



University of Sussex

IT Services

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.

Supplier Categories

Page Options: Supplier Categories Search for Supplier Your Requisitions Spending Budgets
External Links: [Procurement Office](#) | [Southern Universities Purchasing Consortium \(SUPC\)](#) | [Procureweb](#)



The screenshot shows a three-level navigation process:

- Supplier Categories**: A list of categories. An arrow points from 'Audio Visual and Multimedia' to the next screen.
- Procurement Subcategories**: A table showing subcategories for 'Audio Visual and Multimedia'. An arrow points from 'Audio Equipment including Video Conferencing, Televisions, Videos' to the next screen.
- Approved Supplier List**: A table listing suppliers for the selected subcategory. An arrow points from the 'Reflex Limited Bennet Court' entry to a callout box.

Callout boxes provide instructions:

- 'Click to request a new supplier' points to the 'Request New Supplier' link in the subcategories table.
- 'Click to place order' points to the 'Reflex Limited Bennet Court' link in the supplier list.
- 'Click to go to company website' points to the 'Go to Web Site >>' link for Reflex Limited.

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

Company	Contact	Company Web Site	Min Contract Value
Asysco Plc Asysco House	Jo Mandorio 01784 487068	Go to Web Site >>	
Gv Multi-Media Unit 1	020 8814 5950	Go to Web Site >>	
Impact Marcom Europe House	Tel: 01932 733771	Go to Web Site >>	
Reflex Limited Bennet Court	0118 931 3611	Go to Web Site >>	
Roche Audio Visual Ainleys Industrial Estate	Tel 01422 310193	Go to Web Site >>	
Saville Audio Visual Unit 5		Go to Web Site >>	

...By Name

Alternatively, if you know the name of the supplier, you can search for the supplier by name.

Search for Supplier

Page Options: [Supplier Categories](#) [Search for Supplier](#) [Your Requisitions](#) [Spending Budgets](#)

External Links: [Procurement Office](#) | [Southern Universities Purchasing Consortium \(SUPC\)](#) | [Procureweb](#)



Search for Supplier [Request New Supplier](#) [Help](#)

Supplier Name



Enter any part of the company name

Click the Search button

Supplier Search Results [Re-Search](#) [Request New Supplier](#) [Help](#)

Results for *Supplier Name=coach* 6 results found

Supplier Name	Internal Ref.	Category	Sub Category
Alexandra Day Coaching 17 Chapelfields	AL0169	Sports Services and associated equipment	Coaching
Brighton & Hove Bus And Coach Company 43 Conway Street	BR0018A	Miscellaneous	Bursaries, Scholarships, Endowments, Donations
Brighton & Hove Bus And Coach Company Limited 43 Conway Street	BR0018	Travel & Transport (incl Vehicle Hire & Subsistence)	Coach Hire
Brighton & Hove Bus And Coach Company Limited 43 Conway Street	BR0018	Travel & Transport (incl Vehicle Hire & Subsistence)	Other/General Travel & Transport
Empress Coaches Ltd 10/11 St Margarets Road	EM0013	Travel & Transport (incl Vehicle Hire & Subsistence)	Coach Hire
Sussex Coaches Sailors Cross	SU0146	Travel & Transport (incl Vehicle Hire & Subsistence)	Coach Hire

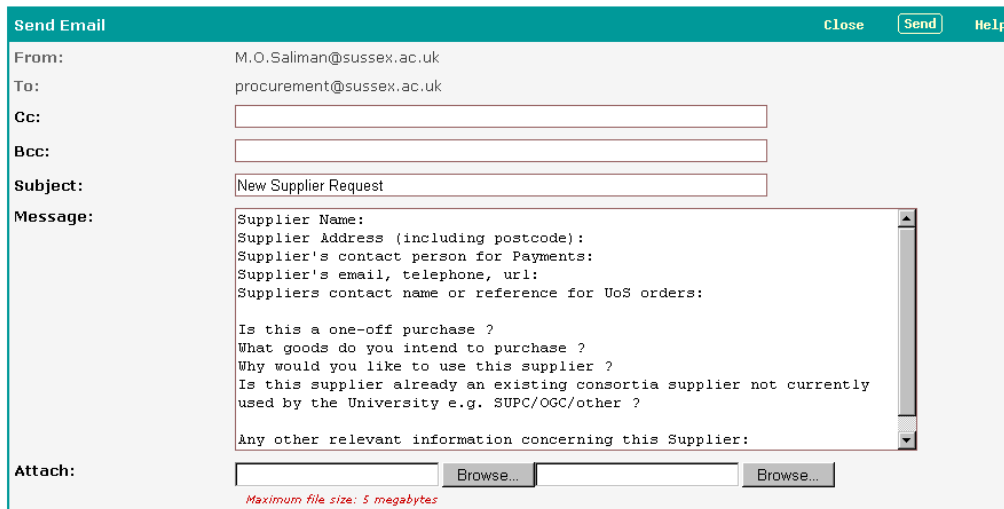
Total: 6 records

Click to place an order

Click to request a New Supplier

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.

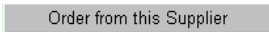


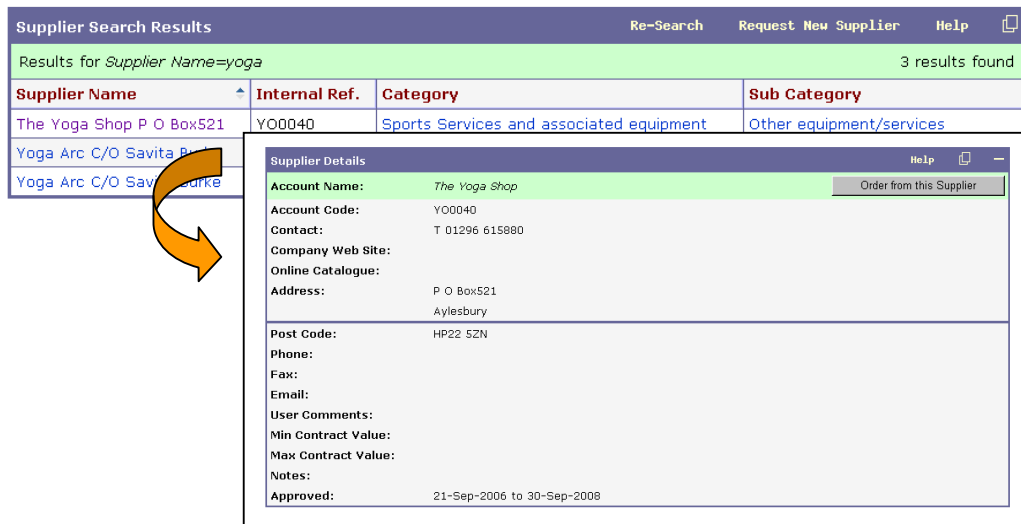
The screenshot shows a 'Send Email' form with the following fields and content:

- From:** M.O.Saliman@sussex.ac.uk
- To:** procurement@sussex.ac.uk
- Cc:** [Empty text box]
- Bcc:** [Empty text box]
- Subject:** New Supplier Request
- Message:**
 - Supplier Name:
 - Supplier Address (including postcode):
 - Supplier's contact person for Payments:
 - Supplier's email, telephone, url:
 - Suppliers contact name or reference for UoS orders:
 - Is this a one-off purchase ?
 - What goods do you intend to purchase ?
 - Why would you like to use this supplier ?
 - Is this supplier already an existing consortia supplier not currently used by the University e.g. SUPC/OGC/other ?
 - Any other relevant information concerning this Supplier:
- Attach:** [Empty text box] [Browse...] [Browse...]

Maximum file size: 5 megabytes

Placing an Order

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



The screenshot shows the 'Supplier Search Results' page with the following table:

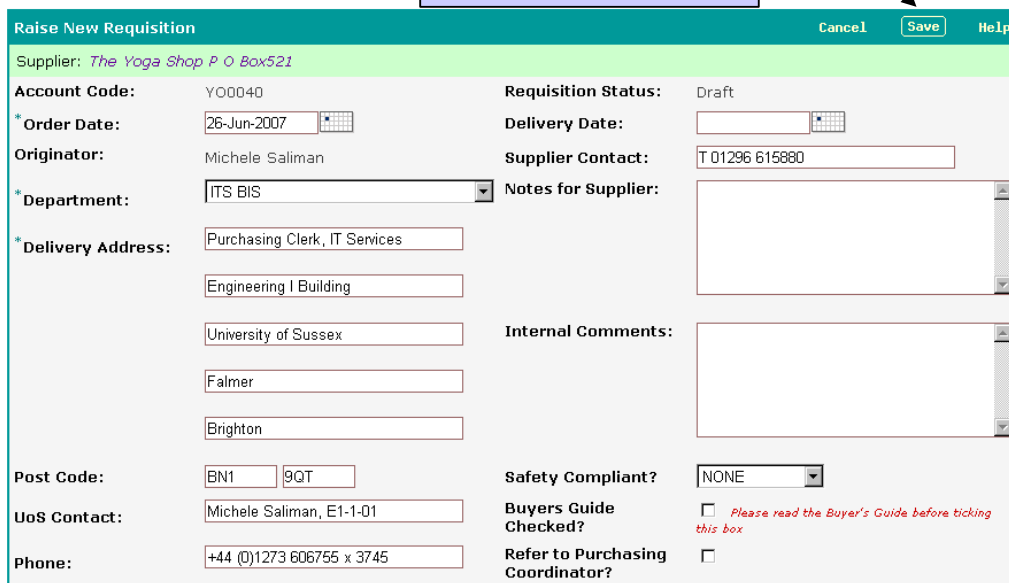
Supplier Name	Internal Ref.	Category	Sub Category
The Yoga Shop P O Box521	YO0040	Sports Services and associated equipment	Other equipment/services
Yoga Arc C/O Savita B...			
Yoga Arc C/O Savita Burke			

An orange arrow points from the 'The Yoga Shop P O Box521' row to a 'Supplier Details' pop-up window. The details for 'The Yoga Shop' are as follows:

- Account Name:** The Yoga Shop
- Account Code:** YO0040
- Contact:** T 01296 615880
- Company Web Site:**
- Online Catalogue:**
- Address:** P O Box521, Aylesbury
- Post Code:** HP22 5ZN
- Phone:**
- Fax:**
- Email:**
- User Comments:**
- Min Contract Value:**
- Max Contract Value:**
- Notes:**
- Approved:** 21-Sep-2006 to 30-Sep-2008

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

Click to save once you have completed this form



Raise New Requisition Cancel Save Help

Supplier: *The Yoga Shop P O Box521*

Account Code: Y00040 Requisition Status: Draft

* Order Date: 26-Jun-2007 Delivery Date:

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: BN1 9QT Safety Compliant? NONE

UoS Contact: Michele Saliman, E1-1-01 Buyers Guide Checked? Please read the Buyer's Guide before ticking this box

Phone: +44 (0)1273 606755 x 3745 Refer to Purchasing Coordinator?

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

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 your Purchasing Co-ordinator.

Refer to Purchasing Co-ordinator?

If ticked, the requisition will be sent to your Purchasing Co-ordinator. If the system automatically ticks this box then you need to double check your requisition and there is something wrong with your order.

You must save these details before you can enter the actual items you wish to purchase. To do so, click on **Save** in the table header.

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: BN1 9QT Safety Compliant? NONE
 UoS Contact: Michele Saliman, E1-1-01 Buyers Guide Checked?
 Phone: +44 (0)1273 606755 x 3745 Refer to Purchasing Coordinator?

Enter Requisition Items REQ/ACFB0/28356 Cancel Save Help

Supplier: *The Yoga Shop P O Box521* >> View Budget Codes >> View Ledger Codes

No.	*Item Description	Cat No.	UoM	*Qty	Unit Price	VAT Code	Ledger Code
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	S 17.5%	GA00.3300
3				1	£0.00	S 17.5%	
4							

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* >> View Budget Codes >> 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	Yoga Block	358342	1	20	£5.50	£110.00	S	£19.25	£129.25	GA00.3300		N	
2	Box of Yoga Belts (Cream)	438243	1 Box	1	£20.00	£20.00	S	£3.50	£23.50	GA00.3300		N	
Total:										£152.75			

[Back to top](#)

Requisition Budget Spends REQ/ACFB0/28356 Help

Budget	Header	Budget Code	Available	Proposed Spend	Ok?
ITS Centre - Stationery	ITS Supplies Office	GA00.3300	£762.36	£152.75	<input checked="" type="checkbox"/>
Total:				£152.75	

Order total

Budget amount available

Once you've saved the amounts you will see the total amount of the order. You will also see the amount available in your spending budget and whether you will have enough money to spend against.

If you don't have enough money in your budget to cover the proposed spend the system will indicate this in the column marked 'Ok?'. In this case you will not be allowed to continue, instead you will need to contact your Finance Manager to discuss possible options. Should they decide to move some monies from another budget it takes overnight to update in ePO :

Requisition Budget Spends REQ/ACFB0/28358						Help
Budget	Header	Budget Code	Available	Proposed Spend	Ok?	
ITS Centre - Stationery	ITS Supplies Office	GA00.3300	£608.08	£940.00	✗	
Total:				£940.00		

You are now ready to **Submit** your requisition. Click the 'Submit' button to complete the process

Submit button

Requisition Header REQ/ACFB0/28356				Clone	Submit	Decline	Edit	Help
Supplier: <i>The Yoga Shop P O Box521</i>				« Requisitions				
Account Code:	YO0040	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 1 Building University of Sussex Falmer Brighton		Internal Comments:					
Post Code:	BN1 9QT	Safety Compliant?	NONE					
UoS Contact:	Michele Saliman, E1-1-01	Buyers Guide Checked?	✓					
Phone:	+44 (0)1273 606755 x 3745	Refer to Purchasing Coordinator?	✓					



Requisition Items REQ/ACFB0/28356												Add	Edit	Help
Supplier: <i>The Yoga Shop P O Box521</i>												» View Budget Codes		
												» 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	Yoga Block	359342	1	20	£5.50	£110.00	S	£19.25	£129.25	GA00.3300	>>	N		
2	Box of Yoga Belts (Cream)	438243	1 Box	1	£20.00	£20.00	S	£3.50	£23.50	GA00.3300	>>	N		
Total:									£152.75					

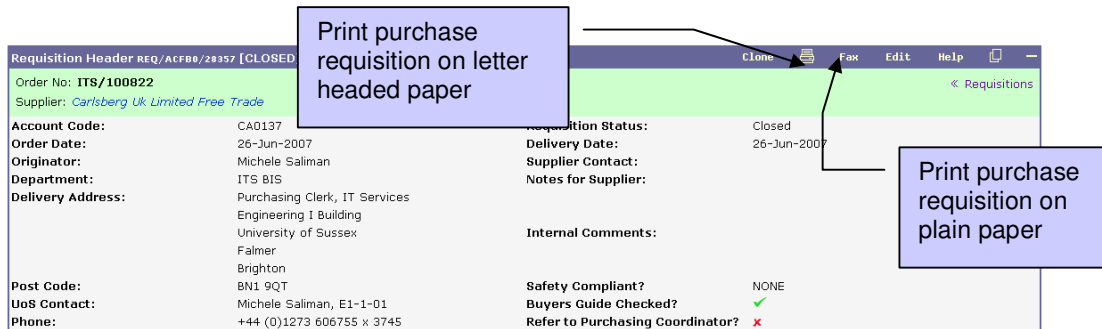
Requisition Budget Spends REQ/ACFB0/28356						Help
Budget	Header	Budget Code	Available	Proposed Spend	Ok?	
ITS Centre - Stationery	ITS Supplies Office	GA00.3300	£762.36	£152.75	✓	
Total:				£152.75		

Once you have submitted the requisition the status may go to **Closed**. If the status changes to Closed then you will get an University of Sussex purchase order number

Requisition Header REQ/ACFB0/28357 [CLOSED]
 Order No: **ITS/100822**

When you have an order number the requisition is ready to print (email or fax) to the supplier

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.



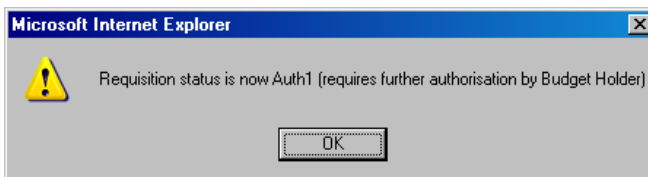
The screenshot shows a requisition header for 'REQ/ACFB0/28357 [CLOSED]'. It includes fields for Order No, Supplier, Account Code, Order Date, Originator, Department, Delivery Address, Post Code, UoS Contact, and Phone. It also shows Requisition Status (Closed), Delivery Date, Supplier Contact, Notes for Supplier, Internal Comments, Safety Compliant?, Buyers Guide Checked?, and Refer to Purchasing Coordinator?. Two callout boxes point to the 'Print' and 'Fax' icons in the top right corner of the page.

Print purchase requisition on letter headed paper (points to the printer icon)

Print purchase requisition on plain paper (points to the Fax icon)

Authorisation

If your requisition needs to be authorised by another member of staff you will get a notification message and the requisition status will change to **Auth1** or **Auth2**. Once it has been authorised and the requisition status changes to Closed you will be able to print out the purchase requisition



To Check your Requisitions

Your Requisitions

Page Options: Supplier Categories Search for Supplier Requisitions Spending Budgets

External Links: [How to Order](#) | [Procurement Office](#) | [Southern Universities Purchasing Consortium \(SUPC\)](#) | [Procureweb](#)

Click **Your Requisitions** in the Page Options.

Search Requisitions Search Help

Req Name/Order No:

Include Closed? Yes No

Date From:

Date To:

Your Requisitions New Help

Your Purchasing Co-ordinators are:
Lez Oxley, Nick Balding

Order No	Req ID	Date	Supplier	Goods Ordered	Net Value	VAT	Total	Status	Printed
ITS/100822	REQ/ACFB0/28357	26/06/2007	Carlsberg Uk Limited Free Trade	1 1 Beer	£1.30	£0.23	£1.53	Closed	
	REQ/ACFB0/28356	26/06/2007	The Yoga Shop P O Box521	20 Yoga Block 1 Box of Yoga Belts (Cream)	£130.00	£22.75	£152.75	Auth1	

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

Cloning a closed requisition

You can clone a 'closed' requisition by clicking on the 'Requisition id' to take you into the requisition detail.

Your Requisitions

Your Purchasing Co-ordinators are:
Lez Oxley, Nick Balding

Order No	Req ID	Date	Supplier	Goods Ordered	Net Value	VAT	Total	Status	Printed
ITS/100822	REQ/ACF80/28357	26/06/2007	Carlsberg Uk Limited Free Trade	1 1 Beer	£1.30	£0.23	£1.53	Closed	
	REQ/ACF80/28356	26/06/2007	The Yoga Shop P O Box521	20 Yoga Block 1 Box of Yoga Belts (Cream)	£130.00	£22.75	£152.75	Auth1	

Requisition Details: REQ/ACF80/28357 [CLOSED]

Order No: ITS/100822
Supplier: Carlsberg Uk Limited Free Trade

Account Code: CAD137
Order Date: 26-Jun-2007
Originator: Michele Saliman
Department: ITS BIS
Delivery Address: Purchasing Clerk, IT Services
Engineering 1 Building
University of Sussex
Falmer
Brighton

Post Code: BN1 9QT
UoS Contact: Michele Saliman, E1-1-01
Phone: +44 (0)1273 606755 x 3745

Requisition Status: Closed
Delivery Date: 26-Jun-2007
Supplier Contact:
Notes for Supplier:
Internal Comments:
Safety Compliant?
Buyers Guide Checked?
Refer to Purchasing Coordinator?

Click on the 'clone' icon to clone a closed requisition

Cloning a requisition will copy all the details from the cloned requisition to the new requisition, except the General Ledger codes. You must re-enter the ledger codes by editing the 'Requisition Items' table

Requisition Items REQ/ACF80/28356

Supplier: The Yoga Shop P O Box521

No.	Item Description	Cat No.	UoM	Qty	Unit Price	Nett	VAT Code	VAT	Gross	Ledger Code	Contract Ref.	Inventory	Further Details
1	Yoga Block	358342	1	20	£5.50	£110.00	S	£19.25	£129.25			N	
2	Box of Yoga Belts (Cream)	438243	1 Box	1	£20.00	£20.00	S	£3.50	£23.50			N	
Total:									£152.75				

Click 'Edit' to add Ledger Codes to cloned requisition

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