Purchase to Pay Process – summary of key changes

With effect from 1 June 2013

The following is a summary of the key changes being implemented as part of the Purchase to Pay process being introduced from 1 June 2013:

- Invoice processing / payment related
- Raising a requisition
- Approving a requisition
- Goods receipting a Purchase Order
- Foreign payments to suppliers – non US Dollar / Euro payments
- Foreign payments – expenses
- Capital expenditure – policy and guidance
- Open Purchase Order report – automated
- Accruals and monthly management accounts
- Purchase to Pay process guidance (including where to find full details about the changes)
- Useful links
- Key contacts

1. Invoice processing / payment related

- Suppliers to send invoices, credit notes and statements directly to central Accounts Payable – new address details:

  Email: apinvoices@qmul.ac.uk or

  Post to: QMUL Accounts Payable, PO Box 68942, London E1W 9JD.

- Suppliers invoices must quote a valid Purchase order number

- All Purchase orders raised from 1 June 2013 will include the new Accounts Payable central invoice address and contact details

- Accounts Payable process invoices received directly from suppliers

- Accounts Payable will deal with payment / invoice related queries – new contact details:

  Email: accountspayable@qmul.ac.uk or Tel. 0207 882 7527

2. Raising a requisition

- **Sending Purchase Order to suppliers** – please continue to send Purchase Orders to suppliers until further notice.

  It was the intention to send out Purchase Orders to suppliers automatically via email as a default from 1 June 2013. However, insufficient information has been received from suppliers to update the database, therefore this change won't be going ahead at this time. This decision has been taken, to avoid delays in Purchase Orders being sent out or being sent to wrong / invalid email addresses.

- **Quantity order vs Call-off (value) order** – this isn't a change – but it is being flagged as it is important to raise the right type of order for the goods or service you are buying

- **Postage / delivery charges**
  - include these on a separate line when raising your requisition if a charge is being incurred (regardless of the amount)

- **VAT** – new VAT codes set up
  - default is P9 (20% VAT)
  - select the right code
  - follow correct process related when a zero rating certificate is required

- **Delivery date** – now mandatory
  - include the anticipated delivery date (internal use only – won't appear on the PO)

3. Approving a requisition

  a. Be aware of the changes described under "raising a requisition" above and ensure requisitioner is following the Purchase to Pay process and guidelines
  b. Requisition approver is responsible for confirming zero rating conditions (by approving the requisition with the relevant tax code)

  Note: always ensure you set up a substitute on Agresso to review and approve requisitions in your absence (as per Scheme of Delegation of Financial Authority)

4. Goods receipting a Purchase Order

  a. This isn't a change – **it is being flagged as an important step in the process**, to ensure an invoice is matched to a goods receipted Purchase Order to make a payment to a supplier

5. Foreign payments to suppliers - non US Dollar / Euro foreign payments

  a. You need to raise a Purchase Order converted from the currency into £ sterling
  b. No longer required to complete the paper overseas payment form

6. Foreign payments – expenses

    a. Complete the expenses claim form – convert the foreign currency amount into £ sterling

    b. Expenses claim form will be updated for 1 June 2013 to ensure all relevant information is captured on one form

    c. No longer required to complete the paper overseas payment form

7. Capital expenditure

    a. Capital expenditure policy – waiting for final approval by Finance and Investment Committee (June 2013)

    b. Guidance and training – to be rolled out by Financial Management Team from June prior to new financial year 2013/14

    c. Purchase orders - need to be raised for capital related expenditure

8. Open Purchase Order report – automated

    a. Report will be emailed to requisitioners automatically to prompt a review of open Purchase Orders – goods receipt where appropriate / request a PO is closed where no longer required

9. Accruals and monthly management accounts

    a. Goods receipted open Purchase Orders but invoice not yet paid

    b. Financial Management team including in monthly management accounts – improved forecast

10. Purchase to Pay process guidance

Use the following link to access the Purchase to Pay process guidance which contains details of the changes described above.

http://qm-web.finance.qmul.ac.uk/purchasing/documents/index.html

Then access the document "**Purchase 2 Pay Training**"

You should be familiar with this guidance before using the Agresso system to raise / approve requisitions and goods receipting goods or services.

11. Useful links

- All Agresso user guidance can be found here

  http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/

- Financial Regulations

  http://www.arcs.qmul.ac.uk/policy/

- Scheme of Delegation of Financial Authority

  http://www.arcs.qmul.ac.uk/policy/

- Procurement Procedures

  http://qm-web.finance.qmul.ac.uk/purchasing/

- How to buy ….(list of suppliers)

  http://qm-web.finance.qmul.ac.uk/purchasing/buy/index.html

- QMUL Terms & Conditions

  http://www.weightmans.com/queen_mary.aspx

12. Key contacts

- Procurement Team

http://qm-web.finance.qmul.ac.uk/purchasing/team/

- Accounts Payable Team

Queries related to invoice payment
Email: accountspayable@qmul.ac.uk or Tel. 0207 882 7527

- Financial Systems Team

Agresso related queries including training, requests to close POs, arrange temporary holiday cover on Agresso (e.g. approver delegation)
Via IT Helpdesk its-helpdesk@qmul.ac.uk or Tel. 13-8888

- Financial Accounting Team

Queries related to VAT
Eva Kurekova (Tel. 0207 882 2956)

- Financial Management Team

Queries related to budgetary control, monthly management accounts, monitoring capital projects

http://qm-web.finance.qmul.ac.uk/sections/financialmanagement/contact/

- Joint Research Management Office

Queries related to research grants

http://www.jrmo.org.uk/