HOW DO I PLACE AN ORDER??

Option 1
FIND APPROPRIATE SUPPLIER USING CATEGORIES

In 'Page Options'

Click on ⟶ ⊙ Supplier Categories

Select the relevant category, e.g Audio Visual

Supplier Categories

Click on ⟶
- Agricultural/Fisheries/Forestry/Horticultural, Services
- Audio Visual and Multimedia
- Catering Supplies and Services

Select relevant Subcategory, e.g Audio equipment

Procurement Subcategories	Help	
Category: *Audio Visual and Multimedia*		« All Categories
Subcategory		No. of Suppliers
Audio Equipment including Video Conferencing, Televisions, Videos		3
Audio Visual Consumables, Accessories, Cassettes etc		4
Display/Projection Equipment & Consumables		2
Other/General Audio-Visual Aids		3
Video Equipment		3

Click on ⟶

You can visit their web site to see their online catalogues

Approved Supplier List	Help	
Category: *Audio Visual and Multimedia* Subcategory: *Display/Projection Equipment & Consumables*		« Related Sub-Categories
Company	Contact	Company Web Site	Min Contract Value
Roche Audio Visual Ainleys Industrial Estate	Tel 01422 310193	Go to Web Site »	
Saville Audio Visual Unit 5		Go to Web Site »	

Click on ⟶

Supplier Details	Help	
		Order from this Supplier
Company:	Roche Audio Visual	
Contact:	Tel 01422 310193	
Company Web Site:	http://www.rocheav.co.uk/	

Click on ⟶

Option 2
FIND SUPPLIER BY NAME

In 'Page Options'

Click on ⟶ ⊙ Search for Supplier

Type in part or all of the Suppliers name

Search for Supplier
Supplier Name

Enter name ⟶ univ

Click on ⟶ **Search**

Supplier Search Results
Results for *Supplier Name=univer*
Supplier Name

Click on ⟶
- Ahua Association Of Heads Of University Administration Ahua Conf Co-Ordinators
- Anglia Polytechnic University C/O P Shakeshaft

Check the address, as it will be used on your order

Supplier Details	Help	
Account Name: *Ahua Association Of Heads of University Administration Ahua Conf Co-Ordinators*		Order from this Supplier
Account Code:	AH0009	
Contact:		
Company Web Site:		
Online Catalogue:		
Address:	AHUA Conf Co-Ordinators	
	Mrs Theresa Cox	
	University of Southampton	

Click on ⟶

If the Supplier you need is not listed, then please search for an alternative or e-mail procurement@sussex.ac.uk

Option 3
LEAVE SUPPLIER NAME BLANK PURCHASE CO-ORDINATOR WILL COMPLETE SUPPLIER DETAILS

In 'Page Options'

Click on ⟶ ⊙ Your Requisitions

Your Purchase Co-ordinator's name is displayed here

Your Requisitions
Your Purchasing Co-ordinator is: Keren Flack

Click on ⟶ **New**

You're advised to use this option if you don't know the Supplier

Microsoft Internet Explorer	X
? Only use this method if you do not yet know the supplier. Otherwise use the Supplier Categories or Supplier Search forms to locate the supplier you wish to order from, and then click on the Raise New Requisition button	
OK	Cancel

Click on ⟶

COMPLETE 'RAISE NEW REQUISITION FORM'

PLEASE READ THE HELP NOTES WHEN YOU COMPLETE THIS FORM

Raise New Requisition			Cancel	Save	Help
Supplier: *Amazon.Co.Uk Customer Accounts*					

Account Code:	AM0069		Requisition Status:	Draft
Order Date:	08 Dec 2005		Delivery Date:	
Originator:	Keren Flack		Supplier Contact:	
Department:	MAN ACC		Notes for Supplier:	
Delivery Address:	SUSSEX HOUSE			
	UNIVERSITY OF SUSSEX			
	FALMER		Internal Comments:	
	BRIGHTON			
	EAST SUSSEX			
Post Code:	BN1 9RH		Safety Compliant?	
UoS Contact:	Keren Flack		Buyers Guide Checked?	*Please read the Buyer's Guide before ticking this box*
Phone:	+44 (0)1273 606755 x 2533		Refer to Purchasing Coordinator?	

N.B   CHECK DELIVERY ADDRESS IS OK
      CHECK CONTACT DETAILS
      NOTES FOR SUPPLIER?
      DOES YOUR ITEM NEED TO BE SAFETY COMPLIANT?
      DOES YOUR ITEM MEET WITH THE UoS BUYERS GUIDE?
      DOES YOUR PURCHASE CO-ORDINATOR NEED TO CHECK YOUR ORDER?

CLICK ON SAVE ONCE YOU HAVE COMPLETED 'RAISE NEW REQUISITION'

NOW YOU HAVE COMPLETED THE REQUISITION HEADER, THE NEXT STEP IS TO:-

COMPLETE THE 'ENTER REQUISITION ITEMS' FORM

PLEASE READ THE HELP NOTES WHEN YOU COMPLETE THIS FORM

<u>Enter the items you wish to order</u>

N.B
The minimum you can enter is Item description and Qty
(This will advise your Co-ordinator what you would like to order and how many)

Enter Requisition Items REQ/KLF21/1142					Cancel	Save	Help
Supplier: *Apple Computer International 2 Furzeground Way*					» View Ledger Codes		

No.	*Item Description	Cat No.	UoM	*Qty	Unit Price	VAT Code	Ledger Code
1				1	£0.00	S 17.5%	
		Contract Ref	Inventory N	Further Details			

To view all of the codes you can enter **Click on**

If you need to add more Items (there are 5 lines available) Enter your 5 items, Save and then click on Add   Add

N.B.   If you want to split the cost of an item to more than one GL code, Input the item and GL code, Save and then click on >> on front screen (see procedures in Help)

SAVE ONCE YOU HAVE COMPLETED 'REQUISITION ITEMS'

YOU NOW HAVE 3 FORMS TO CHECK BEFORE SUBMITTING

REQUISITION HEADER   **WHO ARE YOU ORDERING FROM & YOUR DELIVERY DETAILS**

1

Requisition Header REQ/KLF21/1143		Submit	Decline	Stores	Edit	Help	
Supplier: *Bookpoint Limited 130 Milton Park*							«

Account Code:	BOO888	Requisition Status:	Draft
Order Date:	08-Dec-2005	Delivery Date:	
Originator:	Keren Flack	Supplier Contact:	
Department:	MAN ACC	Notes for Supplier:	Please deliver before 3pm to our Reception
Delivery Address:	Sussex House		
	University of Sussex		
	Falmer	Internal Comments:	
	Brighton		
	East Sussex		
Post Code:	BN1 9RH	Safety Compliant?	NONE
UoS Contact:	Keren Flack	Buyers Guide Checked?	✔
Phone:	+44 (0)1273 872533	Refer to Purchasing Coordinator?	✗

REQUISITION ITEMS   **WHAT ARE YOU ORDERING & TO WHICH EXPENSE CODES**

2

Requisition Items REQ/KLF21/1143 [2 records created]										Add	Edit	Help	
Supplier: *Bookpoint Limited 130 Milton Park*												» View Ledger Codes	

No.	Item Description	Cat No.	UoM	Qty	Unit Price	Nett	VAT Code	VAT	Gross	Ledger Code	Contract Ref.	Inventory	Further Details
1	Test items		Packs	3	£10.00	£30.00	S	£5.25	£35.25	LR00.5902 »		N	Test placing an order
									Total:	£35.25			

REQUISITION BUDGET SPENDS   **IS THERE SUFFICIENT BUDGET / FUNDS AVAILABLE**

3

Requisition Budget Spends REQ/KLF21/1143				Help		
Budget	Header	Budget Code	Available	Proposed Spend		Ok?
Library - Miscellaneous	Operating Costs:Office	LR00.MISC	£4,359.90	£35.25		✔
			Total:	£35.25		

IF IT'S AN   **X**

THERE ARE INSUFFICIENT FUNDS

IF SUFFICIENT FUNDS ARE AVAILABLE THEN:

SUBMIT ORDER ⟶ **Submit**   at top of page (Req Header)

Alternatively you can Decline the Order if you no longer wish to continue ⟶ **Decline**

REQUISITION STATUS

ONCE YOU HAVE SUBMITTED THE ORDER YOU NEED TO CHECK THE STATUS

CLOSED

THE ORDER HAS PASSED ALL THE CHECKS

Requisition Header REQ

YOU CAN QUOTE THE ORDER NUMBER ➔ Order No: **FIN/100005** This is on the left hand side of the Req Header

AND PRINT THE ORDER ⟶ 🖶   **OR FAX OR E-MAIL** ⟶ **Fax** Click on Fax & Save, then e-mail as an attachment

YOU HAVE JUST PLACED YOUR FIRST ORDER !!

REQUISITION STATUS

IF YOUR ORDER HAS NOT GONE TO STATUS 'CLOSED' AFTER YOU HAVE SUBMITTED, VIEW THE OPTIONS BELOW

PENDING
        YOUR ORDER HAS NOT FULLY COMPLETED

EITHER **AN APPROVED SUPPLIER HAS NOT BEEN ENTERED**
        BUYERS GUIDE HAS NOT BEEN TICKED
        REFER TO PURCHASE CO-ORDINATOR I (You have asked for a Purchasing Co-ordinator to check your order)
        GENERAL LEDGER CODES HAVE NOT BEEN ENTERED
        AMOUNT HAS NOT BEEN ENTERED
        YOUR ORDER EXCEEDS THE BUDGET FOR THE GL CODES SELECTED

AUTH 1
        YOUR ORDER HAS NOT FULLY COMPLETED
        YOU DO NOT HAVE SUFFICIENT PERSONAL SPEND FOR THIS ORDER
        THE ORDER NEEDS TO BE AUTHORISED BY THE BUDGET HOLDER
        SPEAK TO YOUR PURCHASING CO-ORDINATOR OR THE BUDGET HOLDER

AUTH 2
        YOUR ORDER HAS NOT FULLY COMPLETED
        THE ORDER EXCEEDS A SET LIMIT AND MUST BE AUTHORISED BY YOUR FINANCE MANAGER

AUTH 3
        YOUR ORDER HAS NOT FULLY COMPLETED
        THE ORDER EXCEEDS A SET LIMIT AND MUST BE AUTHORISED BY THE PROCUREMENT OFFICE

CANCELLING AN ORDER

YOU CAN USE DECLINE ⟶ **Decline** **IF THE ORDER IS NOT IN THE STATUS CLOSED**

IF YOU NEED TO CANCEL AN ORDER ONCE THE ORDER IS CLOSED YOU MUST CONTACT YOUR PURCHASE CO-ORDINATOR