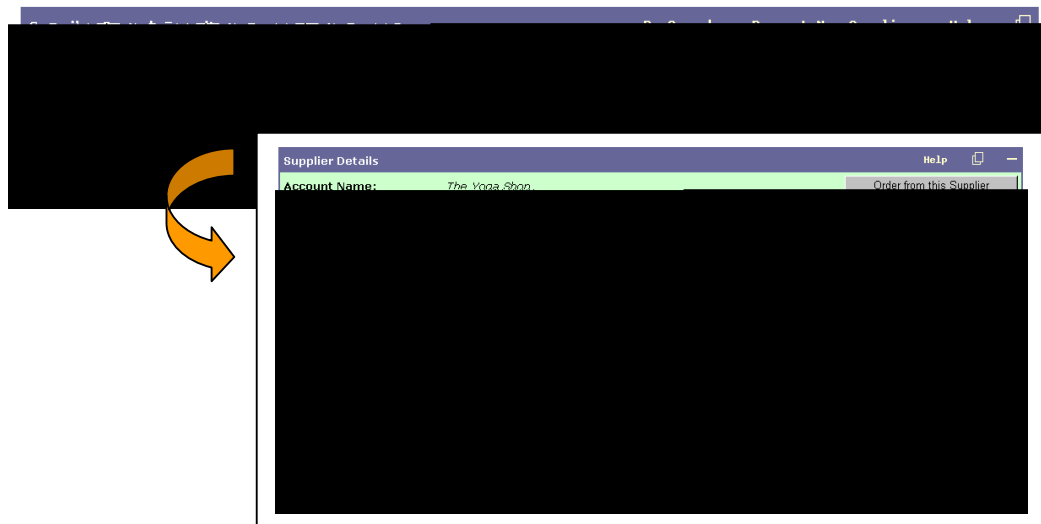
Subject: New Supplier Request

Message: Supplier Name:
Supplier Address (including postcode):
Supplier's contact person for Payments:
Supplier's email, telephone, url:

Attach:

Placing an Order

1. When you have found your supplier, click on the **Supplier Name** to see the supplier details. Click on the Order from this Supplier button to place an order



2. You will then need to raise a requisition for the order you wish to place:

Raise New Requisition Cancel Save Help

Supplier: *The Yoga Shop P O Box521*

Account Code: Y00040 Requisition Status: Draft

Internal Comments:

You must save these details before you can enter the actual items you wish to purchase.

Delivery Address

This address will appear on your completed order. If you require a different delivery address then you can overwrite the address.

Internal Comments

This section does not print on the completed Order, but is to be used for noting information which is relevant within the University.

Safety Compliant?

This must be completed if the item or service you are purchasing has to be compliant with any relevant safety legislation or any University of Sussex Safety Office policies or procedures.

You must indicate the relevant safety area the purchase applies to, and by doing so accept that risk assessment will be made or is currently in place.

Buyers Guide Checked?

This must be ticked after you have read the Buyers Guide (which is available via the help button). Otherwise the order will not be fully processed and will be sent to t

3. You now need to enter the items you wish to order:

Requisition Header REQ/ACFB0/28356 [Created] Clone Edit Help

Supplier: *The Yoga Shop P O Box521* << Requisitions

Account Code: Y00040 Requisition Status: Draft
 Order Date: 26-Jun-2007 Delivery Date: 26-Jun-2007
 Originator: Michele Saliman Supplier Contact: T 01296 615880
 Department: ITS BIS Notes for Supplier:
 Delivery Address: Purchasing Clerk, IT Services
 Engineering I Building
 University of Sussex
 Falmer
 Brighton
 Post Code: RN1 9QT Safatv Compliant? NONE

Cancel Save Help F10 Pr Requisition Items REQ/ACFB0/28356

VAT Code	Ledger Code	No.	Item Description	Cat No.	UoM	Qty	Unit Price
S 17.5%	GA00.3300	1	Yoga Block	358342	1	20	£5.50
S 17.5%	GA00.3300	2	Box of Yoga Belts (Cream)	438243	1 Box	1	£20.00

Contract Ref: N Inventory: Further Details:

Enter the General Ledger code you wish to spend against

Enter descriptions in the Item field

Enter the quantity and the Unit of Measure

Enter the unit price before VAT

Select the VAT level appropriate to the item you are purchasing

For a lengthy description please use the Further Details field, once you have put a basic description in the Item Description.

To put in more than 5 rows, click **Save** and click the **Add** button to create another 5 rows.

Click **Save** when you've finished specifying the items for order

Requisition Items REQ/ACFB0/28356 Add Edit Help



Supplier: *The Yoga Shop P O Box521*

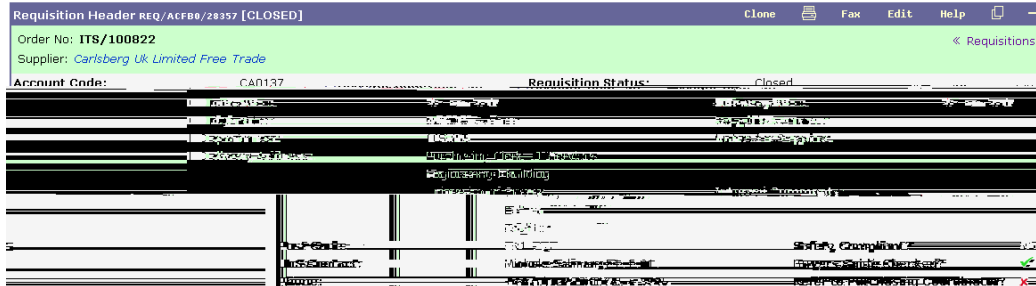
Inventory	Further Details	No.	Item Description	Cat No.	UoM	Qty	Unit Price	Nett	VAT Code	VAT	Gross	Ledger Code	Contract Ref
		1	Box of Yoga Belts (Cream)	438243	1 Box	1	£20.00	£20.00	S 17.5%		£23.50	GA00.3300	
		2	Box of Yoga Belts (Cream)	438243	1 Box	1	£20.00	£20.00	S 17.5%		£23.50	GA00.3300	
Total: £152.75													

Requisition Budget Spends REQ/ACFB0/28356

Order total: £152.75 Budget amount available: £152.75

Once you've saved the amounts you will see the tota

You have two print options. Clicking on the printer icon  means that you have to put University letter headed paper in your printer. Clicking on the Fax icon  means that you can print on plain paper as the requisition will feature the University logo.



The screenshot shows a web application interface for a requisition header. The title bar reads "Requisition Header REQ/ACFB0/28357 [CLOSED]". The main content area has a green header with "Order No: ITS/100822" and "Supplier: Carlsberg UK Limited Free Trade". Below this, there is a table with columns for "Account Code", "Requisition Status", and "Closed". The table contains several rows of data, including "CA0137" and "Closed". At the bottom of the form, there are several checkboxes and labels, including "Safety Compliance" and "Reverse Polish Checkoff", with a green checkmark next to the latter.

Authorisation

You will then see a list of your requisitions, along with their statuses. You can use the **'Search Requisition'** facility to query your list of requisitions.

If you click on the Status of your requisition it will tell you who needs to authorise it, or who has authorised it. It also tells you if an invoice has been received and if that invoice has been paid.

Invoice Name	Payment Name	Payment Date	Invoice Amount

Summary

- Select relevant Safety Compliant option
- Read and tick Buyers Guide
- Check/input relevant data – delivery address etc
- Save

-
- Enter items services for requisition
 - Description, Qty, Cost, VAT and GL codes
 - Save

-
- Check budget is OK
 - Submit
 - Print once status is Closed
 - Send to supplier

SAVE, SAVE, SUBMIT