Electronic Purchase Order System

IT Services

Admin » Procurement »

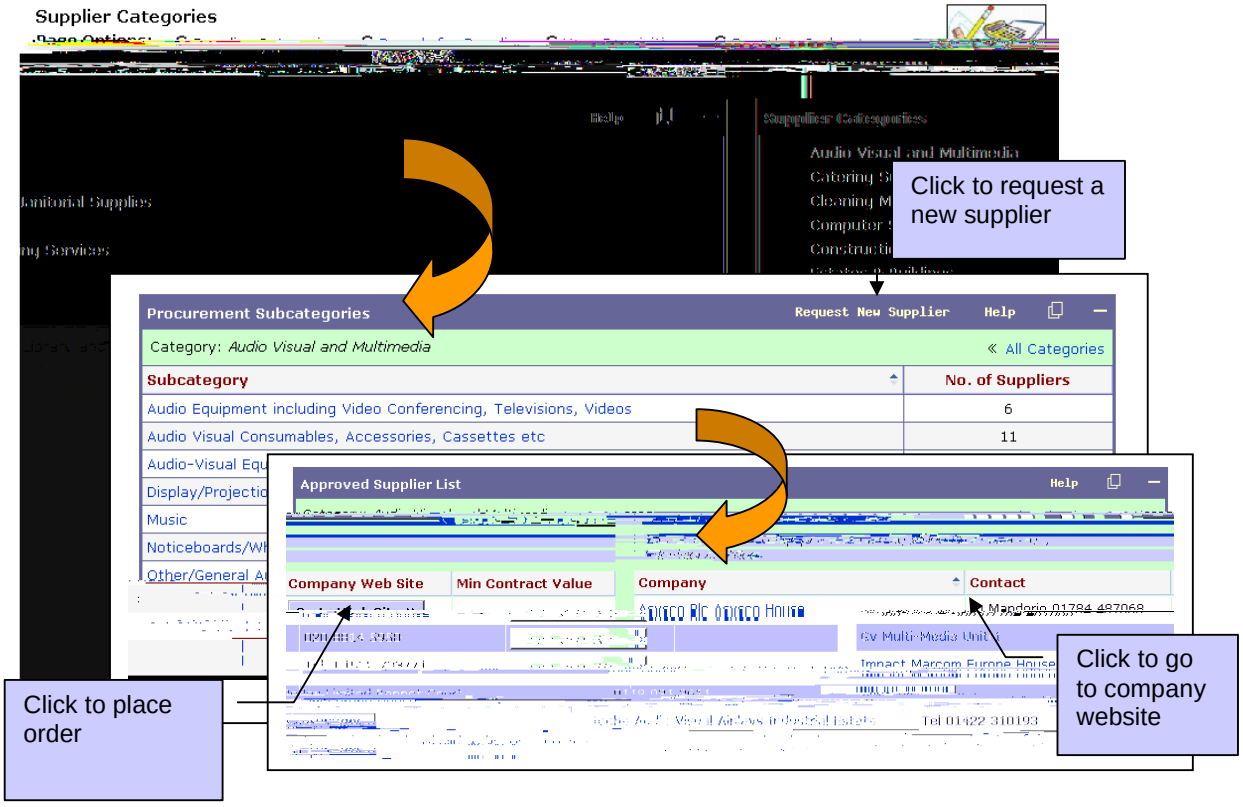
Enter the Electronic Purchase Order system by clicking on **Admin** and then **Procurement**.

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

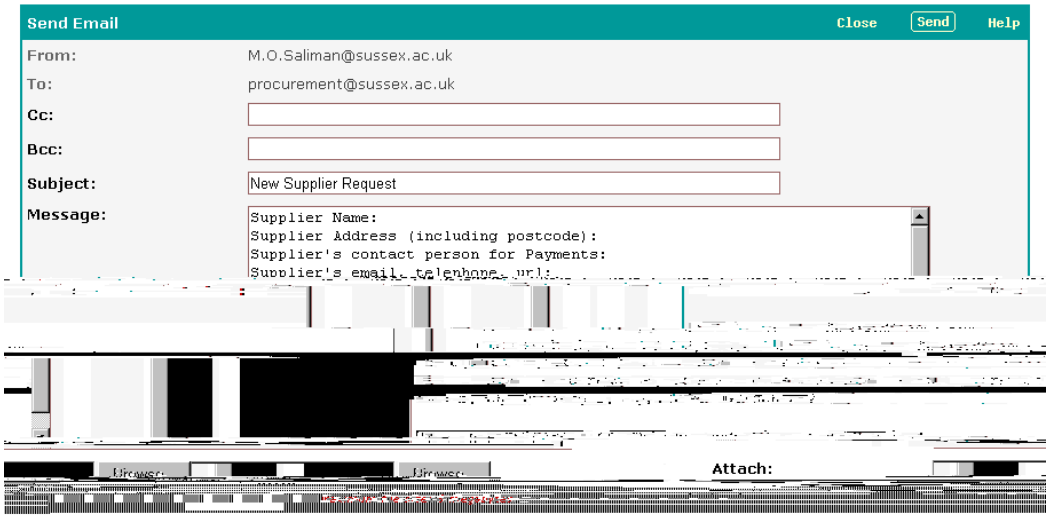
From the **Supplier Categories** page you can view the list of approved suppliers grouped by categories and sub-categories. Click on a category to drill down to see the attached sub-categories. Clicking on the sub-category list will then give you a list of approved suppliers. Click on the name of a supplier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



…By Name

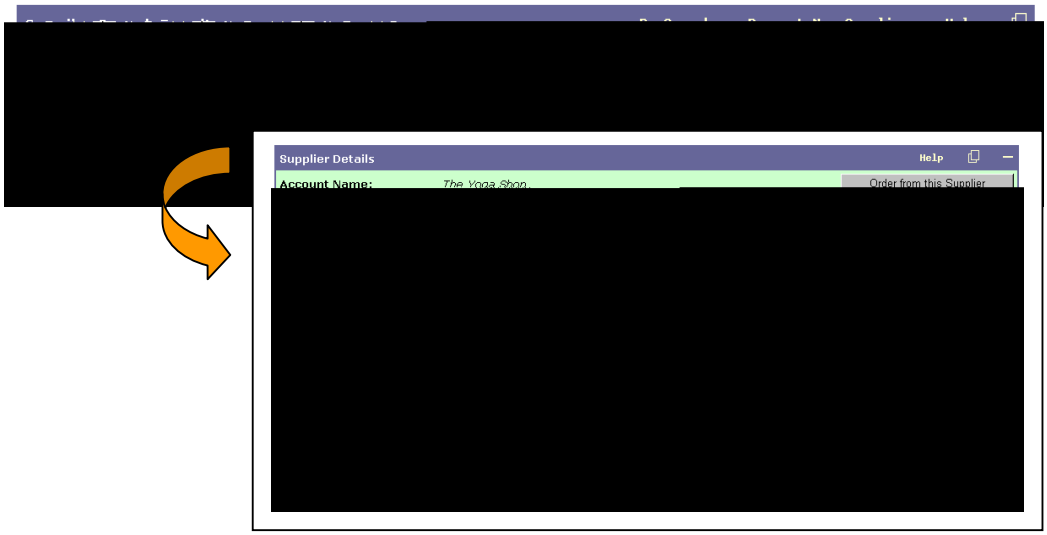
Requesting a New Supplier

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.

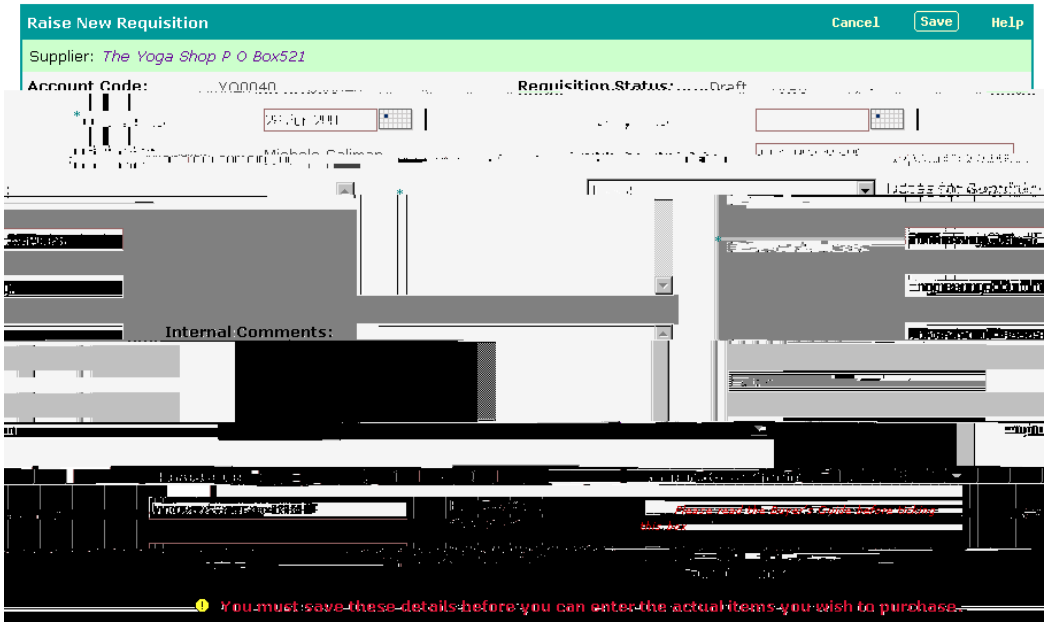


Placing an Order

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:



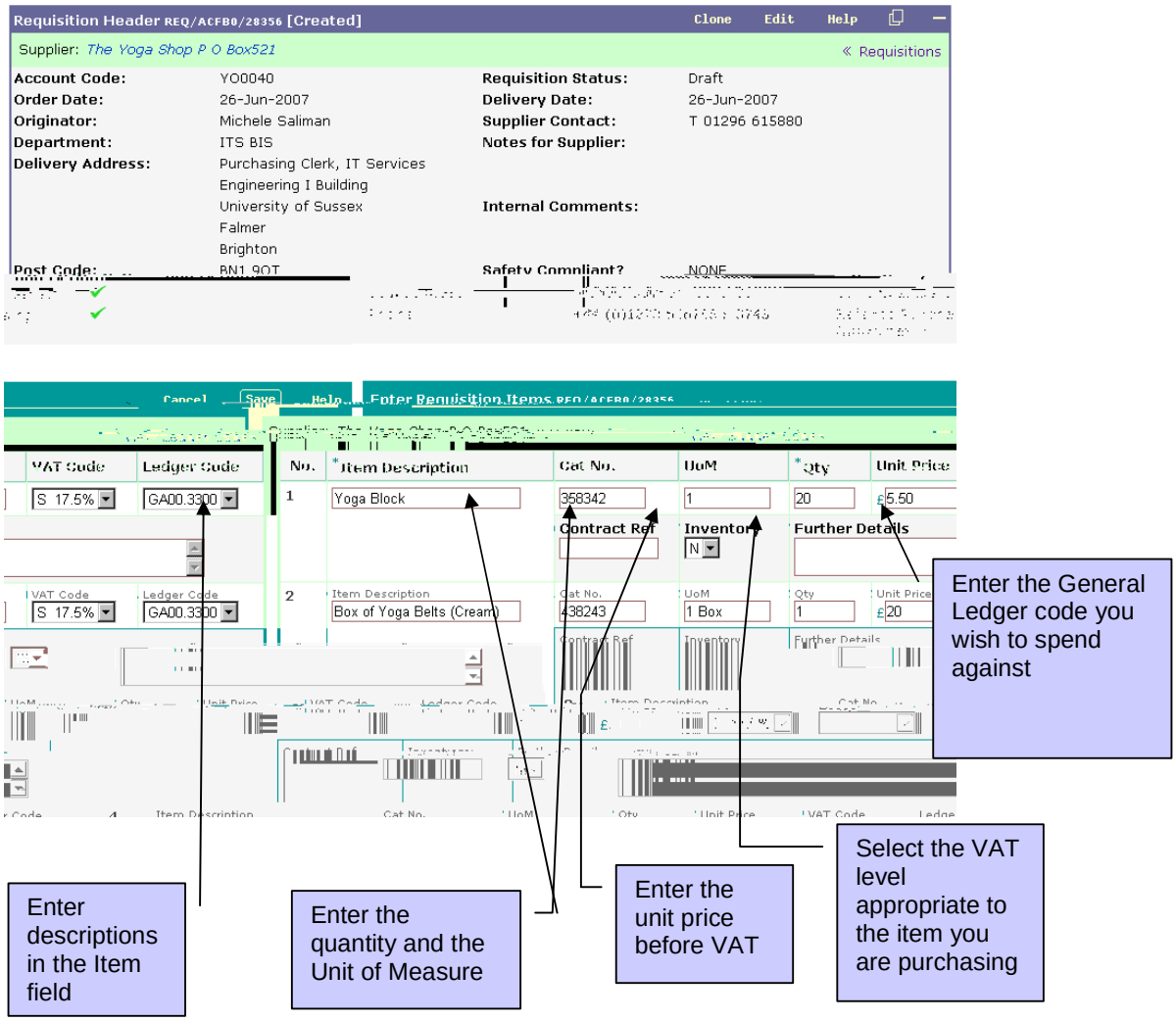
Delivery Address
This address will appear pm your completed order. If you require a different delivery address then you can overtype the address.

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

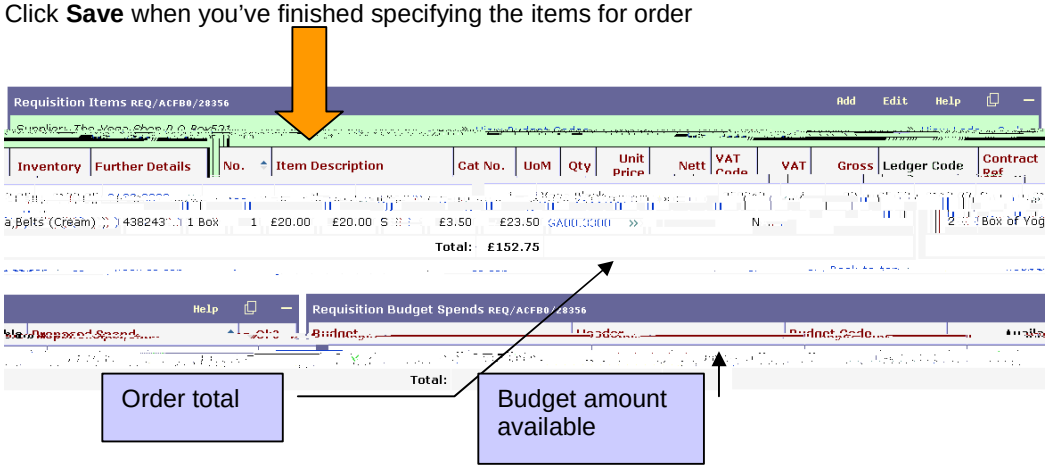
3. You now need to enter the items you wish to order:



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

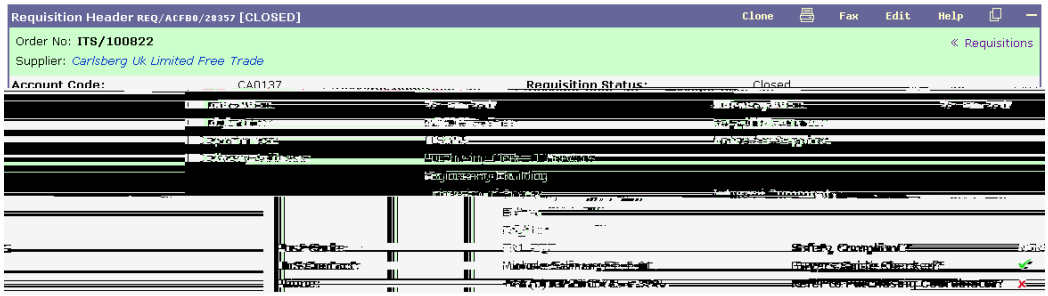
To put in more than 5 rows, click **Save** and click the **Add** button to create another 5 rows.

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



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.



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