

Purchase to Pay

Raising Purchase Orders and delivery / carriage / postage charges

Helpful tips no 4 – October 2013

- We would like to remind requisitioners to **always include** the cost of delivery / carriage / postage charges (**regardless of value**) when raising requisitions, where these charges are being incurred as part of the purchase.
- When receiving quotes from suppliers, please check to ensure they confirm whether or not there is an additional charge for delivery / postage and the actual amount to be charged. This amount should then be included when you raise your requisition.

Note: Delivery / carriage / postage charges (regardless of value) should be included as a separate line when you raise your requisition – then goods received once your order is received.

- **When raising purchase orders on e-marketplace** - in the product information displayed, you will see the 'Lorry Logo' which when clicked reveals any extra charges. Delivery / carriage / postage charges are set up as 'items' on the e-marketplace. These items **can and should be added where applicable**. As 'items' they will just pull through back into Agresso as part of the shopping basket.
- The VAT liability of delivery charges follows the main supply, so if the goods are VATable, then so is the delivery charge but if the goods are zero-rated then there will be no VAT on the delivery charge.
- We need to include delivery / carriage / postage charges (regardless of value) to ensure we:
 - minimise discrepancies between the approved Purchase Order value and the invoice received from the supplier and therefore reducing delays at the invoice processing and payment stage
 - take into account the full cost of the product being purchased
 - can easily track our spend on delivery / postage charges across the College which can help inform future contracts placed with suppliers

For further information:

- about the purchase to pay process, you can find details here under "Information" <http://qm-web.finance.qmul.ac.uk/purchasing/documents/index.html> or contact finance-procurement@qmul.ac.uk
- about raising purchase orders on the Agresso system, you can find user guidance notes here <http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/> or contact the Financial Systems Team via email its-helpdesk@qmul.ac.uk or Tel. 13-8888