

US

UNIVERSITY  
OF SUSSEX

# Purchasing Goods and Services Guide



**Produced by:** The Finance Division, Sussex House

**Date of Last Review:** July 2020

**Date of Next Review:** July 2021

## 5 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 purchasing 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 a quick and easy access to purchasing, it is important that 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 Service 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 their own funds for purchases and then seeks reimbursement) should only be carried out 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 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 claims.

### 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 always be limited to the anticipated expenditure and should not be regarded as a cash 'float'.

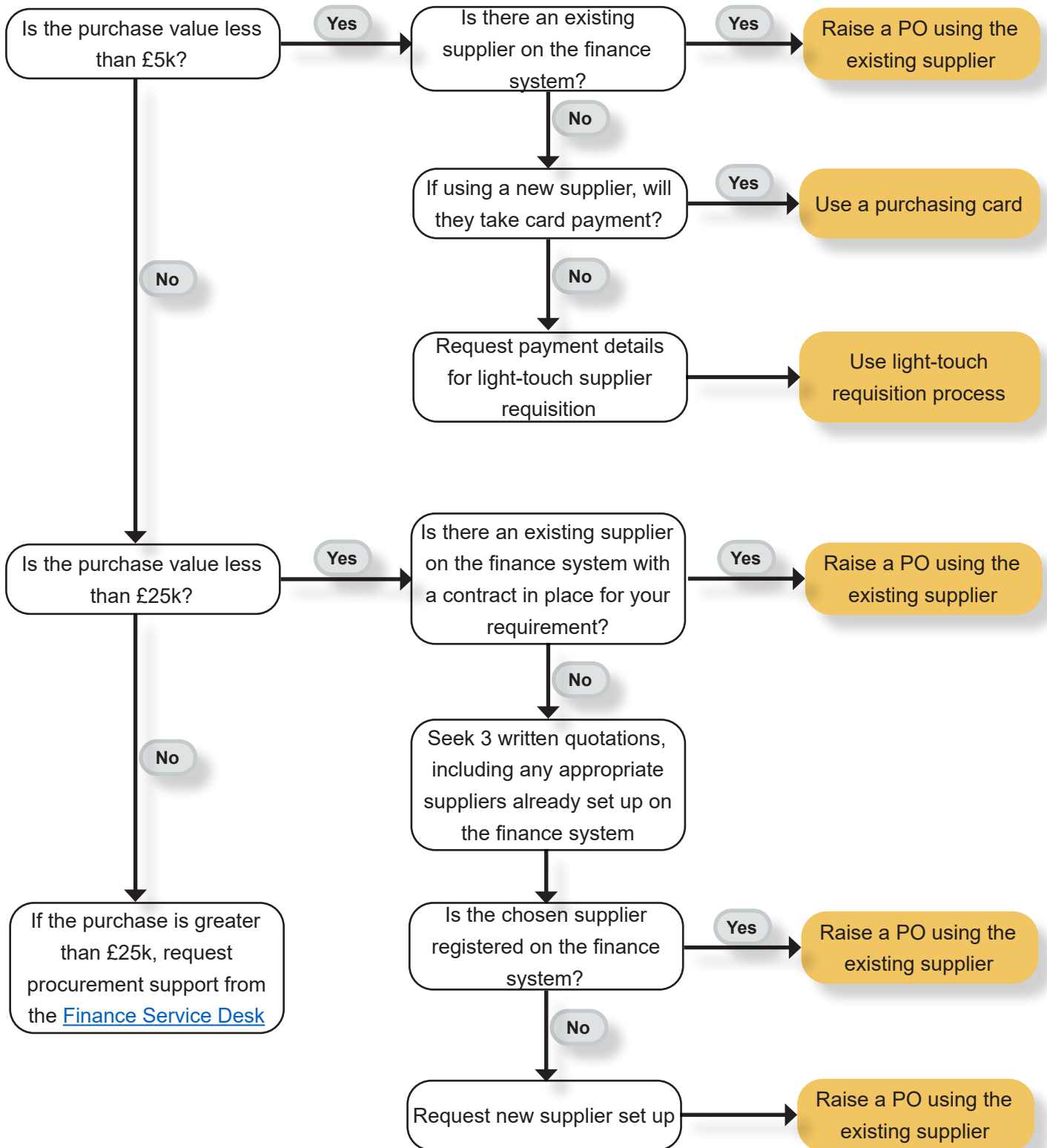
### 5

#### None of these?

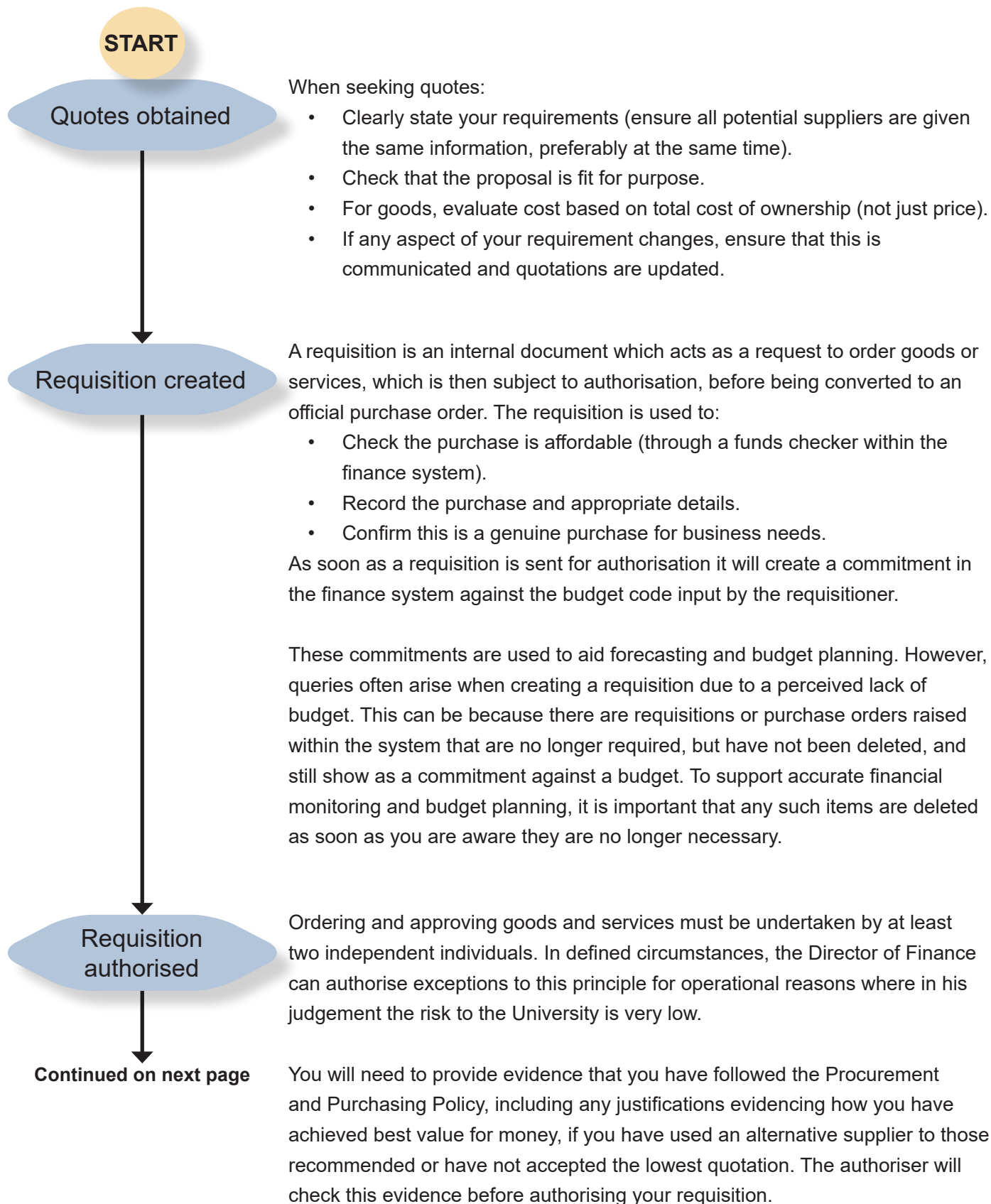
If it appears that none of the methods above can be used for your requirement, please contact the [Finance Service Desk](#).

# 6 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 certain purchases where VAT is recoverable - such as medical supplies).



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:



PO created

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 system to ensure:

- 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.
- A confirmation to the supplier of the University's commitment to purchase.

An official University purchase order must be raised and authorised 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.

PO sent to supplier

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.

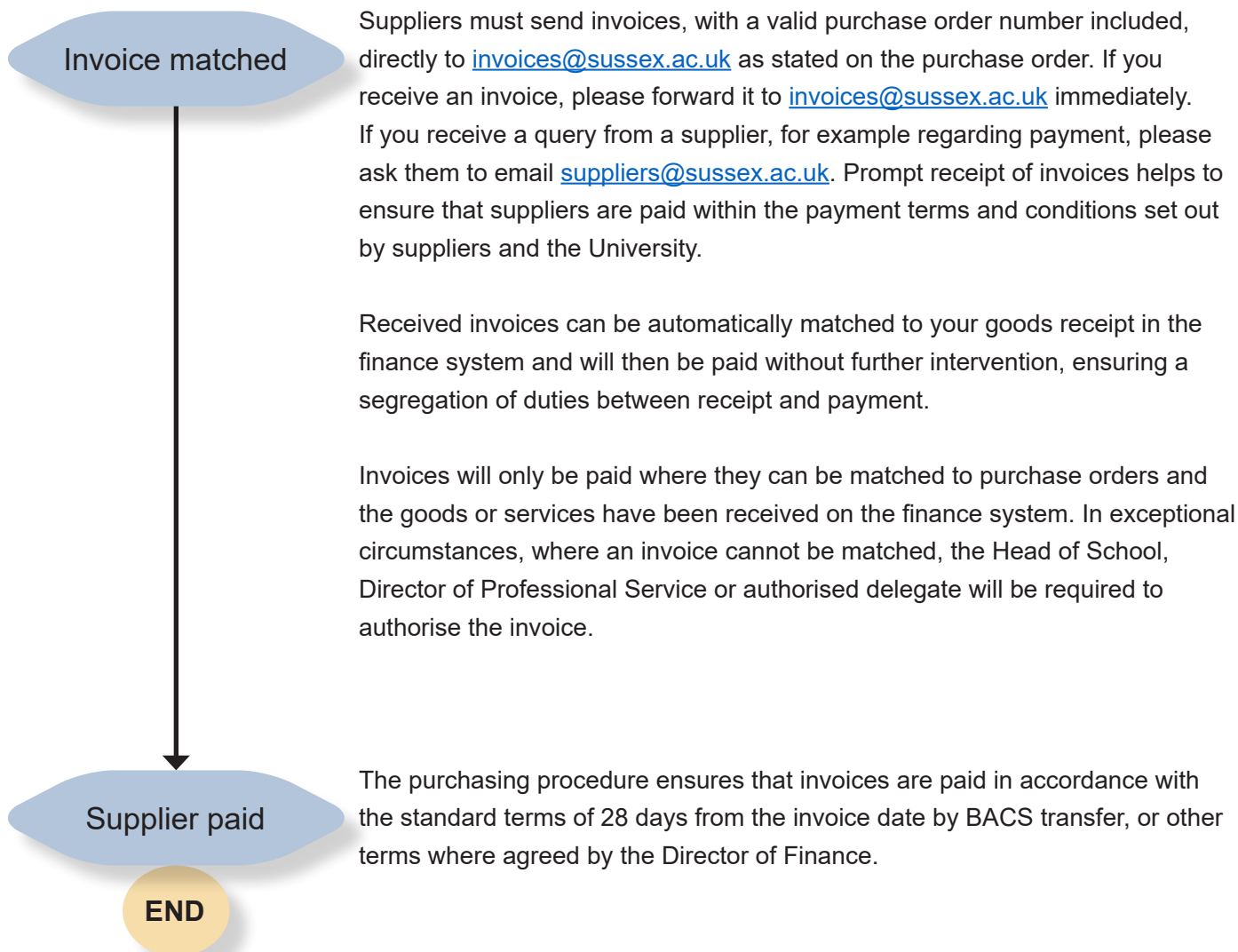
The purchase order is sent to the supplier who then fulfils the order.

Goods or services received

The Financial Regulations state that all goods should be received and checked 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 goods, or services have been delivered, you must promptly confirm this within the finance system. This 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



## 1 An overview of requisitioning

### 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.

### Before beginning to raise a requisition, you will need:

- ✓ The details of the goods or services to be supplied.
- ✓ Your quotations saved electronically, ready to attach to your requisition.
- ✓ To have checked whether the supplier is 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 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 Finance.
- ✓ For all orders exceeding £25,000: a fully signed Tender Audit Report or a fully signed Tender Waiver Form issued by Procurement.

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

### 3. How to raise a standard requisition

A standard requisition is raised via manual entry of product information.

### 4. How to raise a light touch supplier requisition

A light touch supplier requisition is raised via manual entry of supplier details and product information.

### 5. 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.

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

A requisition for goods or services provided by Sussex Estates and Facilities is raised via manual entry of product information, with the addition of a work order number.




# 2 Tips for data entry: Field Help, Type Ahead and Error Messages

## **i** Field Help and Type Ahead.

There are two options throughout the finance system to help you find codes, products and suppliers. These are **Field Help** and **Type Ahead**.


### 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.

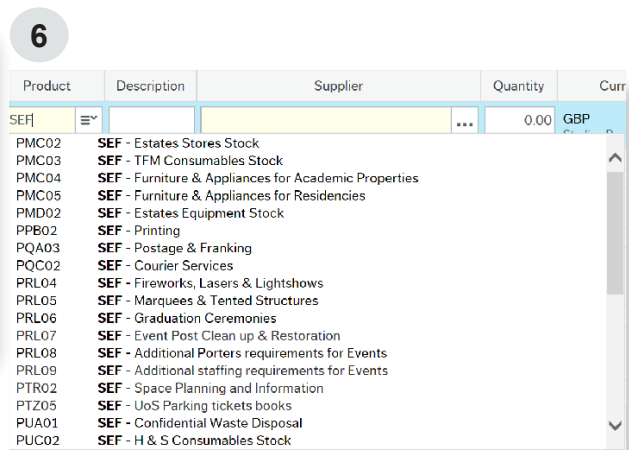
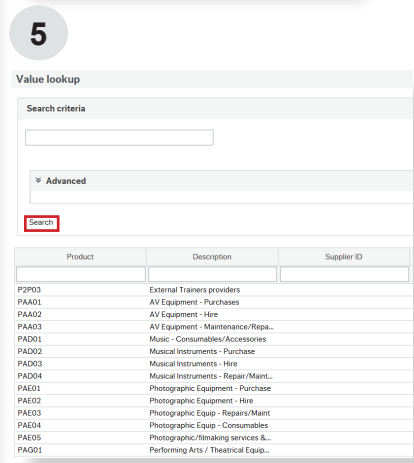
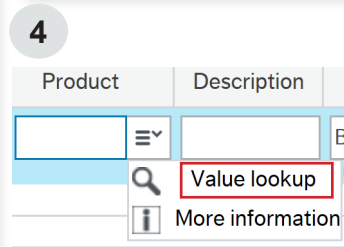
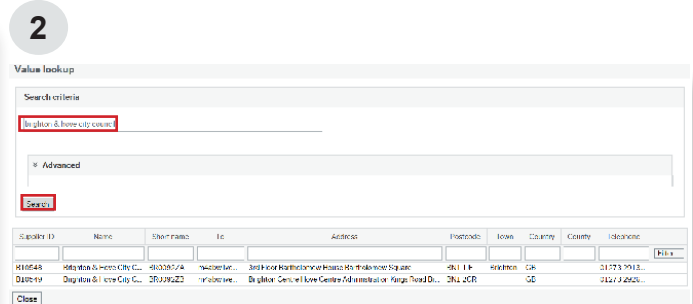
5. If you wish to see all results, leave the 'Search' criteria blank and just click 'Search'. If you are requesting a large amount of data this search may take a few minutes to complete.

The example on the right lists all purchasing products.

### Type Ahead

6. Start to type what you are looking for. 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 are incomplete.

To resolve, click on the line in red and complete the mandatory field, then press 'Save'.

 Please correct the following:  
• **Purchase order email destination:** Value cannot be blank.

 **Errors: 1**

#### Default Finance Codes

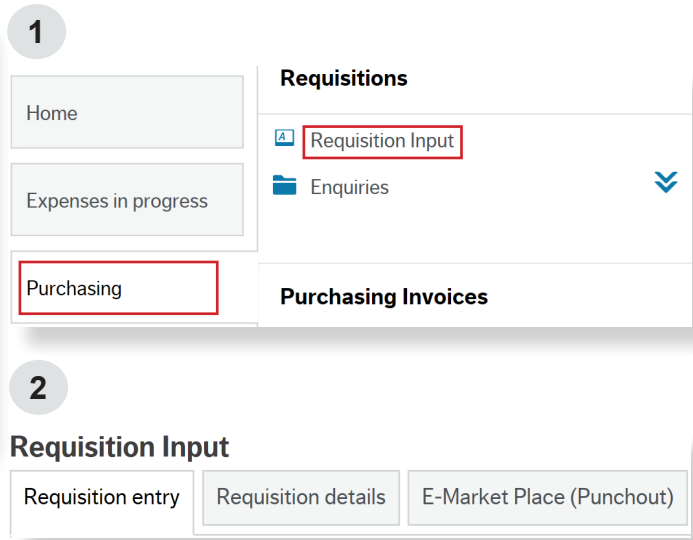
Purchase order email destination \*



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

**i** You may complete one requisition for one supplier or you may complete one requisition for multiple suppliers. If you wish to use the second option, you must ensure that you do not put a default supplier on the 'Requisition Entry' tab as this information will default to all lines on the 'Requisition Details' tab.

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.

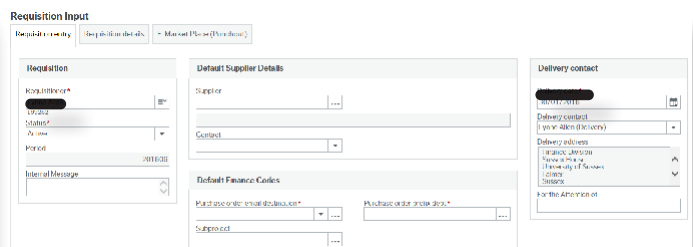


## How to Complete the Requisition Entry Tab:

**i** **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 an optional message to your authoriser 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.

7 → 8

**Default Supplier Details**

Supplier  ...

---

Contact  ▼

## 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 authorised. 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](#).

9 → 11

**Default Finance Codes**

Purchase order email destination\*  ▼ ...

Purchase order prefix dept\*  ...

Subproject  ...

## 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

12 → 14

**Delivery contact**

Delivery date\*

Delivery contact  ▼

Delivery address  ▲ ▼

For the Attention of

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:

### **i** What is this?

This tab is where the line-by-line detail for the requisition is entered. The detail added in this tab will show on the purchase order, and will be used by Finance to match against the invoice received from the supplier. 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.

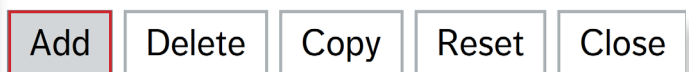
**16. Product:** Use 'Type Ahead' to enter a product code by typing a description of what you want to order. E.g. Consultancy fees. A product code with a description will appear for you to select. You can also use the 'Field Help' box to help you search for the correct product code.

**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.

#	Funds check	Product	Description	Supplier	Quantity	Currency	Price	Amount
1	PBG02	Newspapers	Newspapers for School	Test Supplier	1.00	GBP	50.00	50.00

**15**



**16** → **17**

#	Funds check	Product	Description	Supplier	Quantity	Currency	Price	Amount
1	PBG02	Newspapers	Newspapers for School	Test Supplier	1.00	GBP	50.00	50.00

**18**

Additional Information for the Supplier (these details will show on Purchase Order)

Supplier product	Supplier product description
PBG02	NEWSPAPERS
Warehouse	...
Product text	
Sundry (One Off Supplier) - Details	

Currency	GBP
Curr. amount	50.00
Amount	50.00

**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 set-up data on the system.

19 → 21

Supplier	Quantity	Currency	Price	Amount
T21222 Test Supplier	1.00	GBP Sterling Pound (GB)	50.00	50.00

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

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.

Quantity	Currency	Price	Amount
1,200.00	GBP Sterling Pound (GB)	1.00	1,200.00

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

**23. Costc:** 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.

22 → 26

Account	Costc	Project	Subproject	Pa/ch	Tax code
3400 Telephone calls	DS Finance	DS002 Test Project	* DS002-02 Test Sub Project	PS P Standard Rate Purchase	

**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.

27

#	Funds check	Account	Costc	Project	Subproject	Pa/ch	Tax code	Percentage	Amount
1		3400	DS	D5002	D5002-02		PS	90.00	600.00
2		3400	DS	D5001	D5001-01	...	PS	90.00	600.00
		Telephone calls	Finance	Finance Directorate	Finance Directorate		P Standard Rate Purchase		
Σ								100.00	1,200.00

Delete Split row




**i** 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.

**i** 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 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 this 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.

28

Funds check      Funds check results

29

Funds check      Funds check results

30

Funds Check


The budget of 27,520.00 for Sub-Project: US002-02 has been exceeded by 1,125,012.62 (4,087.98%)


Item	Sub-Project	Amount
D5002-02		£2000

Funds check - Available budget periods			Funds check - Available budget results	
Available budget definition	Period from	Period to	Budget amount	Remaining budget
Annual	201801	201812	27,520.00	0.00
			Over budget amount	1,125,012.62

31

**Requisition**

Requisitioner\*  
   
 199282

Status\*  
 

Period

Internal Message

**i** 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:

### **i** 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 Finance.
- For purchases above £25,000. In this case attach a Tender Audit Report or a Tender Waiver Form (fully completed and signed), which are provided by Procurement.

**32. Click on the paper-clip 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'.

If there are enough funds available in the subproject, the system will generate a requisition number. 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.

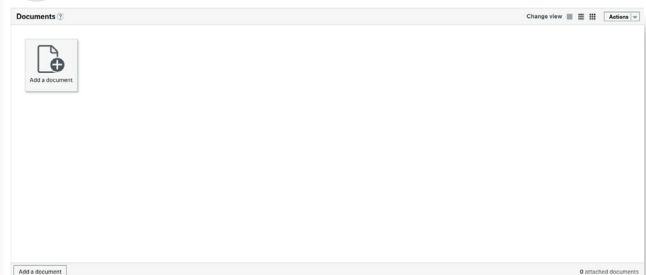
If you want to check the result again, click on 'Funds check results'.

**38. If you receive the warning message and have not yet added comments for the authoriser,**

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33



34

click on 'No' then add your justification for the spend in the 'Internal Comments' field in the 'Requisition Entry' tab.

**39. If you have provided comments to the authoriser** and have viewed the funds check results, click on 'Yes' to accept the warning. The system will now generate a requisition number (starting with a 9).

36

A screenshot showing three buttons: 'Save' (blue), 'Clear' (white with grey border), and 'Open' (white with grey border).

37

### Funds check

A screenshot of a warning dialog box. It has a yellow background and a warning icon. The text reads: "Warning: The total cost of your requisition exceeds the available budget. Do you wish to continue?". Below the text are three buttons: "Yes", "No", and "Funds check results".

39

### Success

The requisition is saved with requisition number 9166671

OK

## 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 budget code entered in the 'Requisition Entry' screen. Section 8 of this guide explains how to track the progress of your requisition.

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. 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 via a 'goods receipt'. For guidance on how to goods receipt, please see Section 10 of this guide.**

Once the supplier sends an invoice to Finance, it will be matched in the finance system against the goods receipted on the purchase order.

## 4 How to raise a light touch supplier requisition (low value, single use, no existing supplier)



This process is only to be used for low value infrequent supplier payments, where:

- The goods or services cannot be purchased through an existing supplier on the finance system
- The goods or services are equal to, or less than £5000 including VAT (equivalent contract value over 4 years) including ongoing costs i.e. machinery maintenance services/warranties
- The purchase is for a single/infrequent use supplier and there are no current plans to use the supplier again in the next 12 months
- The supplier cannot accept payment through a purchasing card
- There will be a single purchase order with a single invoice under £5000, including VAT
- IR35 checks have been completed in advance with HR where appropriate (see guidance [here](#))
- Supporting documentation (i.e. quote/agreement/outline of goods or services) is available and can be attached to the requisition where requested

### IR35

You have a responsibility to understand [IR35 policy](#), initiate assessment and contact the [HR IR35 team](#) if you are unclear. You should never engage or contract with an individual supplier who may be subject to the University's "Off Payroll Working Policy" and be subject to an assessment in line with guidance on the [HR web page](#). By proceeding to use the light touch requisition process you are confirming you have understood, are satisfied you are compliant and can provide documentary evidence if required.

If your purchase falls outside of these criteria, please refer to the [Finance website](#) for guidance on how to find the right supplier for your purchase.

As with all purchasing transactions, there should be no engagement with the supplier until this process is complete.

The supplier must quote the purchase order (PO) number on their invoice. To receive our remittance advice the invoice needs to include the supplier's email address and bank details. Finance will not make a supplier payment where these details are missing and there is no PO to support the invoice.

Suppliers should be advised to send invoices directly to [invoices@sussex.ac.uk](mailto:invoices@sussex.ac.uk) and not to your Sussex email address.

There are three basic currency accounts available for your use. Select the correct supplier ID based on the currency being used. Ensure you have the required details before proceeding:

1. GBP – P11111: Supplier name, 8 digit bank account number, 6 digit sort code with no hyphens or spaces, full address
2. EUR – E11111: Supplier name, IBAN number, SWIFT code, full address
3. USD – U11111: Supplier name, Bank account number, Swift code or Routing number, full address.

Fields required for each currency							
	Name	Bank account	SWIFT	Sort code	Address	Town	Postcode

Fields required for each currency							
<b>GBP</b>	Yes	Yes	--	Yes	Yes	Yes	Yes
<b>EURO</b>	Yes	IBAN	Yes	--	Yes	Yes	Yes
<b>USD</b>	Yes	Yes	Yes	Routing number	Yes	Yes	Yes

Additionally, there is also a 'rest of the world payments' account, where we can make a GBP payment to an international bank account.

4. GBP International - I11111

Fields required							
	Name (payee)	Bank account	SWIFT	Sort code	Address	Town	Postcode
<b>GBP Intl</b>	Yes	Yes	Yes	--	Yes	Yes	Yes
Supplier must complete local currency conversion to allow a GBP requisition to be raised in the finance system and for invoice payment							

We require you to liaise with your supplier and request the local currency conversion to GBP, which you will use to raise the requisition, and which they will then use when submitting their invoice for payment.

Invoices received must be in GBP for payment, and contain the required supplier detail (PO number, supplier email address and bank details).

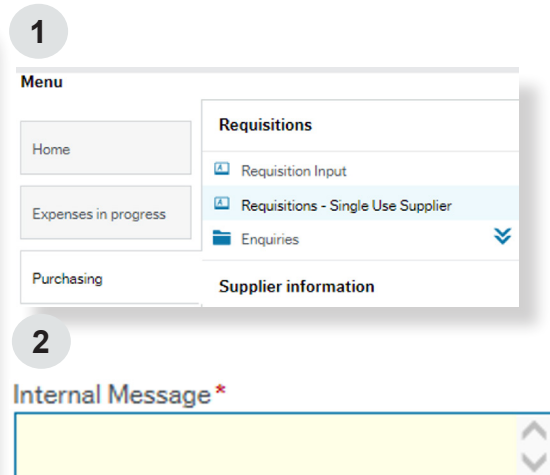
Where the currency conversion has not taken place the finance system will restrict processing and the account cannot be used.

Access to raise a light touch supplier requisition is granted indefinitely on request to the [Finance Service Desk](#) and through Procurement referral.

Where possible we recommend use of an existing supplier. Please see the [Finance website](#) for details of existing agreements, contracted and approved suppliers.

**How to Raise a Light Touch Supplier Requisition:**

- 1. Log on** to the finance system and navigate to 'Purchasing', 'Requisitions - Single use supplier'.
- You are required to justify the reason for a Light Touch Requisition request.** Complete the mandatory 'internal message' field with a description that clearly identifies the goods or services to facilitate the authorisation of your request. This message does not appear on the purchase order and is not visible to the supplier.
- Select the supplier ID** based on the currency being used, noting that each currency requires different banking details, and where using the GBP Intl account you are required to take additional pre-order activity.



- For GBP Supplier Payment – P11111. Enter the mandatory fields of supplier’s name, bank account number, sort code (without any hyphens or spaces), and full address (including town and postcode).
- For EUR Supplier Payment – E11111. Enter the mandatory fields of supplier’s name, IBAN number in the bank account field, Swift code in the swift field, and full address.
- For USD Supplier Payment – U11111. Enter the mandatory fields of supplier’s name, IBAN number in the ‘bank account’ field, either the Swift code in the ‘swift’ field or the Routing number in the ‘sort code’ field or both, and full address.
- For GBP International Supplier Payment - I11111. Enter the mandatory fields of ‘payee name’ (this may differ from the supplier’s name), IBAN number in the ‘bank account’ field, the Swift code in the ‘swift field’, and the full address.

The payee name and bank details must match or this will result in a bounced payment from the bank, extra costs to the University and payment delays.

**4. The Purchase Order email destination will default to R.** This means that you will need to forward the purchase order to the supplier. This cannot be amended.

**5. To add the details of your purchase,** click ‘Add’ at the bottom of the ‘Requisition details’ section. You can then enter details as with a standard requisition.

You must overwrite the description field with a detailed description of the product or service you wish to buy. If you do not overwrite the description, the requisition will be sent back to you automatically. Finance use the information input in this field to match against invoices so it is important not to use generic descriptions such as “general stationery”. Where available

### 3

#### Default Supplier Details

Supplier\*

#### Supplier Details - Single Use

Name\*  Bank account\*  Sort code (format 123456)\*   
 Address\*   
 Town\*  Postcode\*

#### Supplier Details - Single Use

Name\*  Bank account\*  Swift  Sort code (format 123456)   
 Address\*   
 Town\*  Postcode\*

### 4

#### Default Finance Codes

Purchase order email destination  
   
 Email PO to Requisitioner only

### 5

Requisition details									
<input type="checkbox"/>	#	Funds check	Product	Description	Supplier	Quantity	Currency	Price	
<input checked="" type="checkbox"/>	1			P11111 Single Use Supplier Requisitions (GBP only)		0.00	GBP Sterling Pound (GB)	0.00	
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Reset/Un-Park"/> <input type="button" value="Park"/> <input type="button" value="Close"/>									

it should contain one or more of the following:  
Quote number, supplier product code and time period (to and from dates)

The supplier code will default to the Sundry Supplier and you will not be able to change this.

**6. The 'Finance Codes' section works in the same way as raising a standard requisition.**

From here you are able to split the row if you wish to charge more than one subproject and change the tax code if required.

**7. Where required attach** any HR supporting IR35 employment status check documentation, and any other supplier quote/agreement/outline of goods, services or communication you have received.

**8. Click 'Save'** once you have completed your requisition.

**9. You can run a workflow enquiry** to find out where your requisition has gone for authorisation. From the home screen, navigate to 'Purchasing', 'Enquiries' and select 'Workflow enquiry - Requisitions'.

Enter your requisition number and click 'Search'.

Purchases with a value of £25,000 and over must follow Procurement Policy and full supplier set-up. More information can be found on the [Finance webpage](#).

6

Finance Codes									
#	Funds check	Account	Costc	Project	Subproject	Pa/ch	Tax code		
1	3552	General Advertising	DS Finance	DS002 Finance Processing and Systems	+ DS002-02 Finance Systems	...	P0	P: Zero Rate Purchase	
Σ									
Split row									

**i Payment**

The use of the sundry requisition process can result in a prompt 7-day payment. Supplier invoices should be sent to [invoices@sussex.ac.uk](mailto:invoices@sussex.ac.uk) and will only be paid where the invoice can be matched to a purchase order and confirmed as received through a completed 'goods receipt'.

This can be particularly advantageous to our local businesses, small or medium-sized enterprises (SMEs). You can find further detail on this in our [Faster Payments Guide](#).

**i Reporting**

To see any Light Touch Supplier Requisitions you have raised, from the home screen navigate to Reports>Purchasing Reports>My Single Use Supplier Requisitions.

To see if any invoices have been paid, navigate to Reports>Purchasing> Invoice Enquiry - Single Use Suppliers

# 5 How to raise an e-marketplace (Punchout) requisition

## **i** What is the e-marketplace?

The e-marketplace contains hosted catalogues in an online marketplace, which can be accessed 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.

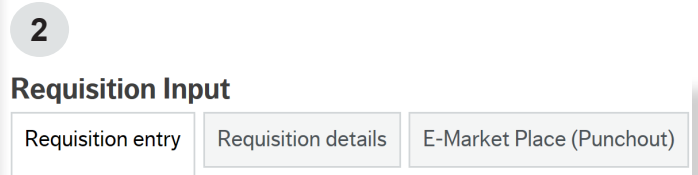
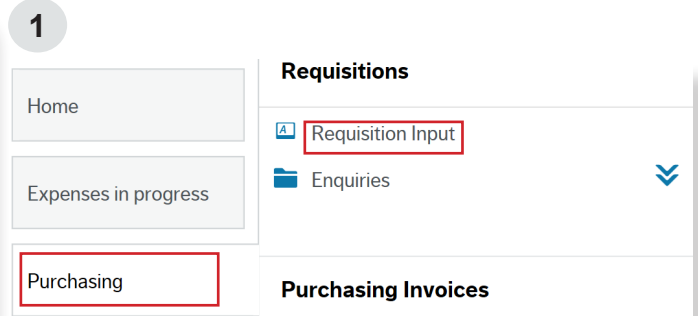
All suppliers with hosted catalogues are pre-approved suppliers available through agreed contracts. Therefore, there is no need to attach documents for requisitions placed via the e-marketplace.

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.

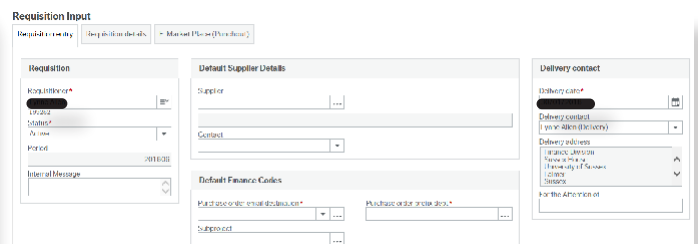


## How to Complete the Requisition Entry Tab:

## **i** 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 overwrite 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 an optional message to your authoriser 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.

3 → 6

The screenshot shows a 'Requisition' form with the following fields:
 

- Requisitioner\***: A dropdown menu with 'Finance Admin' selected and the ID '199282' displayed below it.
- Status\***: A dropdown menu with 'Active' selected.
- Period**: A text input field containing '201806'.
- Internal Message**: A text area with a scroll bar.

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

7 → 8

The screenshot shows a 'Default Supplier Details' form with the following fields:
 

- Supplier**: A text input field with a search icon (three dots) on the right.
- Contact**: A dropdown menu.

**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 authorised.  
  
You must Type 'P' into this field, as these orders are sent electronically to the supplier's ordering system rather than via 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](#).

9 → 11

The screenshot shows a 'Default Finance Codes' form with the following fields:
 

- Purchase order email destination\***: A dropdown menu with a search icon (three dots) on the right.
- Purchase order prefix dept\***: A text input field with a search icon (three dots) on the right.
- Subproject**: A text input field with a search icon (three dots) on the right.



**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.

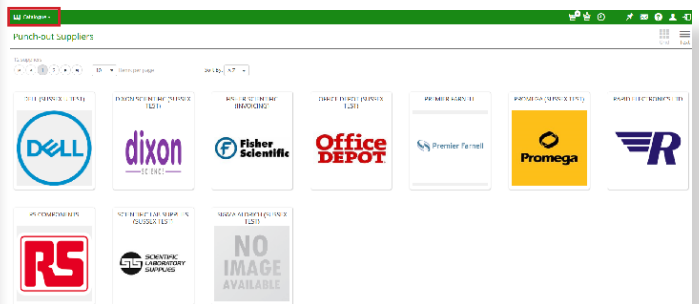
12 → 14

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

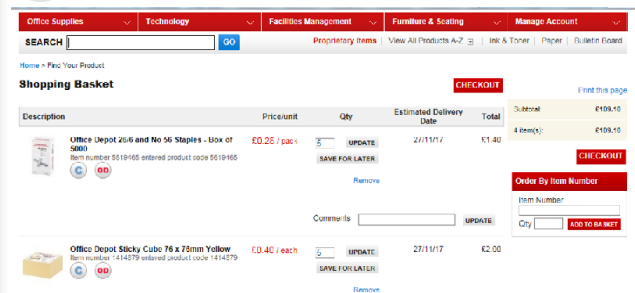
- 15. From the 'Requisition Entry' tab,** click straight on to the E-Marketplace (Punchout) tab.
- 16. Click on 'Go shopping'.**
- 17. You will be redirected to a website where you can either:**
  - Select a Punch-out supplier
  - Or select 'Catalogue' for a list of hosted catalogues (to search for products 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

15 → 16

17



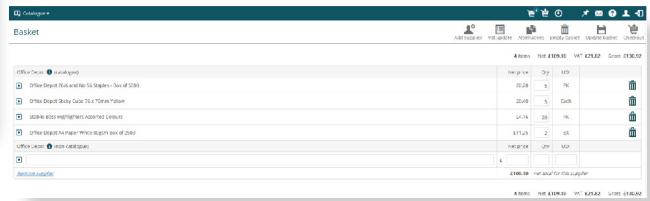
19



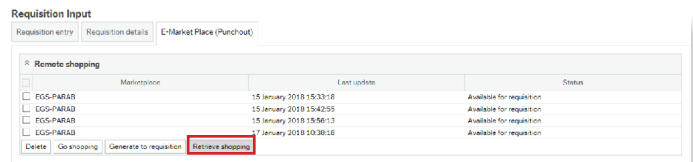
requisition’.

Once you have clicked on ‘Generate to Requisition’ you will be taken to the ‘Requisition details’ tab.

20



21



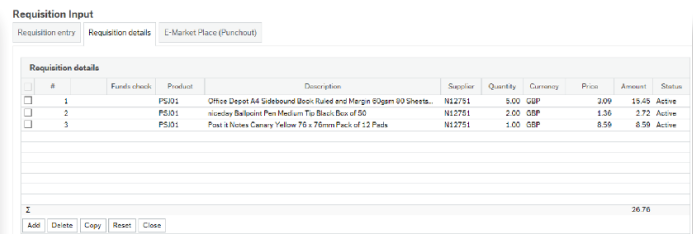
How to Complete the Requisition Details Tab:

**i** What is this?

This tab is usually where the line-by-line detail for the purchase order is entered. The detail in this tab will be shown on the purchase order, and will be used by Finance to match against the invoice received from the supplier.

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.



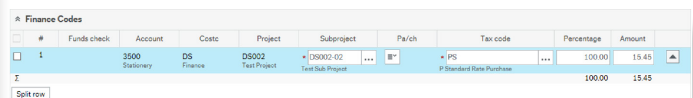
22 → 26

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

**23. Costc:** 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.

27



#	Funds check	Account	Costs	Project	Subproject	Pa/ch	Tax code	Percentage	Amount
1		3500 Stationery	DS Finance	DS002 Total Project	+ DS002-02 ...	B*	P Standard Rate Purchase	50.00	7.72
2		3500	DS	DS001	DS001-02 Two Sub Project		PS	50.00	7.72
Σ								100.00	15.44

**i 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) 

28

Funds check

Funds check results

- Funds available, but remaining funds less than 10% 

**29. To view the 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 this 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.

29

Funds check

Funds check results

30

Funds check results		
Item	Sub-Project	Amount
D5902 02		£2000


Funds check - Available budget periods		
Available budget definition	Period from	Period to
Annual	201801	201812


Funds check - Available budget results	
Budget amount	Remaining budget
27,520.00	0.00
Over budget amount	11,750.00 (42.7%)

31

**Requisition**

Requisitioner \*  
 


199282

Status \*  
 

Period


Internal Message

32

 Success

The requisition is saved with requisition number 9166671

OK

 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 budget code entered in the 'Requisition entry' screen. Section 8 of this guide explains how to track the progress of your requisition.

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:

- You selected P in the 'Purchase order email destination' field when raising the requisition. This 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.

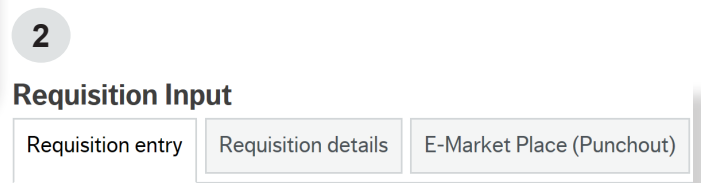
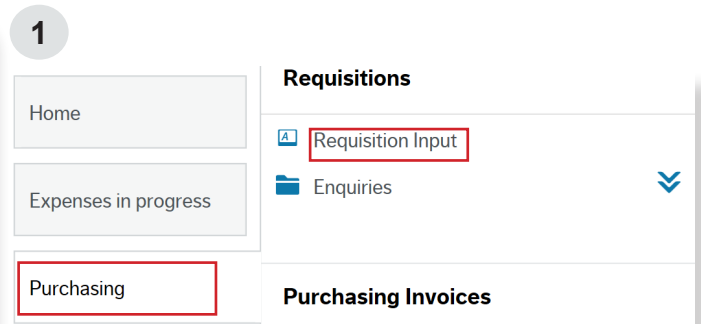
**Once the goods or services are received you must remember to enter these details in the finance system via a 'goods receipt'. For guidance on how to goods receipt, please see Section 10 of this guide.**

Once the supplier sends an invoice to Finance, it will be matched in the finance system against the goods receipted on the purchase order.

# 6 How to raise a Sussex Estates and Facilities (SEF) 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.

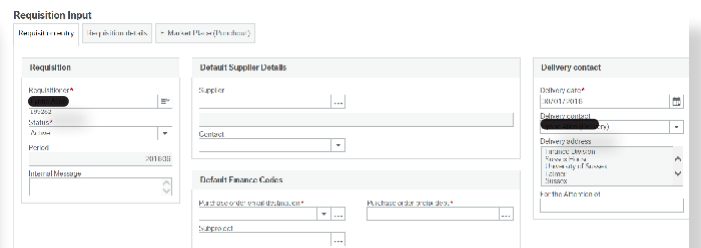


## How to Complete the Requisition Entry Tab:

### **i** What is this?

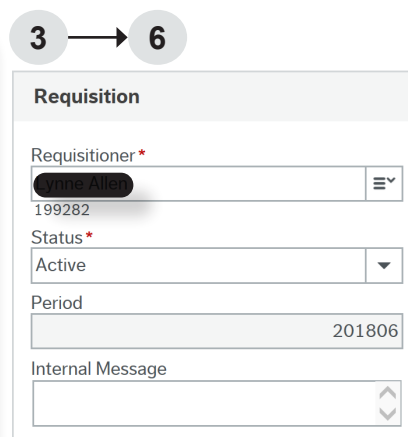
This tab displays the summary information for the purchase order. It is used to pre-populate the order lines on the 'Requisition details' tab with the supplier and subproject data.

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 an optional message to your authoriser 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:** For SEF orders you must use S17277 as the supplier code.
8. **Contact:** This field is not applicable for SEF orders.

7 → 8

**Default Supplier Details**

Supplier  
 ...  
Sussex Estates and Facilities LLP

Contact

### 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 authorised. 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](#).

9 → 11

**Default Finance Codes**

Purchase order email destination\*  ...      Purchase order prefix dept\*

Subproject

### 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.

12 → 14

**Delivery contact**

Delivery date\*

Delivery contact

Delivery address

For the Attention of

### How to Complete the Requisition Details Tab:

#### **i** What is this?

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

#	Fund check	Product	Description	Supplier	Quantity	Currency	Price	Amount
1	PMC04	SEF - Furniture & Appliances for Academic P...	New seating for JMS	S17277	1.00	GBP	50.00	50.00

- 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.

15

Add Delete Copy Reset Close

- 17. **Description:** You must overwrite 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".

16 → 17

Product	Description	Supplier
* SEF		S17277
SE	PMC02	SEF - Estates Stores Stock
	PMC03	SEF - TFM Consumables Stock
	PMC04	SEF - Furniture & Appliances for Academic Properties
	PMC05	SEF - Furniture & Appliances for Residencies
	PMD02	SEF - Estates Equipment Stock
	PPB02	SEF - Printing
	PQA03	SEF - Postage & Franking
	PQC02	SEF - Courier Services
	PRL04	SEF - Fireworks, Lasers & Lightshows
	PRL05	SEF - Marquees & Tented Structures

- 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.

18

Additional Information for the Supplier (these details will show on Purchase Order)

Product information		Price
Supplier product	Supplier product description	Currency
PMC04	SEF - FURNITURE & APPLIANCES FOR ACADE	(GBP)
Warehouse		Netting (Pound) (K)
		Cur. amount
Product text		50.00
		Amount
		50.00

- 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. The VAT/Tax code must be 'PO' for

19 → 21

Product	Description	Supplier	Quantity	Currency	Price	Amount
* PPB02	Printing costs 2017-1	S17277	1,200.00	GBP	1.00	1,200.00
SEF - Printing		Sussex Estates and Facilities LLP		Sterling Pound (GB)		



this purpose on all SEF requisitions.

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

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

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.

Quantity	Currency	Price	Amount
1,200.00	GBP Sterling Pound (GB)	1.00	1,200.00

**i** 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. Costc:** 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, a 'Servctr' field will be shown. If you have been given an order number by SEF, you must enter it in this field.

22 → 27

#	Funds check	Account	Costc	Project	Subproject	Servctr	Pa/ch	Tax code	Percentage	Amount
1		8210 Printing Prospectus & Other Quat...	DS Finance	DS002 Test Projec...	DS002-02 Test Sub-Project			PO	100.00	1,200.00
Σ									100.00	1,200.00

Split row

**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.

28




#	Funds check	Account	Costc	Project	Subproject	Servctr	Pa/Ch	Tax code	Percentage	Amount
1		8210	DS	D5002	D5002-02			PO	50.00	800.00
2		8210	DS	D5001	D5001-01	123456		PO	50.00	800.00
									100.00	1,200.00

### **i** 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 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,** add a comment explaining this 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.

29

Funds check

30

Funds check results

31

Item	Sub-Project	Amount
D5002-02		72500


Available budget definition	Period from	Period to	Budget amount	Remaining budget
Annual	201801	201812	27,520.00	0.00


Funds check - Available budget results	
Budget amount	27,520.00
Over budget amount	1,125,012.62

32

**Requisition**

Requisitioner\*  
 

199282

Status\*  
 

Period

Internal Message

**i** 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:

#### **i** 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 or 2 as applicable.

**33. Click on the paper-clip 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'.

If there are enough funds available in the subproject, the system will generate a requisition number. 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.

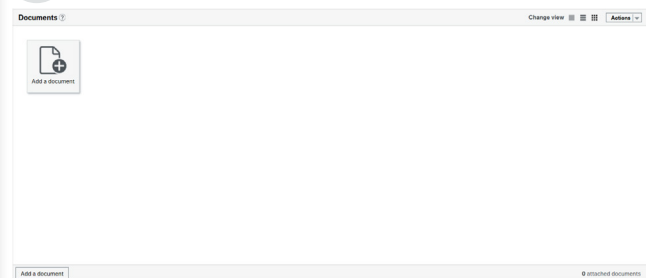
If you want to check the result again, click on 'Funds check results'.

**39. If you receive the warning message and have not yet added comments for the authoriser,** click on 'No' then add your justification for the spend in the 'Internal Comments' field in the 'Requisition Entry' tab.

33



34



35

40. If you have provided comments to the authoriser and have viewed the funds check results, click on 'Yes' to accept the warning. The system will now generate a requisition number (starting with a 9).

37

Save Clear Open

38

Funds check

Warning: The total cost of your requisition exceeds the available budget. Do you wish to continue?

Yes No Funds check results

41

Success

The requisition is saved with requisition number 9166671

OK

## Next Steps After Submitting a Requisition:

### **i** 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 budget code entered in the 'Requisition Entry' screen. Section 8 of this guide explains how to track the progress of your requisition.

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 SEF.
- If you selected S in the 'Purchase order email destination' field when raising the requisition, your purchase order will have been automatically sent to SEF. 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 via a goods receipt. For guidance on how to goods receipt, please see Section 10 of this guide.**

Once the supplier sends an invoice to Finance, it will be matched in the finance system against the goods received on the purchase order.

# 7 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'. Alternatively, 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'.

2



3

Value lookup

Search criteria

9166457

Advanced

Search

4

Value lookup

Search criteria

9166457

Advanced

Search

Requisition	Requested by (T)	Sub-Project	SuppID	SuppID (T)	Deliv.date	Curr.amount	Workflow status (T)
9166457		SA001-01	T21220	test 123	04/12/2017	500.00	Workflow in progress

Close

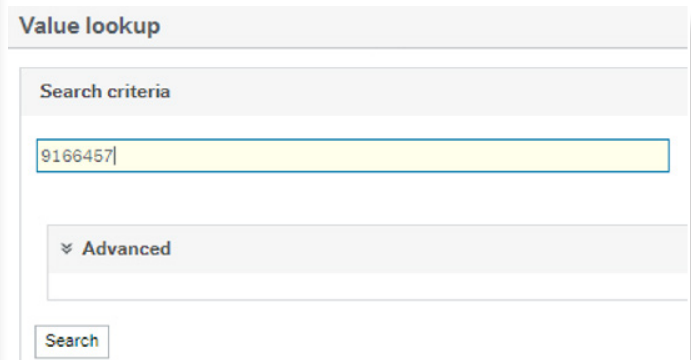
# 8 How to copy a previous requisition (if all or most of the details are the same)

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'.** Alternatively, 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 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' 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 needed, and click 'Save'.** The finance system will generate a new requisition number and the requisition will enter workflow for authorisation.

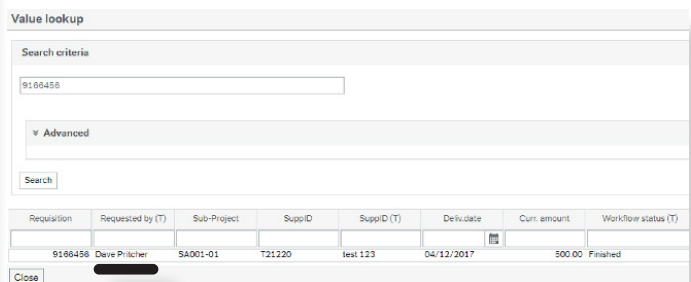
2



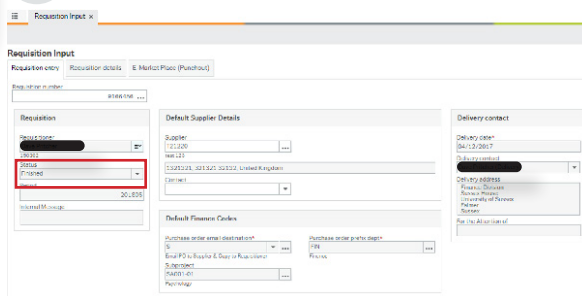
3



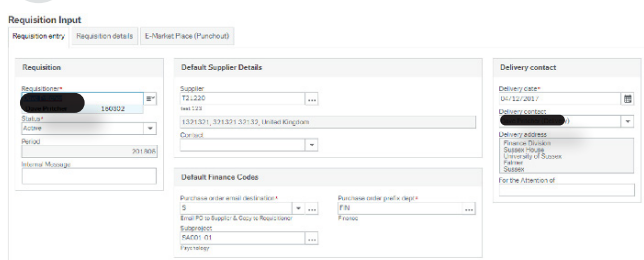
4



5



6

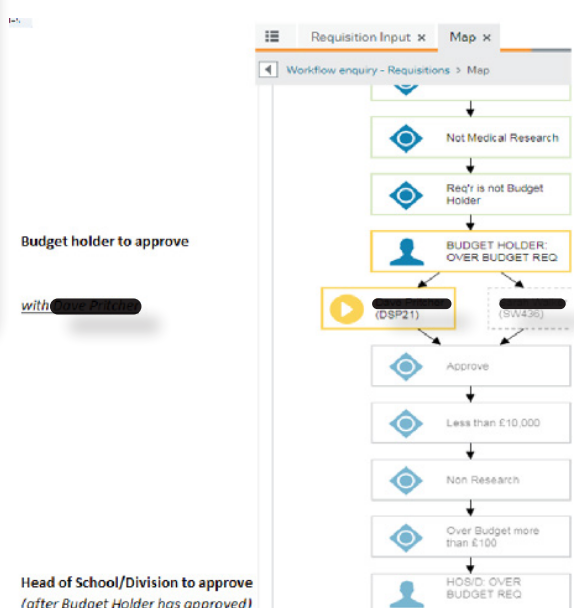
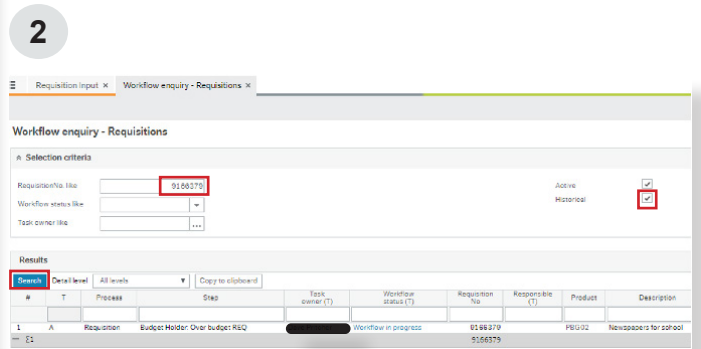
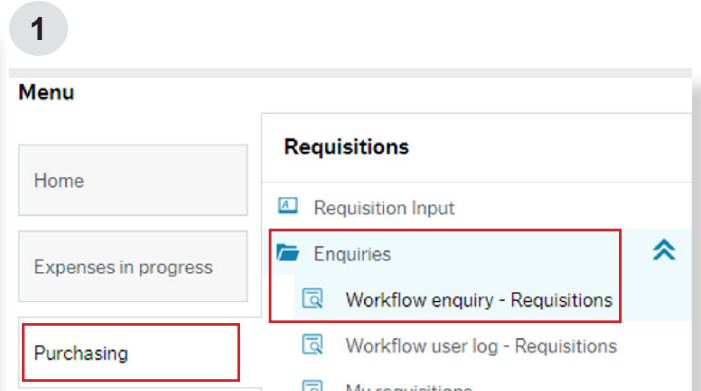


# 9 How to track authorisation progress via workflow

1. You can run a workflow enquiry to find out where your requisition has gone for authorisation. Log on to the finance system 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.



# 10 How to close or amend rejected requisitions

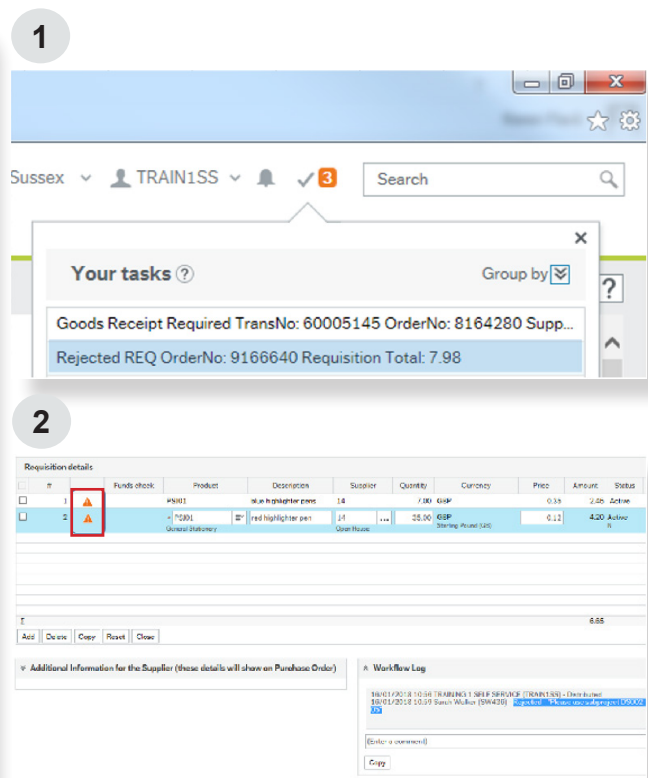
## **i** Why has my requisition been rejected?

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.
  - 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 chose R or S. See the 'Requisition Entry' guidelines in Section 3 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.
2. The authoriser has rejected the task back to you with a comment as to why they have rejected it. E.g. "Please use xxxx subproject", 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 authorised, 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.**

**3**

Requisition details

	Funds check	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
<input checked="" type="checkbox"/>	1	P50202 Newspapers	Newspapers for school	H111891 Haymarket Publishing Limited	1.00	GBP British Pound (GB)	50.00	50.00	Active
								50.00	
Σ								50.00	

Add Delete Copy Reset **Close**

# 11 How to receipt goods and services when received

**i** 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 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.

1 → 2

The screenshot shows a navigation menu with three main sections: Requisitions, Purchase orders, and Purchasing Invoices. Under 'Purchase orders', 'Goods receipt' is highlighted with a red box. The 'Purchasing' section at the bottom is also highlighted with a red box.

3

The screenshot shows the 'Goods receipt' form with three tabs: Order information, References, and Delivery. The 'Qty received' field in the 'Order details' table is highlighted with a red box.

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty received	Unit price
1	PS102	Photocopying Paper A4 etc	1.00	54.00	0.00	1.00	54.00
Σ			1.00		0.00	1.00	

4

5

A green success banner with a checkmark icon and the text 'Success' is shown. Below it, a white box displays 'Receipt no: 7190852'.

Order details

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty received	Unit price
1	POR01	Telephone charges 2017/2018	1,200.00	1,200.00	100.00	0.00	1.00
Σ			1,200.00		100.00	0.00	

Set Qty received to zero | All Goods Received | Finance Use Only

Order details

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty received	Unit price
1	POR01	Telephone charges 2017/2018	1,200.00	1,200.00	250.00	0.00	1.00
Σ			1,200.00		250.00	0.00	

**i** **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 received and this month a further £150, giving a receipted total of £250.

# 12 How to receipt goods and services when an invoice has been registered

**i** '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.

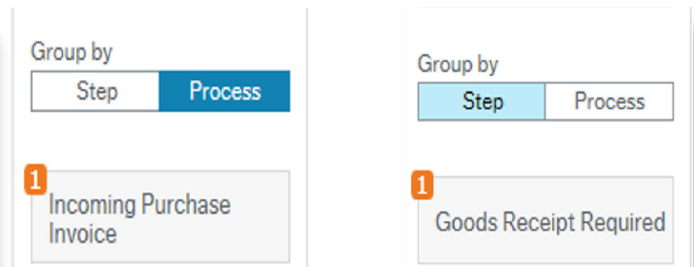
When you click on the task it will load an authorisation screen. There are two different types of goods receipt authorisation:

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.

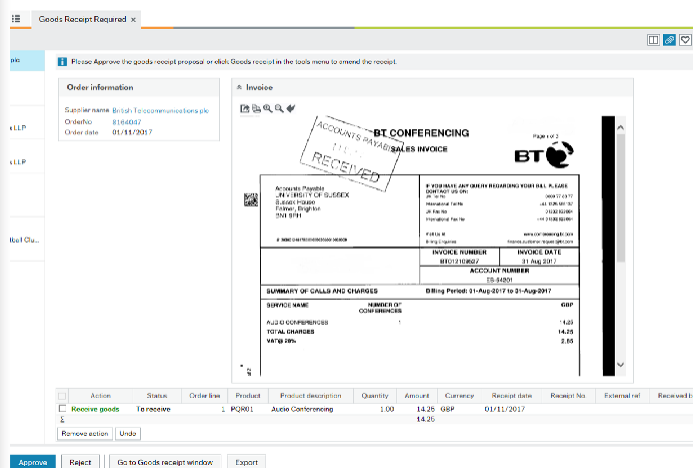
For both types, you need to confirm that you have received these goods/services and authorise the invoice to be processed against your order line/s.

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.



Client	Process name	Workflow step	Task data	Due on
SU	Incoming Purchase Invoice	Goods Receipt Required	TransNo: 60000684, OrderNo: 8164028, SuppID: S17277, Name: Sussex Estate...	25/10/2017



Action	Status	Order line	Product	Product description	Quantity	Amount	
<input type="checkbox"/>	Match to invoice	Received	1 PQR01	Audio Conferencing	1.00	14.25	
						Σ	14.25

# 13 What are requisitioner Invoice Approval Tasks?

**i** 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.

Requisitioner: Invoice Approval TransNo: 60000694 SupplID:  
 Requisitioner: Invoice Approval TransNo: 60000702 SupplID:  
 Requisitioner: Invoice Approval TransNo: 60000703 SupplID:

## 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.

1

Approve - Requisitioner has Review...

2

3

Requisitioner: Invoice Approval - Approve - Requisitioner has Reviewed  
 Enter your comment   
 Approve - Requisitioner has Reviewed

4

5

Requisitioner: Invoice Approval - Reject  
 Enter your comment   
 Reject

# 14 How to cancel purchase orders and/or return goods

## Cancelling a Purchase Order:

- i** 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 received 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](#) with your purchase order details and they will delete the order from the finance system.

1 → 4

Qty. received	Unit price	Cancel the rest of the order	Reason code
0.00	1.00	<input checked="" type="checkbox"/>	Not Delivered ▼

5

**Success**  
Changes on order 8164033 have been saved

### How to Return Goods:

**i** '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.

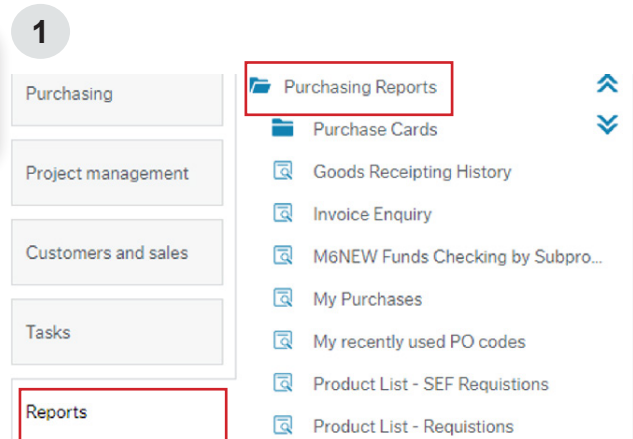
**1**

**3**

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty. returned	Unit price	Reason code
1	PLM01	Replacement N2 Gauge	1.00	242.15	1.00	1.00	242.15	Faulty Goods
			1.00		1.00	1.00		

# 15 How to run reports and enquiries

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



## **i** 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:**

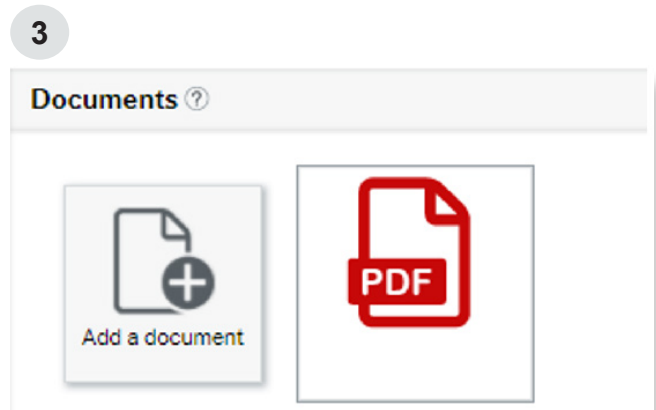
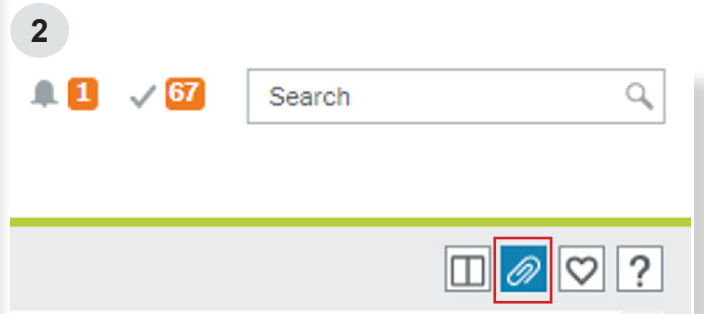
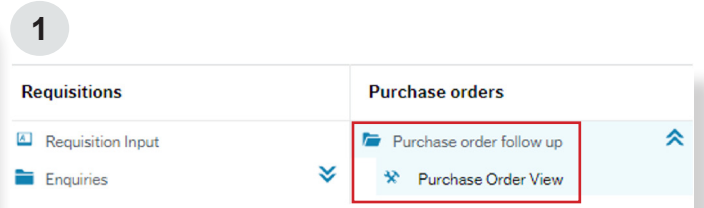
This report will show you invoices matched against your purchase orders. Fill in as many of the selection criteria boxes as possible to speed up the report, and reduce the data. Once the report has run you will see the date of payment - if the invoice has been paid - or the date it is due to be paid if it is still outstanding. If you want to see the image of the invoice, click on a transaction number highlighted in blue.

## **My recently used PO codes:**

This report will show you a list of all your recent purchase orders, including the subproject and product codes used.


# 16 How to view a previous purchase order

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' and '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 paper-clip 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.**





# 17 How to process a credit note

 All credit notes should be automatically sent to [invoices@sussex.ac.uk](mailto:invoices@sussex.ac.uk) by the supplier. Should you receive any credit notes directly, you should forward these immediately to the email above, 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.

## How to set up a new supplier

- 1:** Request login details to the supplier set-up system from the [Finance Service Desk](#).
- 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 will 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 will 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 are verified, the supplier will move onto the finance system, and you can raise purchase orders and accept supplier invoices. You will receive a notification from the system.
- 6:** Before you propose a new supplier, you must check that there is not an existing supplier who can provide similar goods or services already set up in the finance system. You can check this via the finance system or the supplier management system. If the exact same supplier already exists in the supplier management system, this will be flagged to you as a duplication.
- 7: Additional tips for proposing a new supplier:**
  - 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.
  - 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.