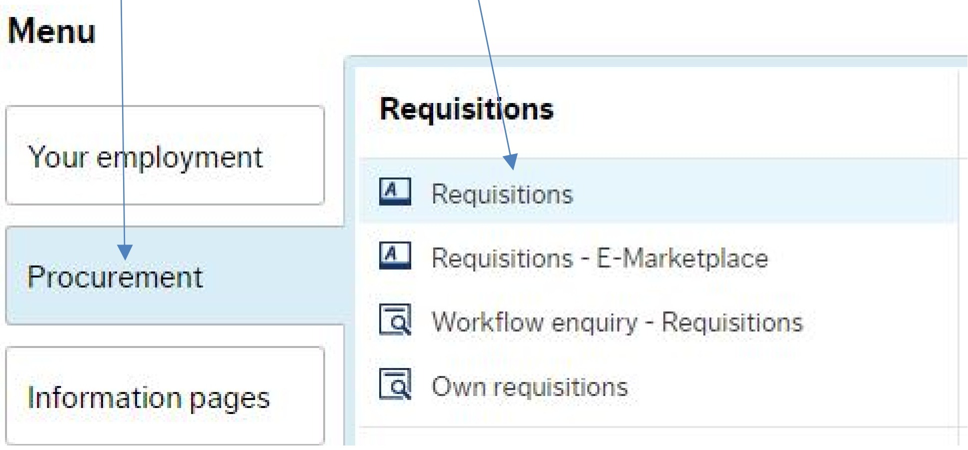
Raising a Requisition

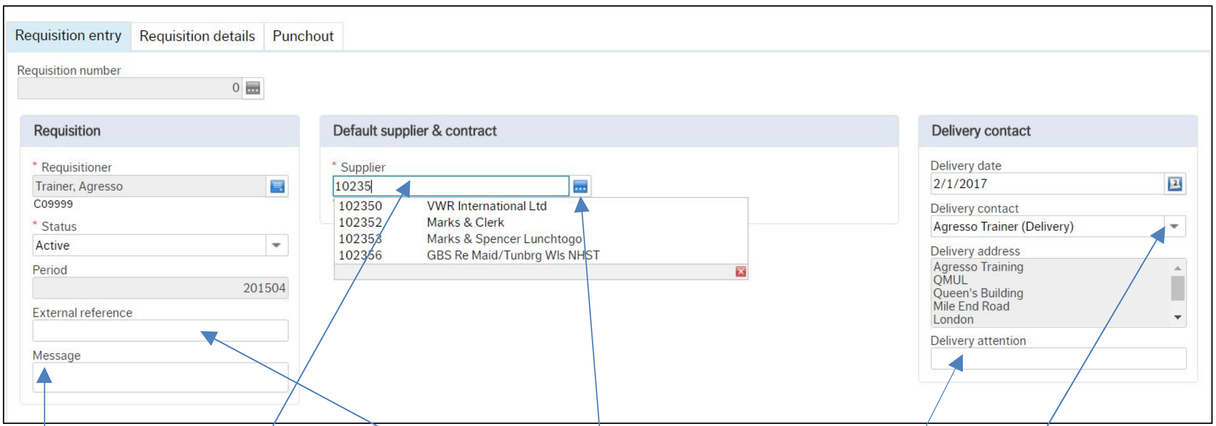
1. In the **Procurement** menu, select **Requisitions** to raise a free format order.



NB: Use this screen if you know in advance the supplier you wish to buy from, the description of the product/services required, supplier catalogue/quote reference numbers, prices etc.

2. **Requisition Entry Tab**

Note: Mandatory fields are marked with a red asterisk * and cannot be left blank



- **External reference** – Enter a reference e.g. Supplier account number or Quote number.
- **Message** – Use this field to communicate information to authorisers or Procurement, or make notes on requisitions eg Quotes or Tenders. This will not print on orders. (See 'Purchasing Procedures':http://qm-web.finance.qmul.ac.uk/purchasing/index.html and Financial regulations: http://qm-web.finance.qmul.ac.uk/procedures/index.html)
- **Supplier** – Enter the Supplier number or Name of the supplier you wish to use. The predictive text function will bring up the suppliers matching the id or name.

To use the **advanced search**, click the **Field help** button, enter supplier details and click Search. The result of this search shows more details about the supplier.

Note: You must find/enter the supplier ID BEFORE entering product details.

- **Delivery Address** – Your delivery address will default on screen, if a different address is required, select from the drop down menu **Delivery Contact**.

- **Delivery Attention** – Enter any (urgent) instructions for delivery.

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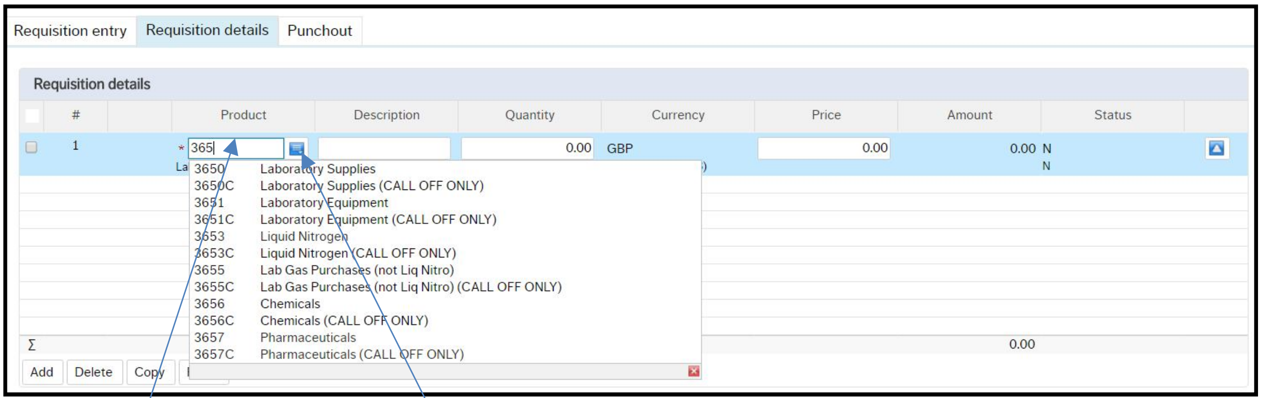
<u>Attach documents</u> – Click on the open documents icon at the top right of your screen.

Click on **Add a document** and click the **Upload** button to browse to your document. Once you find the document you wish to attach click on **Open**. You need to enter a **Document title** and can add a description of the document. Finally click **Save**.

4. <u>Requisition Details Tab</u>

Note: Mandatory fields are marked with a red asterisk * and cannot be left blank



- **Product –** Enter QM internal product code or description of category, the predictive text function will bring up matching categories.
  Select the required code/category e.g. **3150** (Stationery) or **3150C** (Stationery – CALL OFF ONLY).
  This code maps to the relevant account code for the expenditure category (e.g. 3150 - Stationery).

To use the advanced search, click on Field Help, enter category details and click on search. Press the Tab key to confirm your selection and move to the description field.

****Call-Off product codes** (end in C) should be used where you will be making staged payments (receive and pay for partial deliveries).

- **Description** – Initially this is to confirm you have selected the correct product code. However the contents of the description field appear on your order. **Please overwrite the generic description** with the actual description of product or service you wish to order from the supplier. This generic description will be unhelpful or unnecessary for the supplier.

Note: The Description field also appears in your goods receipt screen. You may find it difficult to receipt partial deliveries if you have not amended the generic text.

- **Quantity*** – Enter the quantity of goods you wish to order.

- **Price*** – Enter the Unit price (**this must be net of VAT**).

***Note: Call Off product codes - If you chose a product code ending in C (Call Off), the quantity will be fixed as 1 and you must enter the total net value in the Price field.**

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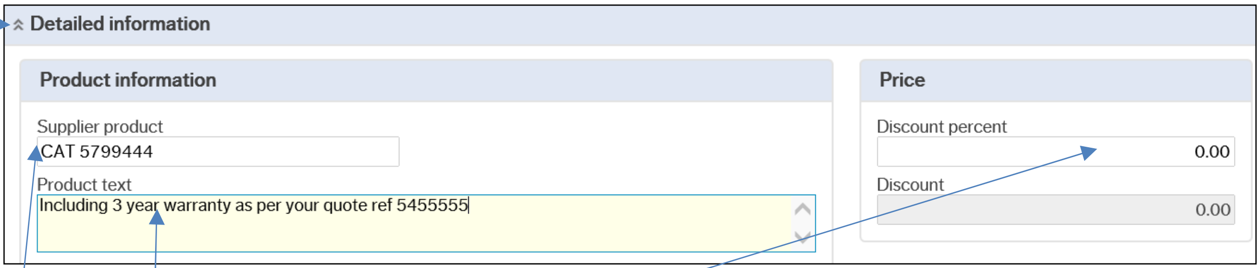
Detailed Information Section: Click on the chevron button to expand.

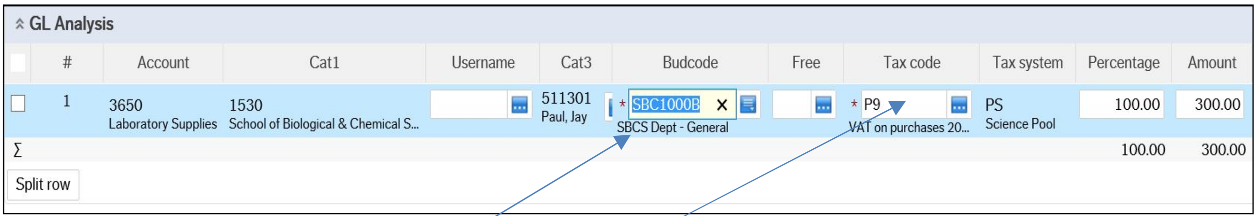


Supplier Product – Enter the supplier's catalogue number (if applicable)

Product Text – Enter any other relevant information you wish to be printed on the order.

Discount Percentage – Enter discount % if applicable.

GL Analysis:

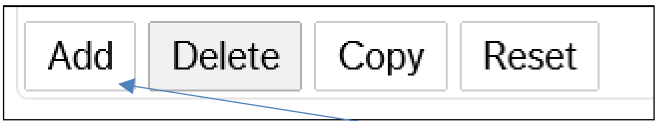


Budcode – Your **default budget code** is displayed here – you can change this to a different budget code if you want to cost this purchase to a different code.

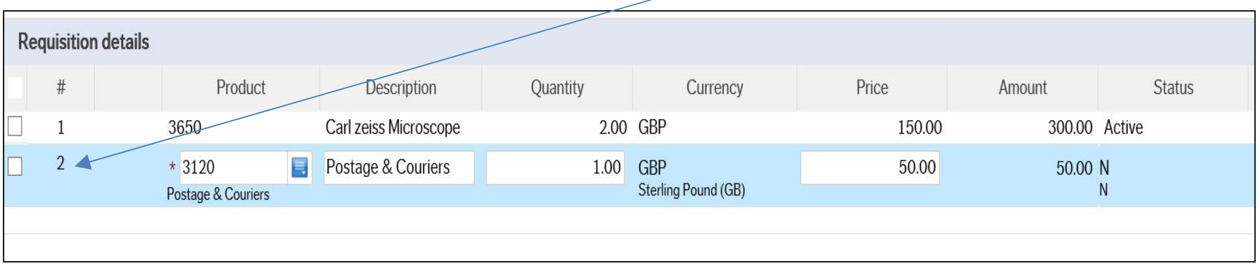
TC – Tax Code will default to P9 (20% VAT) on **most** products. If you know the purchase will not be subject to VAT you need to change it (eg change it to P3 due to medical research). In this case, a VAT relief certificate will be printed with the order. For detailed VAT guidance use **http://qm-web.finance.qmul.ac.uk/procedures/index.html**

NB: Each product/service line has it's own GL Analysis line. Click on the product line to view/amend the GL analysis for that line.

Add more products:



If more product lines are required, click **Add** to open a new line.



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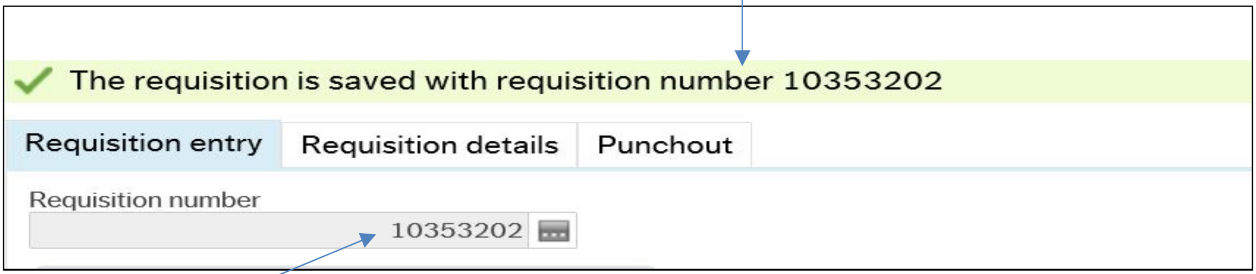
Once all the details of the requisition have been entered click on the **Save** icon on the bottom left of screen to generate your requisition 

If your requisition has saved correctly you will see a message similar to the one below



Requisition number:

Note: This is NOT a Purchase Order number. Requisition number is for internal college use only. Please **never** give this number to anyone outside of the college or place an order quoting this number to a supplier.

Note: If you receive a red error message during requisition creation, it means there is a field that is incorrect or has missing information.

Your requisition will now go into workflow and follow the authorisation workflow for your department and the College.

Important Note!!!!!

CLICK "CLEAR" AT BOTTOM OF SCREEN BEFORE RAISING NEXT REQUISITION.

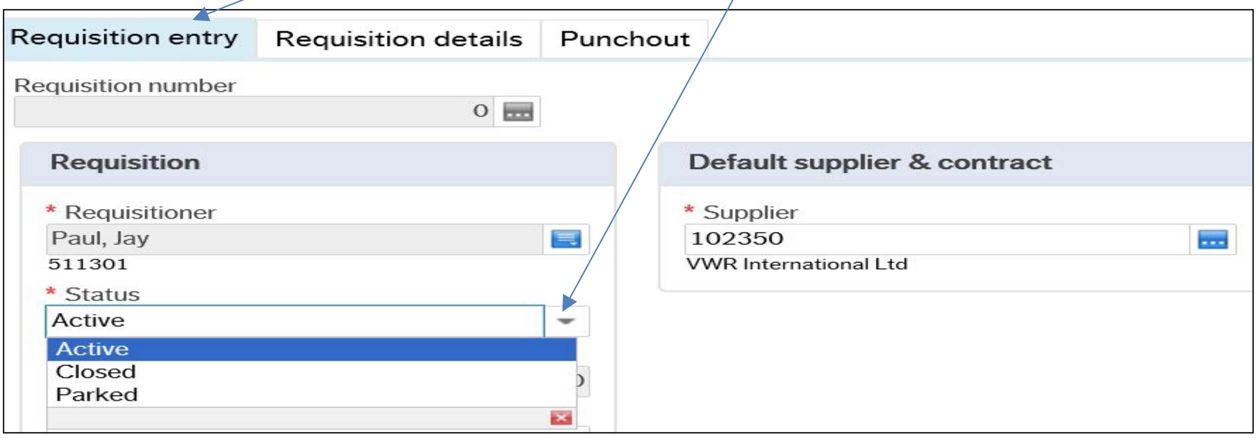
Parking a Requisition

If you do not want to raise this order yet but want to get a head start, you can fill in all the details and change status to Parked before you save it.

*****This will not send your requisition into workflow and NO purchase order will be created. *****

First you must complete your requisition as above but DO NOT SAVE IT.

Then go to the **Requisition entry** tab and change the status to **Parked**.



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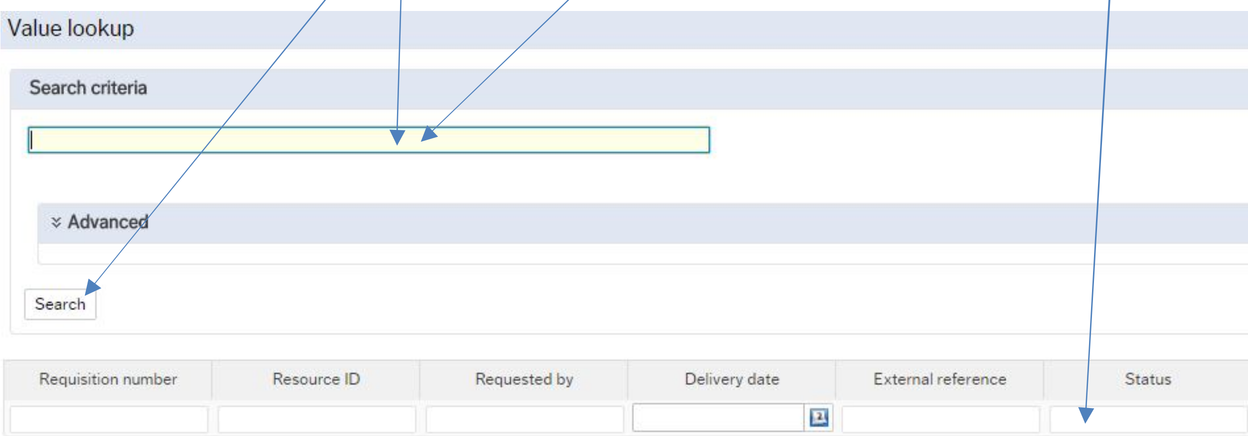
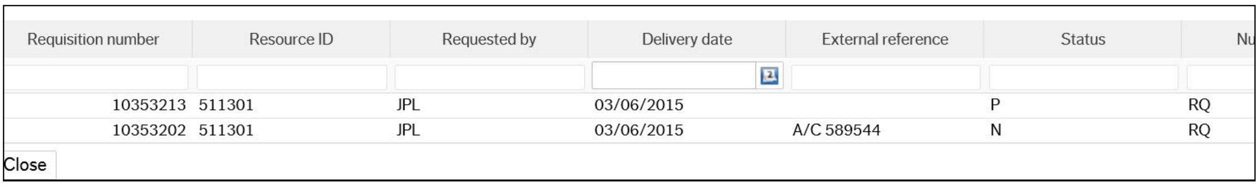
Then click on the **Save** button which will generate a requisition but not create an order.

To retrieve your Parked requisition – In **Requisition Entry** tab click on **Open** from the bottom of the screen.

Enter the parked **requisition number** or **external reference** in the search box, or **P** in the status box and click on search.



This will bring up your Parked requisition(s). Parked requisitions will have a status equal to **P**. Click on the Parked requisition that you wish to amend/save to create a PO.



Requisition number	Resource ID	Requested by	Delivery date	External reference	Status	Nu
10353213	511301	JPL	03/06/2015		P	RQ
10353202	511301	JPL	03/06/2015	A/C 589544	N	RQ

Close

You have three choices:

- To raise your order from your parked requisition, change the status back to **Active**, amend requisition details if needed, and **SAVE.**
- Or if you do not want to raise this order as yet after amending, then leave the status as **Parked** and **SAVE.**
- **If you no longer need this requisition then you can change the status from Parked** to **Closed and SAVE.**