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Introduction

1 What does this guide cover?

Part one of this guide explains what the University’s rules for purchasing goods and services are, how to follow them and what different purchasing methods are available. Part two explains how to use the Finance System in order to purchase goods and services.

Before reading this guide, you should have completed the following pre-requisite training:

- The ‘Finance Essentials’ e-learning course
- The ‘Using the Finance System’ e-learning course.

By the end of reading this guide you should:

- Understand the University’s policy and guidance for purchasing goods and services
- Understand the preferred way to pay for what you need
- Know how to use the Finance System to place, track and receipt orders
- Know how to find further information, training and advice to support you in carrying out the finance related aspects of your role.

2 Who do I contact for further help?

This guide, along with the Purchasing Goods and Services e-learning, endeavours to capture all of the essential information you need to know to purchase goods or services at the University. However, if you have any questions after reading this guide please visit the Finance Website www.sussex.ac.uk/finance/ or contact the Service Desk at rt-finance-servicedesk@sussex.ac.uk.

3 Feedback and comments

We value your feedback and would be grateful for any comments on how to improve this guide. Please email rt-finance-servicedesk@sussex.ac.uk with your comments and feedback.
Part One - Policy

The financial framework

The regulatory environment within which the University operates creates a series of requirements the University must meet. **For purchasing goods and services the key requirements are:**

- To ensure the University is compliant with its legal requirements
- To ensure Value for Money is achieved in purchases and demonstrated to students, funders, government and other stakeholders.

The University has put in place a financial framework to meet these requirements. **The key elements are:**

**The Financial Regulations**

The Financial Regulations are the rules laid down by the University that you need to follow. They make up the core of the financial framework. They are designed to ensure the proper and efficient use of resources within a sound system of internal control that supports the achievement of policies, aims and objectives and that fulfils any legal, financial or regulatory obligations.

The Regulations set out specific responsibilities for individuals and categories of individuals associated with the University. For further information, the Financial Regulations can be found on the Finance website.

**Purchasing Policy**

The Purchasing Policy sets out the University’s expectations with regard to the purchase of all goods and services in order to achieve the best possible Value for Money for the University.

This policy applies to:

- All purchases of goods and services irrespective of the source of funding
- All purchases undertaken by a member of staff in connection with their University duties
- All purchases undertaken by any individual authorised to undertake purchasing activity on behalf of the University.

The Policy sets out all approved ways of purchasing at the University and explains when it is appropriate to use them. All of the content in this guide is covered within the Purchasing Policy which can be found on the Finance website.

**Systems**

The complete process for purchasing via a purchase order is embedded within the Finance System. Purchasing card transactions and out of pocket expenses are incurred outside of the Finance System, and only enter workflow for authorisation once the statement or claim is entered onto the system.
Why is the financial framework important to me?

It is important that all staff making purchases understand their responsibilities within the financial framework.

**Value for Money**

The University aims to achieve Value for Money in all of its activities. For purchasing, this is achieved through acquiring goods and services from the right supplier in the most cost effective way. This applies to all methods of purchasing such as purchase orders, purchasing cards and out of pocket expense claims.

Achieving Value for Money requires a judgement to be made which balances the benefits derived from the goods and services against the total cost of buying and using them.

You will need to ensure that you can evidence that you have achieved best Value for Money in all purchases, particularly those where you have selected alternative suppliers or not selected the quotation with the lowest price.

**Compliance**

Failure to comply within the requirements of the financial framework may lead to disciplinary or other appropriate action against staff. Any purchase that appears to be deliberately falsified, inflated or otherwise fraudulent will be investigated under the procedures outlined in the Fraud Response Plan.

Individuals need to ensure that they understand and adhere to their responsibilities. This guide will support you with this.

The Purchasing Policy sets out the minimum controls expected. Heads of School and Directors of Professional Services are responsible for compliance within their areas of responsibility and may have additional local procedures to ensure Value for Money which should be followed, where applicable. So please ensure that you check whether there are any additional local procedures before purchasing goods and services.

**Judgement**

Under the Freedom of Information Act the University regularly discloses information in relation to financial transactions. There is significant public interest and the importance of having clear rules correctly applied cannot be overstated.

A policy cannot cover every eventuality and some form of personal judgement will be required occasionally. If in doubt, you should apply the transparency test, i.e. would you be comfortable with the action or behaviour in question being subjected to public scrutiny?
What should I consider before I purchase?

Before you start to purchase it is important that you are clear what you need, when you need it by and have a good sense that the purchase is likely to be affordable.

It is important to understand the total value of the purchase or item as this will determine which route you need to follow to comply with the Purchasing Policy.

Consider whether these are likely to be one-off or frequent purchases. If you are purchasing items on an ongoing basis with no defined end date, to calculate the total value of the purchase, you should assume a contract duration of four years.

You should also consider:

‘The 5 Rights’: Is the purchase the Right Product, at the Right Price, in the Right Quantity, delivered to the Right Place at the Right Time? Often, changing one or more of these factors will affect the others.

‘Total Cost of Ownership’: Cost represents far more than just the price. Often the lowest overall cost of a solution does not come from the supplier with the lowest contract price, as there can be other additional (or varying) costs of ownership. For example, costs in relation to procurement, delivery, operating the contract or disposal of assets. Therefore all costs should be taken into consideration.

It is not appropriate to use University funds for any of the items below:

- **Day to day and traffic fines**
  (Living expenses e.g. toiletries, clothing, newspapers and snacks)

- **Gratuites**
  (Except where culturally paying a gratuity is seen as compulsory)

- **Care costs**
  (Childcare costs, kennel/cattery costs or vets fees and similar expenditure)

- **Usual travel**
  (Travel between home and usual place of work)

- **Formal attire**
  (Dinner jacket or ball gown costs to attend formal functions)

- **Care costs**
  (Childcare costs, kennel/cattery costs or vets fees and similar expenditure)

- **Alcohol**
  (Except for conferences, business entertaining and all welcome/leaving events within set limits)

- **Personal gifts**
  (Such as flowers and chocolates)
How do I find the right supplier?

The route to the best Value for Money supplier will depend on the nature of the purchase and the expected cost to the University. You will need to follow the questions in the order below to select the right supplier for your purchase. You should always check the Finance website www.sussex.ac.uk/finance/ for details of nominated, framework and approved suppliers.

**STEP 1**

Is there a nominated supplier or e-marketplace supplier available?

There are nominated supplier agreements in place for goods and services required routinely by staff. Some of these suppliers must be used for all purchases, irrespective of their value, due to exclusivity contractual obligations and there is no discretion to use another supplier. For other nominated suppliers you may seek your own supplier if the nominated supplier does not meet business need.

The most frequently purchased goods and services from nominated suppliers are:

- IT related equipment and software, estates and facilities management (SEF), print and reprographics (SEF), and travel insurance. For these items the nominated supplier should be used for all purchases.
- Catering (SussexFood), managed travel and stationery. For these items the nominated supplier should be used unless business need cannot be met.

The e-marketplace is an efficient mechanism for accessing some suppliers (i.e. Office Depot for stationery), via the University’s Finance System. Access is gained to multiple suppliers’ catalogues, in some cases at the same time, to select goods and create a purchase order.

**STEP 2**

Is there a framework agreement available?

Framework agreements are arrangements between the University and certain suppliers who have been pre-selected by a tender process.

The rules of each framework may differ and you may be required to seek competitive quotes and tender for goods and services from the suppliers named in the framework agreement.

However, there is some judgement required around whether you need to use frameworks for purchases up to £5,000. A budget holder may judge that the process involved in selecting a supplier through a framework is onerous and outweighs the achievable Value for Money. In this case Step 3 should be used.

Continued on next page
What are the preferred ways to purchase?

The preferred ways to purchase goods and services are shown below in the order that they should be considered.

1. University purchase orders

Purchase orders raised using the Finance System are the principle mechanism for the purchase of goods and services in the University.

In order to support budgetary control and the delivery of value for money the University's Financial Regulations require all purchasing to be carried out using a purchase order. The only exceptions to this are defined by the Director of Finance in order to meet business need and/or to support the achievement of value for money and are outlined in the next section of this guide.

Unless purchasing through an approved alternative route any verbal or written request for the supply of goods and services, may constitute a contract with the supplier and must be supported by a University purchase order.
2 University purchase cards

Purchasing cards should be used in preference to out of pocket expenditure where access to both alternatives exists.

Whilst they are intended to provide quick and easy access to purchasing it is important that wherever possible staff and budget holders take a planned approach to purchasing and do not use purchasing cards as a routine ‘emergency’ alternative to purchase ordering.

Heads of School and Directors of Professional Services are responsible for the purchasing arrangements in their School or Division and the appropriate distribution and use of purchasing cards. The Purchasing Card Guide contains further information on this.

3 Out of pocket expenditure

Out of pocket expenditure, which is where the individual uses his or her own funds for purchases and then seeks reimbursement, should only be carried out where the individual:

- When the University’s Finance System cannot be accessed to generate a purchase order, i.e when travelling on University business
- When a purchasing card transaction cannot be performed, because the buyer does not have a card and is unable to find another cardholder to buy the item
- When expenditure must be paid in cash, i.e payments to research volunteers
- The claim is for an allowance such as mileage.

The Travel and Working Away From Base, Hospitality and Out of Pocket Expenses Guide covers how to submit out of pocket expenses and track the progress of your claim.

4 Advances

University funds may be advanced to staff, students and visiting researchers who do not have access to the Finance System or a purchasing card and are unable to make purchases or cash withdrawals using a personal credit card without incurring any additional personal costs.

In any situation an advance will be always limited to the anticipated expenditure and should not be regarded as a cash ‘float’. Further details can be found on the Finance website.

5 None of these?

If it appears that none of the methods above can be used for your requirement, please contact the Finance Service Desk.
What purchase values determine the process I need to follow?

The value of your purchase will determine what you need to do next. When making your decision you should consider the value inclusive of VAT, except for those cases such as medical supplies where VAT is recoverable so the value is exclusive of VAT. **Different requirements apply within different value thresholds.**

**Purchases up to £5,000:** You should use a nominated or e-marketplace supplier in the first instance. For some nominated suppliers if business need cannot be met, or in the case of the managed travel provider a better Value for Money solution can be found, the budget holder may judge it appropriate to consider an alternative supplier.

If neither are available a framework supplier should be considered next. However, if the budget holder makes the judgement that the process involved in selecting a framework supplier is onerous and outweighs the achievable Value for Money, a University approved supplier should be used or included in the process of seeking quotes. If there is no approved supplier able to meet business need, or insufficient suppliers to allow more than one quote to be obtained, it would then be appropriate to approach a new supplier.

It is recommended that quotes are obtained from more than one supplier but the budget holder can exercise judgement and may conclude that seeking a single quote will produce the best result for the University, taking into account efficiency of process balanced with achievable Value for Money.

You do not have to accept the lowest quotation. However, your rationale for accepting any quotation should clearly evidence that the quotation representing best overall Value for Money has been selected.

**Purchases between £5,001 and £25,000:** You should use a nominated or e-marketplace supplier in the first instance. For some nominated suppliers if business need cannot be met, or in the case of the managed travel provider a better Value for Money solution can be found, the Head of School or Director of Professional Service may judge it appropriate to consider an alternative supplier. In this case you should use a framework agreement and, if this cannot meet business need, seek three written quotes from different suppliers including existing approved suppliers. The Head of School or Director of Professional Service has authority to judge whether obtaining a quote from fewer than three suppliers will maximise Value for Money and meet the University’s business needs.

You do not have to accept the lowest quotation. However, your rationale for accepting any quotation should clearly evidence that the quotation representing best overall Value for Money has been selected.

The diagram on the next page summarises the steps to follow to identify an appropriate supplier for purchases under £25,000:
**Part One - Policy**

**Purchasing Goods and Services**

**Purchases above £25,000:** If you are ordering goods or placing a contract for a value in excess of £25,000 (total spend over the duration of the requirement) you must engage with Procurement and Commercial Services to formally agree a purchasing approach before you begin to make contact with suppliers.

This could range from a simple process that can be completed in a couple of weeks to a complex tender procedure that may take months to complete. It is therefore important to engage with Procurement and Commercial Services as soon as you become aware of your requirement.

To do this you should complete a Request for Procurement Support, which can be found on the Finance website, and submit it to the Finance Service Desk. Your requirement will then be assessed to ensure appropriate support is given.
When is a purchase order is not required?

The majority of your purchases will follow the purchase order route, but there are some exceptions where a purchase order is not required. These are:

**Business entertainment and hospitality**
All purchases relating to business entertainment and hospitality must be from the University’s provider via the SussexFood website. An alternative provider can be considered only if this does not meet business need.

**Use of petty cash**
The University aims to create a cashless environment as far as can practically be achieved and therefore purchasing by petty cash should only be used where there is no other workable alternative.

**Written dispensation is given**
Where specific written dispensation has been given by the Director of Finance to make purchases outside of the Purchasing Policy.

**Claims for out of pocket expenses**
Out of pocket expenditure should only be incurred in the following circumstances:

- When the University’s Finance System cannot be accessed to generate a purchase order - i.e. when travelling on University business
- When a purchasing card transaction cannot be performed, because the buyer does not have a card and is unable to find another card-holder to buy the item
- When expenditure must be paid in cash, for example payments to research volunteers
- The claim is for an allowance, such as mileage.

The Travel and Working Away from Base, Hospitality and Out of Pocket Expenses e-learning and guide provide further information and guidance on this method of purchasing.

**Advances**
University funds may be advanced to staff, students and visiting researchers who do not have access to the Finance System or a purchasing card, and are unable to make purchases or cash withdrawals using a personal credit card without incurring any additional personal costs. In any situation an advance will always be limited to the anticipated expenditure and should not be regarded as a cash ‘float’. Further details can be found on the Finance website.

**Purchasing cards**
The next page will explain when it is appropriate to use a University purchasing card.
Purchasing cards:
Purchasing cards are an efficient way to purchase goods and services and should be used in the following circumstances:

1: The purchase is expected to be a one-off from a supplier who is not already set up on the Finance System.

2: The supplier only accepts card payments.

3: Services are being purchased from the University’s Managed Travel Provider in order to secure the price on offer.

4: The individual does not have access to the University’s Finance System at the point when the purchase is needed.

Purchasing cards should be used in preference to out of pocket expenses where access to both alternatives exists. Whilst they are intended to provide quick and easy access to purchasing it is important that, wherever possible, you take a planned approach to purchasing and do not use purchasing cards as a routine ‘emergency’ alternative to purchase ordering.

An administrator may hold a card for the purpose of buying on behalf of other staff in their School or Division. To find out who in your area may hold a purchasing card, please contact the Finance Service Desk. The Purchasing Card Guide [www.sussex.ac.uk/finance/how/purchasing](http://www.sussex.ac.uk/finance/how/purchasing) provides further information on the application and use of purchasing cards.

What is the purchase order process?

The remainder of this guide explains the purchase order process which can be summarised as:
It is expected that the majority of purchases are planned and ordered in advance. The usual way for you to buy is to raise a purchase order (PO) through the Finance System. **The process steps for this are outlined below in more detail:**

**When seeking quotes:**
- Clearly state your requirements (ensure all potential suppliers are given the same information, preferably at the same time)
- Check that the proposal is fit for purpose
- For goods, evaluate cost based on total cost of ownership (not just price)
- If any aspect of your requirement changes, ensure that this is communicated and quotations are updated.

A requisition is an internal document which acts as a request for authority to order goods or services, which is then subject to authorisation, before being converted to an official purchase order. The requisition should not be sent to the supplier. The requisition is used to:
- Check the purchase is affordable (through a funds checker within the Finance System)
- Record the purchase and appropriate details
- Confirm this is a genuine purchase for business needs.

As soon as a requisition is sent for authorisation it will create a commitment on the Finance System against the subproject code budget.

These commitments are used to aid forecasting and budget planning. However, a number of queries often arise when creating a requisition, due to a perceived lack of budget. This can be because there are a number of requisitions or purchase orders raised within the System that are no longer required but have not been deleted and therefore still show as a commitment against budget.

It is important to support accurate financial monitoring and budget planning, therefore that any such items should be deleted as soon as you are aware they are no longer necessary.

Ordering and approving goods and services must be undertaken by at least two independent individuals. In defined circumstances the Director of Finance can authorise exceptions to this principle for operational reasons where in his judgement the risk to the University is very low.

You will need to provide evidence that you have followed the Purchasing Policy, including any justifications evidencing how you have achieved best Value for Money, should you seek an alternative supplier to those recommended or should you not accept the lowest quotation. The authoriser will check this evidence before authorising your requisition.
The official University purchase order sets out the University’s standard terms and conditions of purchasing goods and services, guaranteeing the most advantageous Value for Money terms for the University. It must be recorded and approved on the University’s Finance Systems which ensures:

- Up front budget holder authorisation before a commitment is made
- A clear segregation of duties and audit trail
- Immediate and accurate recording of a commitment and the type of expenditure
- That there is a confirmation to the supplier of the University’s commitment to purchases.

An official University purchase order must be raised and approved before a contract is signed. Authority to sign a contract on behalf of the University is set out in the scheme of delegated financial authorities maintained by the Director of Finance.

A contract can be created without a signed written document. The purchase order creates a contract on the University’s terms and conditions in the absence of any other agreement.

The purchase order is sent to the supplier who then fulfils the order.

The Financial Regulations state that all goods should be received, checked and signed for against the supplier’s delivery note and purchase order to ensure they match the description of what was ordered and are of the appropriate quality. If quality or quantity is unsatisfactory, the supplier should be immediately notified and action taken.

When you receive the goods, or the services have been delivered, you must promptly acknowledge this within the Finance System which provides confirmation that goods or services have been received. This then acts as the authority to pay the supplier and will enable the invoice, when received, to be matched to the purchase order and paid without further intervention.

Continued on next page
Suppliers must send invoices with the purchase order number included directly to Finance (invoices@sussex.ac.uk) as stated on the purchase order. If you receive an invoice, please forward to Finance immediately and include your contact details in case of queries. If you receive a query from a supplier, for example regarding payment, please ask them to email suppliers@sussex.ac.uk. Prompt receipt of invoices helps to ensure that they are paid within the payment terms and conditions set out by suppliers and the University.

Received invoices can be automatically matched to your goods receipt in the Finance System and will then be paid without further intervention, ensuring a segregation of duties between receipt and payment.

Invoices will only be paid where they can be matched to orders and confirmation of goods or services received on the Finance System. In exceptional circumstances, where an invoice cannot be matched, the Head of School, Director of Professional Service or authorised delegate will be required to authorise the invoice.

The purchasing procedure ensures that purchase invoices are paid in accordance with the standard terms of 28 days from the invoice date by BACS transfer, or other terms where agreed by the Director of Finance.
Before beginning this process, you should consult your budget holder to:

- Confirm that there is budget available for the purchase
- Seek advice on whether more than one quotation is required
- Confirm which subproject code to use for the purchase
- Ensure that you know the correct tax code for the purchase

*Please note that these items are outside of the scope of this guide.*

Before beginning to raise a requisition, you will need:

- The details of the goods or services to be supplied
- Your quotations saved to your folder ready for attaching to your requisition
- The name of the supplier and have checked whether they are set up on the Finance System. If not, you will need to set them up as a new supplier (see appendix one).
- The subproject code the purchase will be charged to
- For Sussex Estates and Facilities (SEF) purchases: a SEF Work Order/Service Centre number; a Form 1 (if the requisition is over £1,000 and out of scope work)
- For VAT exempt orders exceeding £5,000: a VAT exemption certificate issued by your Finance Manager
- For all orders exceeding £25,000: a fully signed Tender Audit Report or a fully signed Tender Waiver Form issued by Procurement and Commercial Services.

The following pages provide guidance on how to raise three different types of requisition. The instructions illustrate the core steps common to all three processes, and the additional steps required for e-marketplace and SEF requisitions. **The three types of requisition are as follows:**

3. **How to raise a standard requisition**
   
   A standard requisition is raised via manual entry of product information. Suppliers are continuously added to e-marketplace, so please check the list on the Finance website before placing a non e-marketplace order.

4. **How to raise an e-marketplace (Punchout) requisition**
   
   An e-marketplace requisition is raised directly through the supplier’s online catalogues or the e-marketplace.

5. **How to raise a SEF (Sussex Estates and Facilities) requisition**
   
   A SEF requisition for goods or services provided by Sussex Estates and Facilities is raised via manual entry of product information.
2 Tips for data entry: Field Help, Type Ahead and Error Messages

Field Help

1. Click on the Field Help button next to the relevant field and a ‘Value lookup’ search box will appear.

2. Type in your search criteria and press Search.
   The example on the right shows that there are two suppliers listed that match the search criteria.

3. Select the relevant supplier.

In some fields, such as the Product field, the Field Help button looks like this:

4. Click on the Field Help button then select ‘Value lookup’.
   This same ‘Value lookup’ search screen will appear.

5. If you wish to see all results, leave the Search criteria blank and just click Search. If you are requesting a large amount of data this search may take a few minutes to complete.
   The example on the right lists all purchasing products.

Type Ahead

6. Start to type what you are looking for and, after three characters have been entered, the available options will be displayed for selection.

In the example on the right, ‘SEF’ was entered in the Product box. The result is a list of all products codes for SEF.
**Error Messages**

If any mandatory fields are left blank you will receive a validation error message when saving the requisition, like the example on the right.

The Finance System will highlight in red the lines that have the issue.

To resolve, click on the line in red and complete the mandatory field, then press Save.
Part Two - Process

How to raise a standard requisition (excludes SEF and e-marketplace)

1. Log on to the Finance System.
2. Click on Purchasing, then Requisition Input.

You will now see 3 tabs:
- Requisition entry
- Requisition details
- E-Marketplace (Punchout)

You will need to complete the first two tabs for a standard requisition.

How to Complete the Requisition Entry Tab:

What is this?

This tab displays the summary information for the purchase order. It is used to pre-populate the order lines on the Requisition details tab with the supplier and subproject data.

If you are raising a requisition with multiple suppliers you must leave the default supplier field blank.

Requisition

3. Requisitioner: This line automatically populates with your name.
4. Status: This line defaults to ‘Active’.
5. Period: This line defaults to the current financial period.
6. Internal Message: This is where you can enter a message to your authoriser, if required, and provide information to facilitate the authorisation of your purchasing request. This message does...
not appear on the purchase order and is not visible to the supplier.

### Default Supplier Details

7. **Supplier:** You can use the Type Ahead function to display available suppliers, or use the Field Help button for a more detailed search.

8. **Contact:** Select the order address for your chosen supplier (as some suppliers may have more than one contact or department) via the drop down list.

### Default Finance Codes

9. **Purchase order email destination:** This field instructs the Finance System where to email the official purchase order once the requisition has been approved. **There are two options for a standard requisition.**
   - Type ‘S’ – To email the purchase order automatically to the supplier (a copy will also be emailed to you).
   - Type ‘R’ – To email the purchase order to you to forward on to the supplier. With this option you must ensure that you send the purchase order to the supplier. A verbal notification of the purchase order number will not suffice.

10. **Purchase order prefix dept:** Input your departmental prefix into this field. E.g. FIN for Finance. If you need help finding your department prefix use the Field Help button.

11. **Subproject:** Insert your subproject code into this field. If you do not know your subproject code the Type Ahead function can help you. If you need a more detailed search use the Field Help button or contact the Finance Service Desk on rt-finance-servicedesk@sussex.ac.uk.
Delivery Contact

12. **Delivery date**: Set the delivery date to the date you expect to receive the goods or services. This will trigger an automated goods receipt reminder email.

13. **Delivery address**: This will pre-populate with your campus address. You can use the Delivery contact drop-down box to select another location or building.

14. **For Attention of**: This is where you can add specific delivery instructions for your purchase order.

How to Complete the Requisition Details Tab:

**What is this?**

This tab is where the line by line detail for the requisition is entered. The detail added in this tab will shown on the purchase order, and will be used by Finance to match against the suppliers invoice. Accurate data entry on this screen will maximise the efficiency of the purchasing process.

15. **Click** Add or click on a line to start entering the first line of your requisition.

16. **Product**: Use Type Ahead to enter a product code by typing a description of what you want to order. E.g. Consultancy fees. A product code with a description will appear for you to select. You can also use the Field Help box to help you search for the correct product code.

17. **Description**: You must overwrite the Description field with a detailed description of the product or service you wish to buy. This field has a 250 character limit. If the description is not overwritten, the requisition will be sent back to you automatically. The information input in this field is used by Finance to match against invoices, therefore it is important not to use generic descriptions such as “Computer Equipment” or “General Stationery”.

18. You can add additional product information to appear on the purchase order by using the Product text field within the Additional Information for the supplier section pictured right.

19. **Supplier:** If you entered the Supplier ID in the Requisition entry tab then the Supplier ID will be automatically populated for all lines on the Requisition detail tab. For a purchase order with multiple suppliers you must enter each supplier on the relevant lines. You can use the Type Ahead or Field Help functions to find the supplier you are purchasing from.

20. **Quantity:** Enter the number of items you are purchasing in the Quantity field.

21. **Price:** Enter the net price (the price before VAT) as VAT is calculated based on the VAT code of the product you have selected and added by the system automatically. For free products leave the price as 0.00.

**Note:** You do not need to complete the Currency field as this is automatically defaulted by the supplier setup data on the system.

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**What if I want to create one open purchase order for multiple invoices?**

*Before creating an open purchase order, please contact the Finance Service Desk ([it-finance-servicedesk@sussex.ac.uk](mailto:it-finance-servicedesk@sussex.ac.uk)) for advice to ensure that this is the most appropriate and efficient method for your purchases.*

To create an open purchase order you need to swap the quantity and price fields, as you can only goods receipt using the quantity field and not the price.

For example (see right), if you are going to be billed monthly and you have been given a quote of £1,200 (excluding VAT) for the year, you will want to match the goods received to the invoice value.

Therefore, use the Quantity as the total price £1,200 and the Price as £1.00.
22. **Account**: This is automatically populated from the product code and can’t be amended.

23. **Cost**: This is automatically populated from the subproject code and can’t be amended.

24. **Project**: This is automatically populated from the subproject code and can’t be amended.

25. **Subproject**: If you entered the subproject in the Requisition entry tab then the subproject will be automatically populated for all lines. You can amend the subproject per line if the purchase is to be charged to different subprojects.

26. **Tax code (VAT)**: The tax code is automatically populated based on the product code selected but can be amended if for any reason the Supplier doesn’t pay tax, e.g. Charitable status.

**Tax Codes available for use are as follows:**

- P0 – Zero Rate Purchase
- PE – Exempt Purchase
- PM – Medical Research (Where ordering for Medical Research always use tax code PM)
- PO – Outside Scope of VAT purchase
- PS – Standard Rate Purchase
- PU – Lower Rate Purchase

27. **Split row**: You can use the Split row option to split cost between departments or different subprojects. To do this, enter in the other subproject(s) sharing the cost then change the percentage to reflect how much is to be charged to each subproject. Alternatively, you can amend the amounts but the percentage must equal 100. If the whole order is split, you must do this for all product lines.

If you want to use the same product information for subsequent rows, you can use the Copy button to save time. Just tick the line you want to copy and click Copy. You can amend the quantity, price and subproject as required.
What is funds checking?
When the requisition is submitted for authorisation, the Finance System will automatically check against the subproject(s) entered to see if there are sufficient funds to cover the expense of the proposed purchase. You can check available funds prior to saving and submitting your requisition by following the guidelines below.

28. Once you have completed the Requisition details tab press Funds check.

There are 3 possible icons that will appear against each line of the Requisition details tab in the Funds check column. These are:

- Funds overspent (over budget)
- Funds available (within budget)
- Funds available, but remaining funds less than 10%

29. To view the Funds check detail click on Funds check results. This will show you the detail per subproject budget.

30. Click on each subproject line to view the available budget results.

These results include the cost of the requisition you are raising and VAT.

31. If your requisition is over budget but you have a justified reason to request the spend, add a comment explaining your reasons to your authoriser in the Internal Message field in the Requisition Entry tab. You will also receive a pop up message advising you are over budget when you save the requisition.

If you amend any subprojects during the requisition raising process you will need to repeat the funds check process to get the new result.
Part Two - Process

Purchasing Goods and Services

How To Attach a Document:

Why do I need to do this?

In order to allow for seamless authorisation, documents need to be attached to a requisition where necessary. This forms part of the audit trail and demonstrates that the appropriate process has been followed and Value for Money has been evidenced. If appropriate documents are not attached, the requisition may be rejected with a request for them to be attached.

You need to attach documents:

- For purchases up to £25,000. In this case attach all quotations received, including those from unsuccessful suppliers.
- For purchases above £5,000 which are subject to VAT relief. In this case you would need to attach a VAT Exemption Form issued by your Finance Manager.
- For purchases above £25,000. In this case attach a Tender Audit Report, fully completed and signed, or a Tender Waiver Form fully completed and signed, which are provided by Procurement and Commercial Services.

32. Click on the paperclip in the top right hand corner.

33. The Documents pop up box will appear. Click on Add a Document.

34. Upload your chosen document, complete the document title field and click Save.

35. Add further documents by repeating process above.

36. Once all documents have been attached, and all details have been completed in the Requisition entry and Requisition details tabs, click on Save.

The system will generate a requisition number if there are enough funds available in the subproject. If not, you will receive a warning message.

37. If any of the requisition lines result in an overspend you will receive a pop up Funds Check warning message.

If you want to check the result again, click on Funds check results.

38. If you receive the warning message and have not yet added comments for the authoriser, click on No then add your justification for the
What now?

Once the system has generated a requisition number your requisition will enter workflow for authorisation and will create a commitment on the Finance System against the subproject budget code. Section 8 of this guide explains how to track the progress of your requisition via workflow enquiry.

If the requisition is not approved it will be rejected back to you with comments, please see Section 9 to learn how to amend or close a requisition.

An official purchase order will be created once your requisition has been approved. At this stage please note:

- If you selected R in the Purchase order email destination field when raising the requisition you will receive an email with a PDF of your order. You must ensure this is forwarded to the supplier.
- If you selected S in the Purchase order email destination field when raising the requisition your purchase order will have been automatically sent to the supplier. You will also receive an email with a PDF copy of your order, for your records. The PDF will contain the supplier email address where the purchase order was sent.

Once the goods or services are received you must remember to enter these details in the Finance System. For guidance on how to goods receipt, please see Section 10 of this guide.

Once the supplier sends an invoice, Finance will match it in the Finance System against the goods receipted on the purchase order.
How to raise an e-marketplace (Punchout) requisition

What is the e-marketplace?

The e-marketplace contains hosted catalogues in an online marketplace and you can access these supplier catalogues directly through the Finance System. Once you have selected the items you want to purchase and checked out, your basket is automatically imported into the Requisition details screen, with a majority of the data fields populated from the basket.

There are two elements to the e-marketplace:

1. **Punchout** – This is where you are transported to a specific supplier’s website and can then import your shopping basket back into the Finance System.

2. **Hosted Catalogues** – This is a single marketplace interface, which allows you to search for products over a number of suppliers to identify the best value options. You can create a shopping basket with goods from multiple suppliers and then import them all back to Finance System at once.

All suppliers with hosted catalogues are pre-approved suppliers available through agreed contracts. Therefore, there is no need to attach documents for requisitions placed via the e-marketplace.

How to Complete the Requisition Entry Tab:

1. **Log on** to the Finance System
2. **Click** on Purchasing and Requisition Input

You will now see 3 tabs:
- Requisition entry
- Requisition details
- E-Marketplace (Punchout)

You will need to complete the Requisition entry and E-Marketplace tabs for an e-marketplace requisition. The Requisition details are automatically populated for you and should not be changed.

What is this?

This tab displays the summary information for the purchase order. It is used to pre-populate the order lines on the Requisition details tab with the supplier and subproject data.

If you are raising a requisition with multiple suppliers and charging to different subprojects you can over-type the pre-populated information in the Requisitions details tab on each order line.
Part Two - Process

**Requisition**

3. **Requisitioner**: This line automatically populates with your name.

4. **Status**: This line defaults to ‘Active’.

5. **Period**: This line defaults to the current financial period.

6. **Internal Message**: This is where you can enter a message to your authoriser, if required, and provide information to facilitate the authorisation of your purchasing request. This message does not appear on the purchase order and is not visible to the supplier.

**Default Supplier Details**

7. **Supplier**: This field is not required when raising an e-marketplace requisition as it will automatically populate when you checkout from the supplier’s webpage.

8. **Contact**: This field is not required when raising an e-marketplace requisition.

**Default Finance Codes**

9. **Purchase order email Destination**: This field instructs the Finance System where to email the official purchase order once the requisition has been approved.

   You must Type ‘P’ into this field as these orders are sent electronically to the supplier’s ordering system rather than an emailed purchase order. A copy will also be emailed to you for your reference.

10. **Purchase order prefix dept**: Input your departmental prefix into this field. E.g. FIN for Finance. If you need help finding your department prefix use the Field Help button.

11. **Subproject**: Insert your subproject code into this field. If you do not know your subproject code the Type Ahead function can help you. If you need a more detailed search use the Field Help button or contact the Finance Service Desk on rt-finance-servicedesk@sussex.ac.uk.
Part Two - Process

Delivery Contact

12. **Delivery date:** Set the delivery date to the date you expect to receive the goods or services. This will trigger an automated goods receipt reminder email.

13. **Delivery address:** This will pre-populate with your campus address. You can use the Delivery contact drop-down box to select another location or building.

14. **For Attention of:** Do not use this field for e-marketplace orders as it may delay your order.

How to Complete the E-Marketplace (Punchout) Tab:

15. **From the Requisition Entry tab,** click straight on to the E-Marketplace (Punchout) tab.

16. **Click on** Go shopping.

17. **You will be redirected to the Parabilis website** where you can either:
   - Select a Punch-out supplier
   - Or select Catalogue for a list of hosted catalogues, where you can search for products across multiple suppliers.

18. **Select the items to purchase** from the supplier’s website or hosted catalogue(s).

19. **Once you have completed your shopping** the supplier website will provide you with a summary of your purchases. If you are happy with your order, click on checkout.

20. **You will see a summary of your order** in the University e-marketplace. You can add to this order from as many Punch-out suppliers or catalogues as you wish. Clicking on Checkout will take you back to the Finance System, where you will complete your requisition.

21. **Click on Retrieve shopping.** This will load all of your shopping baskets. Tick the appropriate line to load and click Generate to requisition.

Once you have clicked on Generate to
How to Complete the Requisition Details Tab:

What is this?

This tab is where the line by line detail for the purchase order is entered. The detail added in this tab will be what is produced on the purchase order for the supplier, and is what Finance will use to match the suppliers invoice to. Accurate data entry on this screen will maximise the efficiency of the purchasing process.

With e-marketplace orders, the shopping you have just completed online will automatically populate in the Requisition details fields.

It is important NOT to change any of the order details in this screen. If you want to change the quantity of an item, return to the e-marketplace and select the item again.

22. **Account**: This is automatically populated from the product code and can’t be amended.

23. **Cost**: This is automatically populated from the subproject code and can’t be amended.

24. **Project**: This is automatically populated from the subproject code and can’t be amended.

25. **Subproject**: If you entered the subproject in the Requisition entry tab then the subproject will be automatically populated for all lines. You can amend the subproject per line if the purchase is to be charged to different subprojects.
26. **Tax code (VAT):** You must ensure that the correct tax codes are selected in the Requisition detail screen on the Finance System, not the e-marketplace, before saving as any changes made to tax values in the e-marketplace will not be drawn through to the requisition automatically. This is particularly important for tax exempt items.

Tax Codes available for use are as follows:

- P0 – Zero Rate Purchase
- PE – Exempt Purchase
- PM – Medical Research (Where ordering for Medical Research always use tax code PM)
- PO – Outside Scope of VAT purchase
- PS – Standard Rate Purchase
- PU – Lower Rate Purchase

27. **Split row:** You can use the Split row option to split cost between departments or different subprojects. To do this, enter in the other subproject(s) sharing the cost then change the percentage to reflect how much is to be charged to each subproject. Alternatively you can amend the amounts but the percentage must equal 100. If the whole order is split, you must do this for all product lines.

**What is funds checking?**

When the requisition is submitted for authorisation, the Finance System will automatically check against the subproject(s) entered to see if there are sufficient funds to cover the expense of the proposed purchase. You can check available funds prior to saving and submitting your requisition by following the guidelines below.

28. **Once you have completed the Requisition details tab** press Funds check.

There are 3 possible icons that will appear against each line of the Requisition details tab in the Funds check column. These are:

- Funds overspent (over budget)
- Funds available (within budget)
Part Two - Process

• Funds available, but remaining funds less than 10% ⚠️

29. To view the Funds check detail click on Funds check results. This will show you the detail per subproject budget.

30. Click on each subproject line to view available budget results.

These results include the cost of the requisition you are raising and VAT.

31. If your requisition is over budget but you have a justified reason to request the spend, add a comment explaining your reasons to your authoriser in the Internal Message field in the Requisition Entry tab. You will also receive a pop up message advising you are over budget when you save the requisition.

32. Once all details have been completed in the Requisition entry and Requisition details tabs, click on Save.

The system will generate a requisition number message.

If you amend any subprojects during the requisition raising process you will need to repeat the funds check process to get the new result.
Next Steps After Submitting a Requisition:

What now?

Once the system has generated a requisition number your requisition will enter workflow for authorisation and will create a commitment on the Finance System against the subproject budget code. Section 8 of this guide explains how to track the progress of your requisition via workflow enquiry.

If the requisition is not authorised it will be rejected back to you with comments, please see Section 9 to learn how to amend or close a requisition.

An official purchase order will be created once your requisition has been approved.

At this stage please note:

- You selected P in the Purchase order email destination field when raising the requisition, which means that the supplier will automatically be sent an electronic purchase order from the Finance System. You will receive a PDF copy of your order via email for your records.

Once the goods or services are received you must remember to enter these details in the Finance System. For guidance on how to goods receipt, please see Section 10 of this guide.

Once the supplier sends an invoice, Finance will match it in the Finance System against the goods receipted on the purchase order.
Part Two - Process

How to raise a SEF (Sussex Estates and Facilities) requisition

1. Log on to the Finance System
2. Click on Purchasing and Requisition Input

You will now see 3 tabs:
- Requisition entry
- Requisition details
- E-Marketplace (Punchout)

You will need to complete the first two tabs for a SEF requisition.

How to Complete the Requisition Entry Tab:

**What is this?**

This tab displays the summary information for the purchase order. It is used to pre-populate the order lines on the Requisition details tab with the supplier and subproject data.

If you are raising a SEF requisition and charging to different subprojects you can over-type the pre-populated information in the Requisitions details tab on each order line.

Requisition

3. **Requisitioner**: This line automatically populates with your name.
4. **Status**: This line defaults to ‘Active’.
5. **Period**: This line defaults to the current financial period.
6. **Internal Message**: This is where you can enter a message to your authoriser, if required, and provide information to facilitate the authorisation of your purchasing request. This message does not appear on the purchase order and is not visible to the supplier.
Part Two - Process

Default Supplier Details

7. **Supplier:** For SEF orders you must use S17277 as the supplier code.

8. **Contact:** This field is not applicable for SEF orders.

Default Finance Codes

9. **Purchase order email Destination:** This field instructs the Finance System where to email the official purchase order once the requisition has been approved. There are two options.
   
   • Type ‘S’ – To email the purchase order automatically to the supplier (a copy will also be emailed to you).
   
   • Type ‘R’ – To email the purchase order to you to forward on to the supplier. With this option you must ensure that you send the purchase order to the supplier. SEF will not accept orders without a valid purchase order.

10. **Purchase order prefix dept:** Input your departmental prefix into this field. E.g. FIN for Finance. If you need help finding your department prefix use the Field Help button.

11. **Subproject:** Insert your subproject code into this field. If you do not know your subproject code the Type Ahead function can help you. If you need a more detailed search use the Field Help button or contact the Finance Service Desk.

Delivery Contact

12. **Delivery date:** Set the delivery date to the date you expect to receive the goods or services. This will trigger an automated goods receipt reminder email.

13. **Delivery address:** This will pre-populate with your campus address. You can use the Delivery contact drop-down box to select another location or building.

14. **For Attention of:** This is where you can add delivery instructions for your purchase order.
Part Two - Process

How to Complete the Requisition Details Tab:

**What is this?**

This tab is where the line by line detail for the requisition is entered. The detail added in this tab will be shown on the purchase order, and will be used by Finance to match against the suppliers invoice. Accurate data entry on this screen will maximise the efficiency of the purchasing process.

15. **Click Add** or click on a line to start entering the first line of your requisition

16. **Product:** You must use the prefix SEF when searching for products (see right). If you do not input a SEF product when ordering from SEF, the requisition will be automatically rejected and sent back to you asking you to use a SEF product.

17. **Description:** You must overwritten the Description field with a detailed description of the product or service you wish to buy. For SEF requisitions this description should start with a SEF Work Order number. This field has a 250 character limit. If the description is not overwritten, the requisition will be automatically sent back to you. The information input in this field is used by Finance to match against invoices, therefore it is important not to use generic descriptions such as “Furniture” or “Printing”.

18. You can add additional product information to appear on the purchase order by using the Product text field within the Additional Information for the supplier section pictured right.

19. **Supplier:** This will be automatically populated with the SEF supplier code - S17277.

20. **Quantity:** Enter the number of items you are purchasing in the Quantity field.

21. **Price:** Enter the net price (the price before VAT) as VAT is accounted for between SEF and the University. VAT/Tax codes must be PO for this purpose on all SEF requisitions.
What if I want to create one open purchase order for multiple invoices?

Before creating an open purchase order, please contact the Finance Service Desk (rt-finance-servicedesk@sussex.ac.uk) for advice to ensure that this is the most appropriate and efficient method for your purchases.

To create an open purchase order you need to swap the quantity and price fields, as you can only goods receipt using the quantity field and not the price.

For example (see right), if you are going to be billed monthly and you have been given a quote of £1,200 (excluding VAT) for the year, you will want to match the goods received to the invoice value.

Therefore, use the Quantity as the total price £1,200 and the Price as £1.00.

If you want to use the same product information for subsequent rows, you can use the Copy button to save time. Just tick the line you want to copy and click Copy. You can amend the quantity, price and subproject as required.

22. **Account:** This is automatically populated from the product code and can’t be amended.

23. **Cost:** This is automatically populated from the subproject code and can’t be amended.

24. **Project:** This is automatically populated from the subproject code and can’t be amended.

25. **Subproject:** If you entered the subproject in the Requisition entry tab then the subproject will be automatically populated for all lines. You can amend the subproject per line if the purchase is to be charged to different subprojects.
26. **Servctr**: When ordering certain goods or services from SEF, the Servctr field will be shown (please note this is not always the case). The order number given to you by SEF must be entered in this field.

27. **Tax code (VAT)**: You must leave the Tax code as PO.

28. **Split row**: You can use the Split row option to split cost between departments or different subprojects. To do this, enter in the other subproject(s) sharing the cost then change the percentage to reflect how much is to be charged to each subproject. Alternatively you can amend the amounts but the percentage must equal 100. If the whole order is split, you must do this for all product lines.

**What is funds checking?**

When the requisition is submitted for authorisation, the Finance System will automatically check against the subproject(s) entered to see if there are sufficient funds to cover the expense of the proposed purchase. You can check available funds prior to saving and submitting your requisition by following the guidelines below.

29. **Once you have completed the Requisition details tab** press Funds check.

   There are 3 possible icons that will appear against each line of the Requisition details tab in the Funds check column. These are:

   - Funds overspent (over budget)
   - Funds available (within budget)
   - Funds available, but remaining funds less than 10%

30. **To view the Funds check detail** click on Funds check results. This will show you the detail per subproject budget.

31. **Click on** each subproject line to view the available budget results.

   These results include the cost of the requisition you are raising and VAT.

32. **If your requisition is over budget but you have a justified reason to request the spend**, you can follow the process described in the guidelines.
If you amend any subprojects during the requisition raising process you will need to repeat the funds check process to get the new result.

How To Attach a Document:

Why do I need to do this?

In order to allow for seamless authorisation, documents need to be attached to a requisition where necessary. This forms part of the audit trail and demonstrates that the appropriate process has been followed and Value for Money has been evidenced. If appropriate documents are not attached, the requisition may be rejected with a request for them to be attached.

For SEF purchases you may require:

- A SEF Scrutiny Form and Form 1/2 as applicable.

33. Click on the paperclip in the top right hand corner.

34. The Documents pop up box will appear. Click on Add a Document

35. Upload your chosen document, complete the document title field and click Save.

36. Add further documents by repeating process above.

37. Once all documents have been attached, and all details have been completed in the Requisition entry and Requisition details tabs, click on Save.

The system will generate a requisition number if there are enough funds available in the subproject. If not, you will receive a warning message.

38. If any of the requisition lines result in an overspend you will receive a pop up Funds Check warning message.

If you want to check the result again, click on
Part Two - Process

Next Steps After Submitting a Requisition:

**What now?**

Once the system has generated a requisition number your requisition will enter workflow for authorisation and will create a commitment in the Finance System against the subproject budget. Section 8 of this guide explains how to track the progress of your requisition via workflow enquiry.

If the requisition is not authorised it will be rejected back to you with comments, please see Section 9 to learn how to amend or close a requisition.

An official purchase order will be created once your requisition has been authorised. At this stage please note:

- If you selected R in the Purchase order email destination field when raising the requisition you will receive an email with a PDF of your order. You must ensure this is forwarded to the supplier.

- If you selected S in the Purchase order email destination field when raising the requisition your purchase order will have been automatically sent to the supplier. You will also receive an email with a PDF copy of your order, for your records.

**Once the goods or services are received you must remember to enter these details in the Finance System. For guidance on how to goods receipt, please see Section 10 of this guide.**

Once the supplier sends an invoice, Finance will match it in the Finance System against the goods receipted on the purchase order.
6 How to re-open a requisition (to amend or cancel before it is authorised)

1. **Navigate to the Purchasing tab in the main menu** and choose Requisition Input.
2. **Click on the Open button** at the bottom of the screen.
3. **Type in the requisition number you want to open** in the Search criteria and click Search, or leave blank and click Search to see all the requisitions you have raised.
4. **Your requisition will be shown** in the line at the bottom. Click on this to re-open.
5. **Amend the details and Save** to re-submit the requisition, or change the status to Closed if it is no longer required. You can only do this if the requisition is still showing as Active.
How to copy a previous requisition (if all or most of the details are the same)

1. **Navigate to the Purchasing tab** in the main menu and choose Requisition Input.
2. **Click on the Open button** at the bottom of the screen.
3. **Type in the requisition number you want to open** in the Search criteria and click Search, or leave blank and click Search to see all the requisitions you have raised.
4. **Your requisition will be shown** in the line at the bottom. Click on this to re-open.
5. **Your requisition will load back on to the page.** The status will either be ‘Finished’ if it has completed workflow or ‘Active’ if it has not yet been authorised. Either way, it can still be copied.
6. **Click on Copy requisition** in the tabs at the bottom of the screen and a new requisition will be created. Note - the previous requisition number is no longer displayed.
7. **Amend any details** which are different from the previous requisition, if there are any, and click Save. The Finance System will provide you with a new requisition number and the requisition will enter workflow for authorisation.
1. **You can run a workflow enquiry** to find out where your requisition has gone for authorisation. Make a note of your requisition number and navigate to Purchasing, Enquiries and select Workflow enquiry - Requisitions.

2. **Enter your requisition number and click Search.** If you do not know the requisition number, un-tick Historical, leave the Requisition like field blank and click Search. This will show all of your Requisitions in workflow.

An example of a workflow enquiry is shown in screen shot 2 on the right. Its shows the following:

- **Step:** i.e. where in the process the authorisation is at. In this case, it is at Budget Holder: Over budget approval.
- **Task owner:** The person designated to authorise the requisition.
- **Workflow status:** If you click on the workflow status it will display a workflow map (see bottom screen shot) which shows the full authorisation chain, and where your requisition currently is in that chain.
- **Workflow in progress:** this means that your requisition is with someone awaiting authorisation.
- **Finished:** This means that all authorisations have been completed and the system will/has produced a purchase order.
How to close or amend rejected requisitions

Why has my requisition been rejected?

There are two reasons why a requisition could be rejected back to you:

1. The system has automatically rejected the requisition back to you due to a data error. This would be due to one of the following scenarios, shown against the system descriptions.
   - Rejected REQ: PO Destination error: This means that you have chosen the wrong option in the Purchase order email destination field within the Requisition entry tab. I.e. For e-marketplace/Punch-out orders this must be input as P. For non e-marketplace/Punch-out orders you must choose R or S. See the Requisition Entry guidelines in Section 3 above for further details.
   - Rejected REQ: Description error: This means that you have not over-typed the generic product description. You must over-type the default product description with full details of the goods or services you wish to purchase.
   - Rejected REQ: SEF Supplier/Product error: This means that you have chosen the wrong product or supplier for a SEF requisition. You must choose a SEF product when ordering from SEF, and you must use Supplier S17277 if you have chosen a SEF product. For further details please see Section 5 of this guide.

2. The authoriser has rejected the task back to you with a comment as to why they have rejected it. E.g. “Please use xxxxxx subproject instead”, or “Please attach documents with quotations evidencing Value for Money”

1. **Select** the Rejected REQ task in your task list.
2. **Click on Requisition details tab.** Any line/s that have been rejected will display an exclamation mark. Click on the exclamation mark and view the authoriser’s comments in the workflow log box.
3. **Depending on the reason for rejection, you can either:**
   - Amend any incorrect details and click Save
   - Or, if the Requisition is no-longer required, tick the relevant line/s and press Close in the Requisition details section. Then press save.

**Please note:** If one item is rejected and the others are approved, only close the rejected line/s and click Save. These will appear on the authoriser’s screen but the status will remain as Closed and the price will be zero.
It is important to close the relevant line/s as the requisition will remain committed against the subproject budget.
How to receipt goods and services when received

A purchase order is a formal document stating that goods or services are required from a supplier. A Goods Receipt Notice (GRN) is the formal declaration that the goods or services have been received satisfactorily in part or in full, and acts as the authority to pay the supplier.

When you receive goods or services you must acknowledge this via the Goods Receipting option in the Finance System. Invoices from suppliers requesting payment will only be paid where the invoice can be matched to a purchase order and confirmed as received through a Goods Receipt Notice. The system will send a Goods Receipt task to you via email 30 days after your expected delivery date if you have not completed a Goods Receipt on the system. However, it is important that you only receipt when you have received the goods or services.

1. **Log on** to the Finance System
2. **Click on** Purchasing and Goods Receipt
3. **Input your purchase order number.** If you have forgotten the order number it can be found in the My Requisitions or My Purchases report sections.
4. **Select the order lines** that have been received and enter the quantity received. For example, if you received one item, you enter 1 under Qty received. If you have received all the goods or services ordered, tick all lines and click on All Goods Received.
5. **Click on Save** and you will be given a receipt number as confirmation of your goods receipt.

**For open purchase orders**

Enter the invoice price in the Qty. Received field. In the example on the right: in the previous month £100 was receipted and this month a further £150, giving a receipted total of £250.
11 How to receipt goods and services when an invoice has been registered

Missing Goods Receipt tasks will appear for the requisitioner to complete when an invoice has been registered against an order but has not been goods receipted on the system, or a goods receipt has been completed but it does not equal the quantity on the invoice registered.

They will appear in the task manager under Process as Incoming Purchase Invoice or under Step as Goods Receipt Required, depending on how you have chosen to view your tasks.

Invoice tasks will always appear with a due date; this is when an invoice is due for payment.

When you click on the task it will load an authorisation screen and there are two different types of goods receipt authorisation:

1. **Receive Goods** - This is where a goods receipt has not been completed prior to the invoice being entered onto the system by Finance.
2. **Match to invoice** - This is where a goods receipt has been completed after the invoice has been entered by Finance.

For both types, you need to confirm that you have received these goods/services and authorise the invoice to be processed against your order line/s.

If the Approve button does not complete the task, this means that there are multiple invoices on the system where the total quantity invoiced exceeds the order quantity. To complete the task, click Go to Goods Receipt Window, fully action the goods receipt and click Save. You should then be able to return to the task and it will allow you to authorise. The action will change to ‘Match to invoice’.

If the goods receipt is actioned before the invoice is received, then no task will be sent.
What are requisitioner Invoice Approval Tasks?

When an invoice has been received against a purchase order you have raised, but the invoice is more than £20 different to the purchase order line/s (i.e. out of tolerance), or there are additional items on the invoice that don’t exist on the order, additional authorisation will be required for the difference.

The system will create a ‘Requisitioner Invoice Approval’ task for the requisitioner, which will appear in your task list.

When you click on the task it will load an authorisation screen.

You, as the requisitioner, are being asked to review the invoice before it is sent for further authorisation to make sure you agree with the difference in price.

To Authorise

1. If you are satisfied with the invoice amount click on the Approve – Requisitioner has Reviewed button at the bottom.

2. You will need to add a comment in the pop-up box to explain to the next authoriser why there is a difference in amount from the original order. I.e. delivery charge now included.

3. When your comment is complete click Approve – Requisitioner has Reviewed.

The invoice will now be sent in workflow to the authoriser for this subproject.

Once all authorisations have been completed the invoice will be ready for payment.

To Reject

4. If there is a problem with the invoice, i.e. the wrong order number has been matched etc., then you can reject back to Finance using the Reject button.

5. You will need to add a comment to explain the rejection.
Cancelling a Purchase Order:

If you wish to cancel a purchase order, or cancel the rest of a purchase order, you must:

1. Contact the supplier in writing to tell them that the order is cancelled. This is to ensure you don’t receive the goods or services which are no longer required.

2. Cancel the order in the Finance System. This is to ensure that the supplier is not paid for goods and services that have not been received. This will also ensure that the funds are made available again in your budget.

Cancelling a partially receipted order

1. Navigate to the Goods receipt screen in the Finance System, select the order line and tick the box in the Cancel the rest of the order column.

This sets the value to zero and ensures that the invoice would go out of tolerance if the supplier charges for these lines.

2. If you want to part goods receipt your order, complete your goods receipt first, then recall the purchase order by typing in the order number.

3. Select the order line and tick the box in the Cancel the rest of the order column, then click save. This will reduce the order amount to what you have goods receipted.

4. You will be prompted to enter a reason code from the drop down menu. Select the most appropriate reason.

5. Press Save to commit your changes to the Finance System.

If the supplier invoices for cancelled lines the invoice will be ‘out of tolerance’ and you will get a task to approve or reject the additional cost.

Cancelling an entire purchase order

To cancel an entire order please contact the Finance Service Desk (rt-finance-servicedesk@sussex.ac.uk) with your purchase order details and they will delete the order from the Finance System.
How to Return Goods:

Goods Return is used to update the Finance System when you have returned goods to a supplier for which you have already registered a goods receipt. If you have received goods or services that subsequently prove to be sub-standard, the process below shows how the goods can be returned in the Finance System. You will still need to advise the supplier separately.

1. **Navigate to Goods return** via the Purchasing tab.
2. **Recall** the purchase order number.
3. **Under the order details section** enter the quantity being returned. If you are not expecting a replacement you need to tick the box and provide the reason code.
   
   This will reduce the order quantity of the purchase order so that the order quantity is equal to the delivered quantity.
4. **If you wish to cancel the rest of the order** then you will need to go back to the Goods Receipt screen and perform the actions as per section 8.
14 How to run reports and enquiries

1. **Click on Reports** and choose Purchasing reports to see the various reports you can access.

### Funds checking by subproject:
This allows you to check the available budget of a subproject before you start your requisition. Enter the subproject and search. In the (Over)Under Budget column you will see the balance (minus is overspent).

### My Purchases:
This report will show a history of all the purchase orders you have raised, the goods receipting, and any invoices matched against them by supplier. Choose a supplier or order number to see the history.

### Goods receipting history:
This will show you a history of all receipting entered against a purchase order number. Simply enter your order number and search. Amend the Delivery date field if you need to search prior to the previous 90 days.

### Invoice Enquiry:
If you need to look at invoices matched against your orders, or supplier queries, you can run this report to see the transactions. Fill as many of the selection criteria boxes as possible to speed up the report, and reduce the data. Once the report has run you will see the date of payment if the invoice has been paid. If you want to see the image of the invoice, click on a transaction number highlighted in blue.

### My recently used PO codes:
Click search to see a list of all your recent purchase orders. This will show the subproject and product codes you used.
1. Your purchase orders will be emailed to you as an original or a copy. If you need to view or print one again, navigate to the Purchasing tab in the main menu and click: Purchase Orders - Purchase order follow up - Purchase Order view.

2. Enter the Purchase Order number and tab out of the field to enable the purchase order details to load onto the screen. Click the highlighted paperclip icon in top right corner.

3. A new screen will open with the PDF copy. Double click on it to view the purchase order.

4. You can then download or print as needed.
16 How to process a credit note

All credit notes should be automatically sent to Finance (invoices@sussex.ac.uk) by the supplier. Should you receive any credit notes directly, you should forward these immediately to Finance, including your name and subproject code, in case there are any queries.

Any action that you will be required to take will come to you via task workflow within the Finance System.
Appendix One

How to set up a new supplier

1: Request login details from rt-finance-servicedesk@sussex.ac.uk (you must use an ‘@sussex.ac.uk’ email address).

2: Enter the system and propose a new supplier. Watch the video for guidance.

3: Finance will review the proposal and approve it, if appropriate. You’ll get a system notification.

4: Finance send an ‘Invitation to Engage’ to your supplier, asking them to submit bank details and answer a few questions about their organisation. You’ll get a notification from the system.

5: When your supplier responds, Finance will review their information, and call them to independently to verify their bank details. Once they’re verified, the Supplier will move onto the University Finance System, and you can raise purchase orders and accept supplier invoices. You’ll receive a notification from the new system.

6: Before you propose a new supplier, you must check if a supplier that can provide similar goods or services doesn’t already exist in the University Finance System, or the new supplier management system. If the exact same supplier already exists in the new system, this will be flagged to you as a duplication. Contact Procurement before you proceed with this request.

7: Additional tips for proposing a new supplier:

- Always check to see if the supplier already exists before proposing a new one.
- If you are proposing a supplier as part of a Research project, please upload the project contract, collaboration agreement etc in the documents section.
- Ensure your description of purchase confirms what you are buying in plain English.
- Explain how value for money is achieved by using the new supplier.
- Check if your product or service can be delivered by an agreed framework (i.e. a contract already in place with the University).
- Remember to fill out the risk section – what would happen if this supplier could no longer provide the goods or services?
- Make sure you enter the correct email address for the supplier, otherwise your proposal will fail.