

# EDUCATION AUTHORITY

## iProcurement Requisitioner's User Guide

**2020**

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*This is a Training guide for the EA iPROCUREMENT module for the Education Authority.*

## Contents

1.	<i>INTRODUCTION &amp; NAVIGATION</i> .....	3
1.1	<i>Logging On To EA Financial System</i> .....	3
1.2	<i>Navigating iProcurement</i> .....	5
1.3	<i>Search options within iProcurement</i> .....	7
2.	<i>iPROCUREMENT – CREATE AND EDIT REQUISITION</i> .....	11
2.1	<i>Create and Edit Store (Catalogue) Requisition</i> .....	11
2.2	<i>Using iProcurement Shopping List for Store (Catalogue) Requisition</i> .....	23
2.3	<i>How to Split Coding within a Requisition</i> .....	31
2.4	<i>Create and Edit Non Catalogue Requisition</i> .....	36
3.	<i>USING THE REQUISITION TAB</i> .....	40
3.1.	<i>Navigating the Requisition tab</i> .....	40
3.2.	<i>Search within Requisition Tab</i> .....	47
3.3.	<i>Withdraw an ‘In Process’ Requisition to amend or edit</i> .....	48
3.4.	<i>Copy a previous requisition</i> .....	50
3.5.	<i>Cancel a Returned Requisition</i> .....	52
3.6.	<i>Amend a Returned Requisition</i> .....	54
4.	<i>RECEIPTING</i> .....	54
4.1	<i>Express Receipt</i> .....	54
4.2	<i>Receipt using Search Method</i> .....	57
4.3	<i>Using the Receipt Items Link</i> .....	60
4.4	<i>Receipt Reminders</i> .....	61
4.5	<i>View Receipts</i> .....	62
4.6	<i>Return Receipts</i> .....	64
4.7	<i>Correct Receipts</i> .....	67
	<i>APPENDIX A iProcurement Non Catalog Requisition – Categories</i> .....	70
	<i>APPENDIX B Area Department Code Guidance - Schools</i> .....	76
	<i>APPENDIX C Estimate Requisitions</i> .....	82
	<i>APPENDIX D Encumbrance Reports – Schools</i> .....	87

## 1. INTRODUCTION & NAVIGATION

iProcurement or iProc is short for Oracle internet procurement. It is the new method to allow you to request goods or services for your school or section in the Education Authority (EA). It uses web based forms similar to those used on many internet shopping sites.

Oracle iProcurement provides the user with more information on products and aims to be both more intuitive and faster than previous Oracle Requisitioning.

### 1.1 Logging On To EA Financial System

To access the EA Financial system an Oracle logon is located on your PC desktop. For schools, the C2K Manager can add the iFS Oracle shortcut to your PC. Click on the icon.



Alternatively open the Internet Browser and enter the URL: <https://ebs.int.erp-sop.co.uk> (If you accessing the system external e.g. laptop, ipad, nursery school enter <https://ebs.erp-sop.co.uk>) It is advised that you save this URL to your browser favourites for quick and easy future access.



Favourites – click & add as favourite  
'EA Finance HR Payroll system

The following screen will appear:

The Oracle login screen is displayed on a dark blue background. At the top left, the 'ORACLE' logo is visible. The main content is a white login form with the following elements: 'User Name' and 'Password' input fields; 'Login' and 'Cancel' buttons; a 'Login Assistance' link; a 'Register here' link; an 'Accessibility' dropdown menu currently set to 'None'; and a 'Language' dropdown menu currently set to 'English'.

- Enter **'User Name'**; this will be your employee number with a prefix e.g. 0679468 could be 40679468
- Enter **'Password'** (passwords are case sensitive and must be 10+ characters, include capital and number). Please be aware that the EA Financial System will include your personal HR and Payroll details, therefore we advise that you keep your password confidential and do not share.
- Click **'Login'** or press return

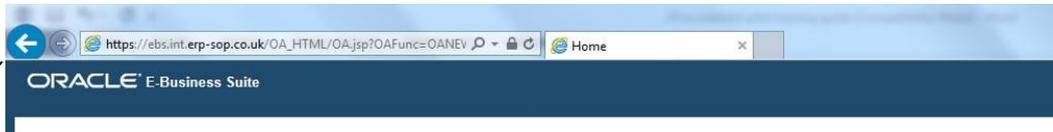
The following screen – 'Home' page will appear listing all the responsibilities you have been set up with (responsibilities are allocated as per job requirements).

List of Responsibilities

A notifications in the worklist is information regarding your transactions within the system e.g. letting you know a requisition has been approved or a receipt reminders reminding you to receipt if you have received the goods or service.

## 1.2 Navigating iProcurement

- Click on a responsibility. The menu of functions available within that responsibility will be listed



TIP: Do not use back button as this is the Internet Browser back buttons. To return to previous sections click on 'Shop', 'Requisition' or 'Receiving' tab or click on the return link at the bottom of the screen.

Personalize

ment  
Home Page  
jmin - 20431  
come

### Worklist

Full List (8)

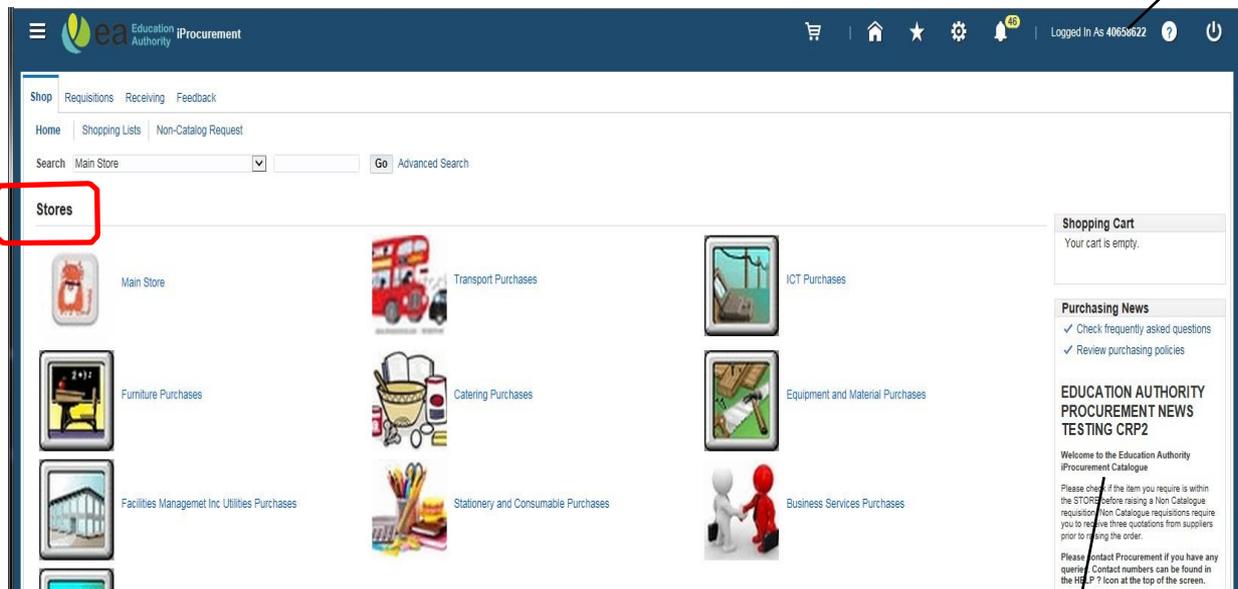
From	Type	Subject	Sent	Due
SMITH, JANE	Requisiti...	Purchase Requisition 10181 has been approved	17.10.20...	
SMITH, JANE	Requisiti...	Purchase Requisition 10187 has been approved	17.10.20...	
WHITE, JOHNATHAN	Requisiti...	Purchase Requisition 10182 has been approved	17.10.20...	
WHITE, JOHNATHAN	Requisiti...	Purchase Requisition 10184 has been approved	17.10.20...	
WHITE, JOHNATHAN	Requisiti...	Purchase Requisition 10183 has been approved	17.10.20...	
WHITE, JOHNATHAN	Requisiti...	Purchase Requisition 10186 has been approved	17.10.20...	
WHITE, JOHNATHAN	Requisiti...	Purchase Requisition 10185 has been approved	17.10.20...	
WHITE, JOHNATHAN	Requisiti...	Purchase Requisition 10188 has been approved	17.10.20...	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

- Click on one of the function links, e.g. **iProcurement Home Page**.

➤ Screen opens into Oracle iProcurement **Stores** page within the **Shop** Tab.

Displays the Employee number of the user logged in



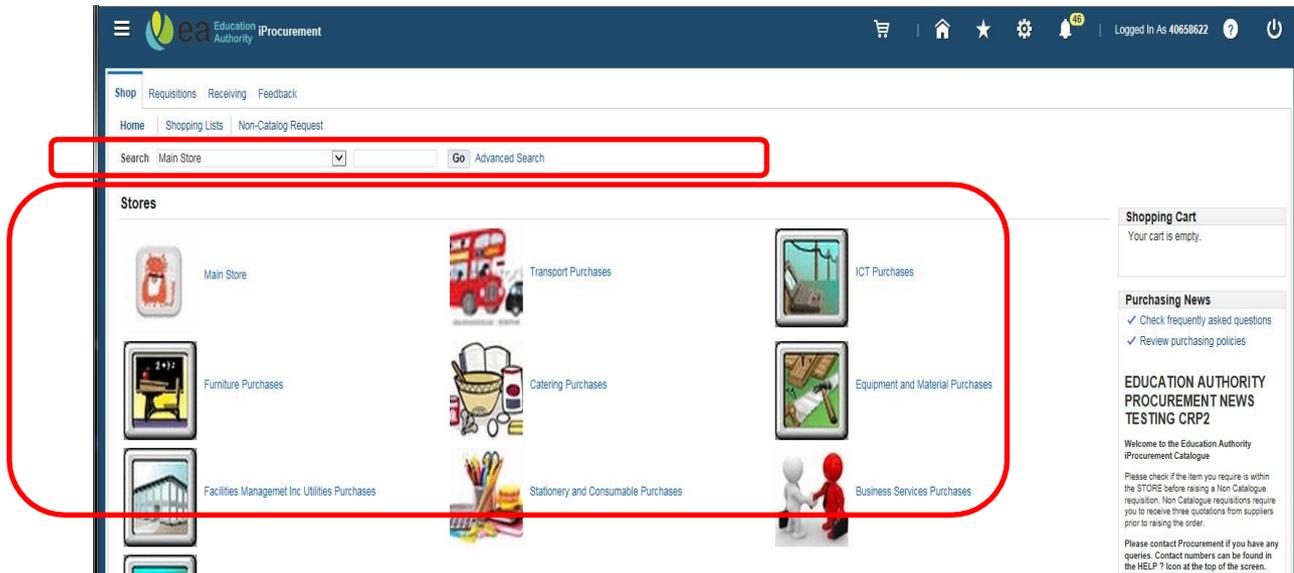
Information Section contains:  
Purchasing News, Frequently Asked Questions and EA Procurement policies

**iProcurement icons:**

	Shopping Cart
	Home – This icon will open the EA Finance HR Payroll System home page
	Navigator – This icon allows you to navigate to another responsibility and subsequent menus e.g. School Reports
	This is Oracle Favourites (not your shopping list favourites)
	Settings – This icon is where you setup the preference to receive notifications by email as well
	Worklist – This icon enables you to view your personal worklist notification e.g. notification that a requisition has been approved or notification to receipt item.
	Oracle Help Facility – This icon will open a Help section which includes further information and contact details
	Exit/Log out

### 1.3 Search options within iProcurement

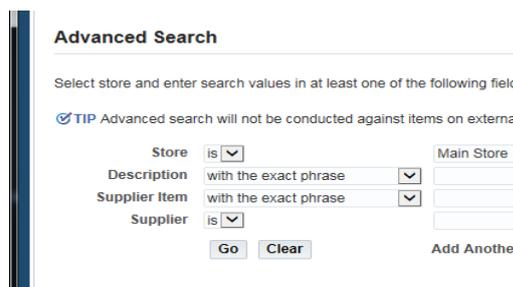
iProcurement has powerful search capabilities. There are two ways to search for an item within the Catalogue either by the Search field or the Store icons.



#### 1.3.1 Search Field

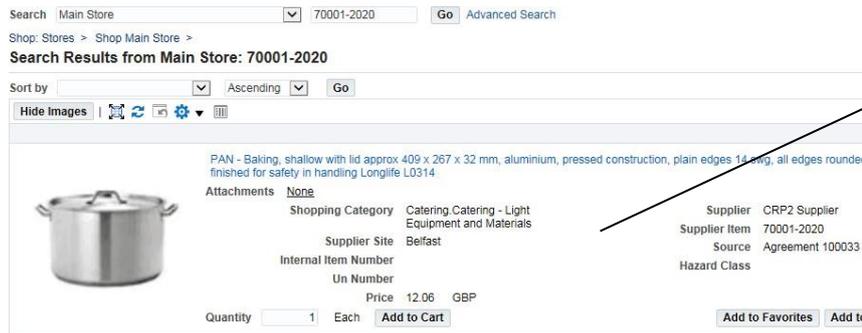
The Main Store defaults into first field of the Search facility. The search criteria is entered into the second field, this can range from partial item descriptions, categories, supplier names and contract numbers to specific product attributes (such as colour or size) and part numbers.

- Enter search criteria in search field e.g. **Supplier Item reference** from EA Contract Schedule, and click 'Go'.



Additional advanced search enables requesters to refine their search. This facility can be used by clicking on link.

- Item searched for will be displayed.



- Individual Item Results will include:
- Category
  - Price
  - Supplier details
  - Supplier Item Reference Number
  - EA Agreement Number

Alternatively you can use key words or parts of the item description. A useful tip is to put a % at the start and end of the word to narrow the search.

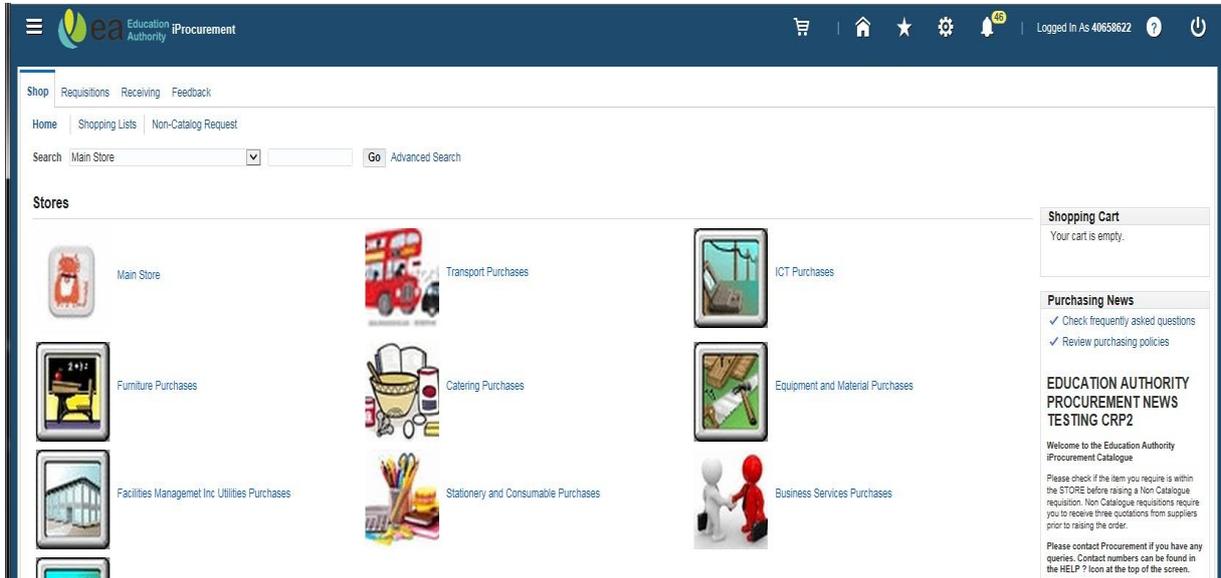
For example: **CN046AE (HP 951XL Cyan) - Cyan, HP Original Inkjet Printer Cartridge. 1,500 Pages** you can use the following searches.

- Searching only **%951%** or only **%HP%**; or
- User can further narrow down this search by using **%HP% %951%** or vice versa (use a space in between ). Entered space ensures that both keywords entered between %'s i.e. HP and 951 are searched; or
- If user is searching for Printer Cartridges they can use **%Printer% %Cartridge%** with a space for a better search.

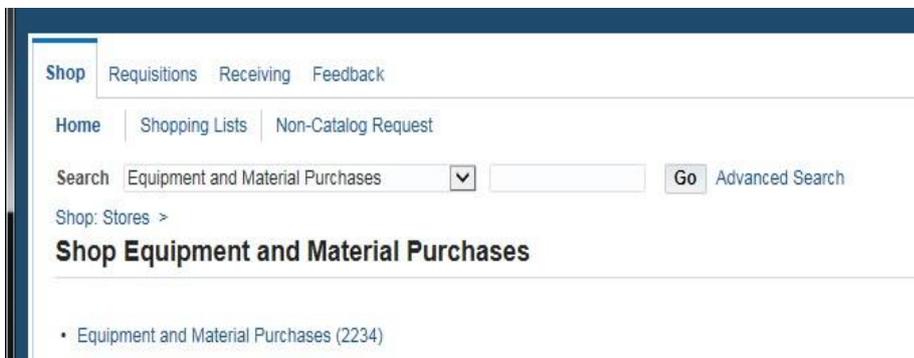
Click 'Go'.

### 1.3.2 Store Icons

Oracle iProcurement uses the concept of Stores i.e. a Category of items. Each store includes a combination of minor categories e.g. 'Equipment and Material Purchases' store includes Sports, Games and Gym & Materials, etc.



- Click on the 'Equipment and Material Purchases' store icon.
- Drill down to the relevant item by selecting the category links.



Shop Requisitions Receiving Feedback

Home Shopping Lists Non-Catalog Request

Search Equipment and Material Purchases  Go Advanced Search

Shop: Stores > Shop Equipment and Material Purchases >

### Shop Equipment and Material Purchases: Equipment and Material Purchases

- Equipment and Materials.Art, Craft and Infant Play Materials (67)
- Equipment and Materials.Audio Visual Equipment and Materials (144)
- Equipment and Materials.Maintenance of Sports, Games & Gym Equip (90)
- Equipment and Materials.Metalwork Materials (2)
- Equipment and Materials.Musical Instruments and Materials (105)
- Equipment and Materials.Office Machines (16)
- Equipment and Materials.Photocopiers - Purchase (5)
- Equipment and Materials.Photocopiers - Rental (3)
- Equipment and Materials.Photographic Equipment and Materials (20)
- Equipment and Materials.Play Ground Markings (63)
- Equipment and Materials.Power and Hand Tools (297)
- Equipment and Materials.Sports, Games and Gym Equip & Materials (676)
- Equipment and Materials.Technology and Design Materials (413)
- Equipment and Materials.Textbooks, Educational Books etc (133)

- Each store has a number of Minor Categories which are displayed within each Store Icon. The minor category will detail the number of items within the category in brackets.
- Click on Minor Category link and items will be displayed. Only items linked to the category will be displayed.

Shop Requisitions Receiving Feedback

Home Shopping Lists Non-Catalog Request

Search Equipment and Material Purchases  Go Advanced Search

Shop: Stores > Shop Equipment and Material Purchases > Shop Equipment and Material Purchases: Equipment and Material Purchases >

### Items in Category: Equipment and Materials.Sports, Games and Gym Equip & Materials

Sort by  Ascending  Go

Hide Images       Rows 1 to 21

<p>BALL, NO-BOUNCE, 70MM. Foam, lightweight and durable. Red, blue, green or yellow (state colour on order). TUFTEX FBA021</p> <p>Attachments None</p> <p>Shopping Category Equipment and Materials Sports, Games and Gym Equip &amp; Materials</p> <p>Supplier Site MONTGOMERY RD</p> <p>Internal Item Number</p> <p>Un Number</p> <p>Price 0.29 GBP</p> <p>Quantity <input type="text" value="1"/> Each <a href="#">Add to Cart</a></p> <p><a href="#">Add to Favorites</a> <a href="#">Add to Compare</a></p>	<p>Supplier PODIUM 4 SPORT LTD *(PREVIOUSLY KNOWN AS VI-SPORT)</p> <p>Supplier Item 60965-2000</p> <p>Source Agreement 100053</p> <p>Hazard Class</p>
<p>BUQUANCY AID, 4oz coated nylon, 2 each adjustable waist and shoulder straps; neoprene side panels; side zip; front pouch; CE approved. YAK BLAZE 2512. SMALL/MEDIUM. RED</p> <p>Attachments None</p> <p>Shopping Category Equipment and Materials Sports, Games and Gym Equip &amp; Materials</p> <p>Supplier Site COLRAINE ROAD</p> <p>Internal Item Number</p> <p>Un Number</p> <p>Price 24.95 GBP</p> <p>Quantity <input type="text" value="1"/> Each <a href="#">Add to Cart</a></p> <p><a href="#">Add to Favorites</a> <a href="#">Add to Compare</a></p>	<p>Supplier RIVER LAKE &amp; SEA* (RLS CANOES IRELAND)</p> <p>Supplier Item 60964-1362</p> <p>Source Agreement 100058</p> <p>Hazard Class</p>
<p>SPORTS FIRST AID OUTFIT, In Carrying case. FA approved team kit. KOOLPAK FA1830</p> <p>Attachments None</p> <p>Shopping Category Equipment and Materials Sports, Games and Gym Equip &amp; Materials</p> <p>Supplier Site BISHOP HOUSE</p> <p>Internal Item Number</p> <p>Price</p> <p>Quantity <input type="text" value="1"/> Each <a href="#">Add to Cart</a></p> <p><a href="#">Add to Favorites</a> <a href="#">Add to Compare</a></p>	<p>Supplier BISHOP SPORTS &amp; LEISURE LTD *BISHOP HOUSE</p> <p>Supplier Item 60965-1600</p> <p>Source Agreement 100049</p>

**Shopping Cart**

Your cart is empty.

**Compare Items**

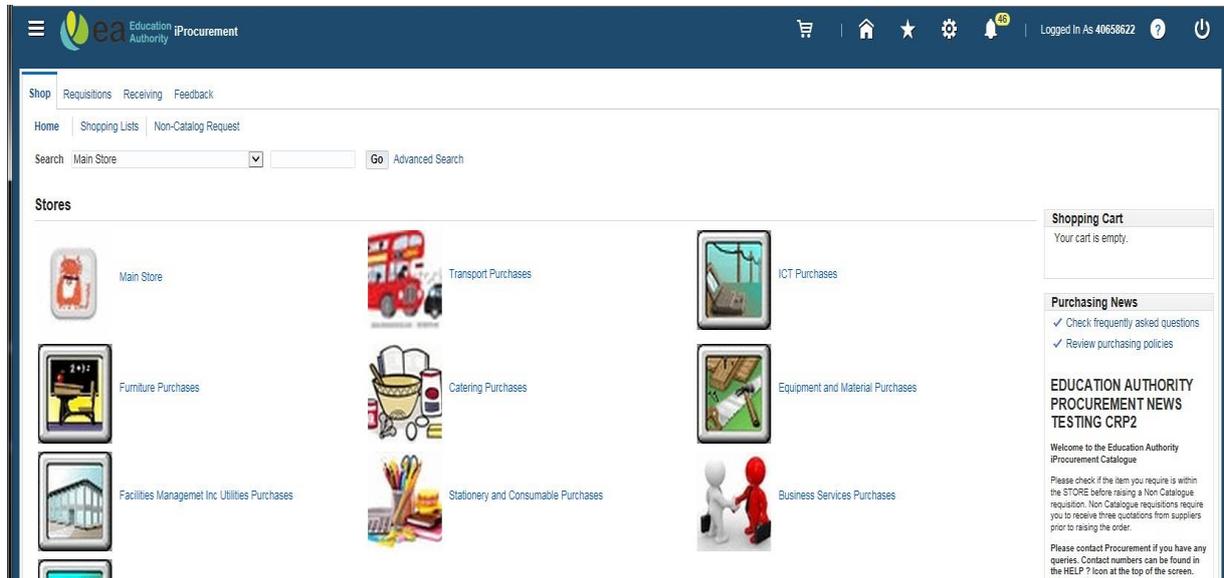
No items selected.

Note: The Main Store Icon contains all the other Stores and their minor categories in one place.

## 2. IPROCUREMENT – CREATE AND EDIT REQUISITION

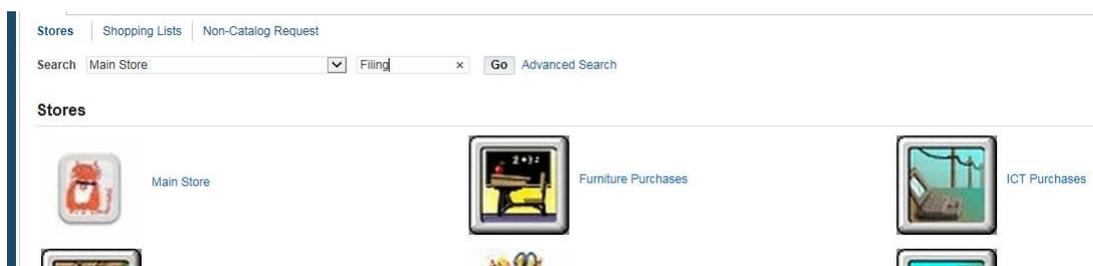
### 2.1 Create and Edit Store (Catalogue) Requisition

The 'Stores' tab contains all the individual items and services that EA has contracts for. You should always check the Stores for the items or service you want before Requisitioning

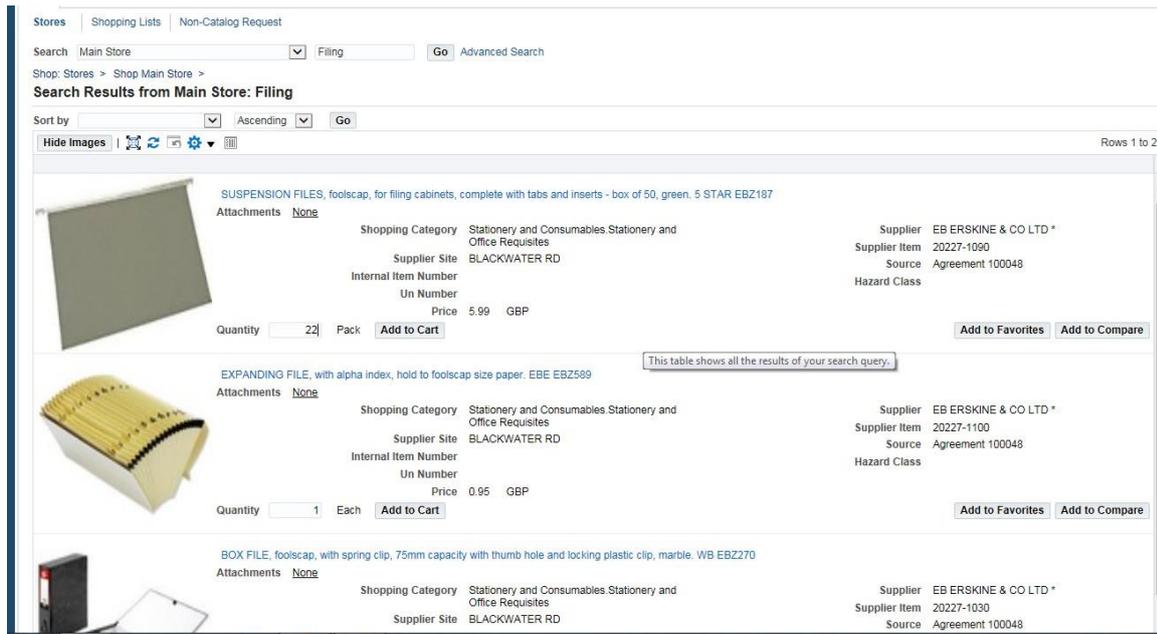


2.1.1 Enter search criteria in the 'Search' field and click 'Go' e.g. Filing or supplier item reference from EA Contract Schedule. It is quicker if you use the supplier item reference from the EA Contract Schedule as it will instantly bring you back the item you require.

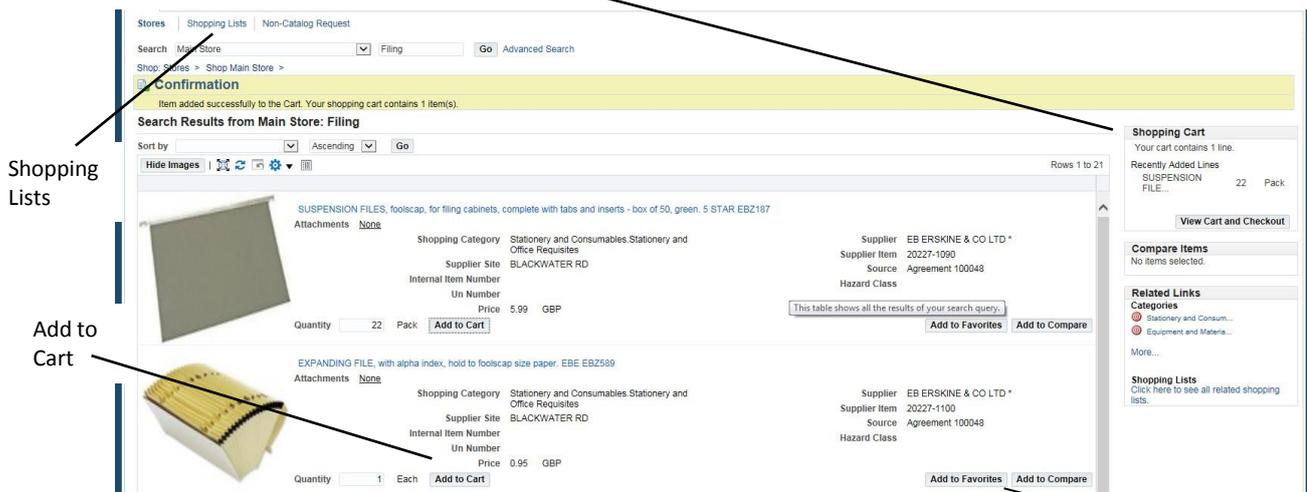
Please note if you can't find the items you are looking for within the store contact Procurement who will advise which contract reference to use or if a non catalog request is required.



2.1.2 A list of all items matching the search criteria will be returned. Review the search results and choose the item you require and enter the desired quantity into the 'Quantity' field. Enter a valid value e.g. 22.



2.1.3 Click on 'Add to Cart' for required items. The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.



Shopping Lists

Add to Cart

TIP: If this item is a regularly requisitioned item click on 'Add to Favorites' to create a shopping list to speed up future requisitioning. (see Step 2.2 for further information on Shopping List)

2.1.4 If the item is an item that you order on a regular basis you can click on 'Add to Favourites' to add to your Shopping Cart. This means that when you need to order this item again, click into the Shopping List rather than search again.

2.1.5 Repeat searching for items and 'Add to Cart' until the Shopping Cart is filled with the items you require.

2.1.6 Click on 'View Cart and Checkout'.

Requisition Description

The screenshot shows a 'Shopping Cart' interface. At the top, the 'Description' field contains the text: 'SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and in'. Below this, the 'Justification' field is empty. The 'When do you need these items?' field is set to '28.01.2019 00:00:00'. The 'Where do they need to be delivered?' field is 'EA HEADQUARTERS'. The 'Additional Header Information' section includes 'FUNCTION CODE' and 'AREA CODE' both set to '0000'. The 'Delivery' section shows 'Requester' as 'COATES, MS HELEN' and 'Suggested Buyer' as 'ROBINSON, MRS ANITA'. A table lists three items:

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWIN BRAND, 259-9433	Pack	22	4.2 GBP	92.40	
2	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ2805	Pack	1	3.66 GBP	3.66	
3	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	Pack	7	3.18 GBP	22.26	
					Total	118.32

2.1.7 The requisition description will default to the first item description we recommend you change it to something more meaningful by highlighting and typing in the Requisition Description field. E.g. from *SUSPENSION FILES, foolscap, for filing cabinets, complete with tabs and inserts - box of 50, green. 5 STAR EBZ187* to *Stationery for Classroom 6* or 1006 Mrs Smith's June 2018 requisition

2.1.8 If required, enter the reason for the requisition in the 'Justification' field. This is a note to the Approver (Budget holder) and is a desirable field.

Date defaults to 7 days after current date

The screenshot shows a 'Shopping Cart' interface. The 'Description' field contains the text: 'Stationery for Classroom 6'. The 'Justification' field is empty. The 'When do you need these items?' field is set to '28.01.2019 00:00:00'. The 'Where do they need to be delivered?' field is 'EA HEADQUARTERS'. The 'Additional Header Information' section includes 'FUNCTION CODE' and 'AREA CODE' both set to '0000'. The 'Delivery' section shows 'Requester' as 'COATES, MS HELEN' and 'Suggested Buyer' as 'ROBINSON, MRS ANITA'. A table lists three items:

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWIN BRAND, 259-9433	Pack	22	4.2 GBP	92.40	
2	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ2805	Pack	1	3.66 GBP	3.66	
3	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	Pack	7	3.18 GBP	22.26	
					Total	118.32

- 2.1.9 Click in the 'Function Code' field to enter a function code to be used for this requisition. If there is no function code to be used, enter 00000. This field is a mandatory field.
- 2.1.10 Area Code in Oracle = Department Code in Schools. If no department is required the default Area Code 0000 should be used when raising a requisition.
- 2.1.11 The 'When do you need these Items' date can be changed by clicking the Calendar button. **The requisitioner should indicate a realistic date if they know the items or service is not going to be delivered for a period of time.** This date is *internal* to the requisition and does not go to the supplier, it helps generate the receipt reminders notifications/emails. These are to remind you to receipt only when you have received the goods/service.
- 2.1.12 The 'Requester' will have defaulted as your name and the "Where do they need to be delivered?" as your location. It is worth noting that the cost centre defaults from your name (Requester). Normally you won't need to change any of these and you can proceed to Step 2.1.18. The Suggested Buyer MUST NOT be amended even if blank.

Shopping Cart

\* Description Stationery for Classroom 6  
Justification

\* When do you need these Items? 28.01.2019 00:00:00  
\* Where do they need to be delivered? EA-HEADQUARTERS

Additional Header Information

\* FUNCTION CODE 00000  
Default  
AREA CODE 0000  
Default

Hide Delivery and Billing

Delivery Billing

\* Requester COATES, MS HELEN  
Suggested Buyer ROBINSON, MRS ANITA  
 TIP Requester will be receiver for goods

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	Pack	22	4.2 GBP	92.40	
2	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EB2805	Pack	1	3.66 GBP	3.66	
3	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	Pack	7	3.18 GBP	22.26	
					Total	118.32

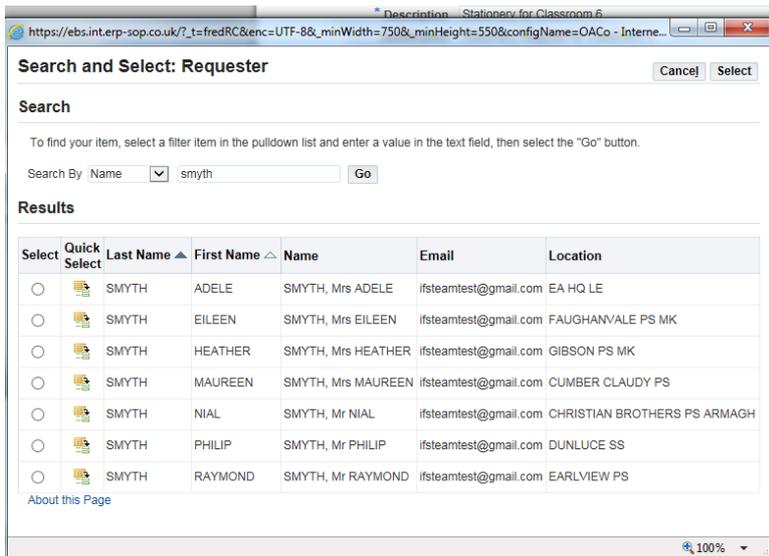
Click on Edit to Add Additional Approver and Other Details

Continue Shopping Edit Save Submit

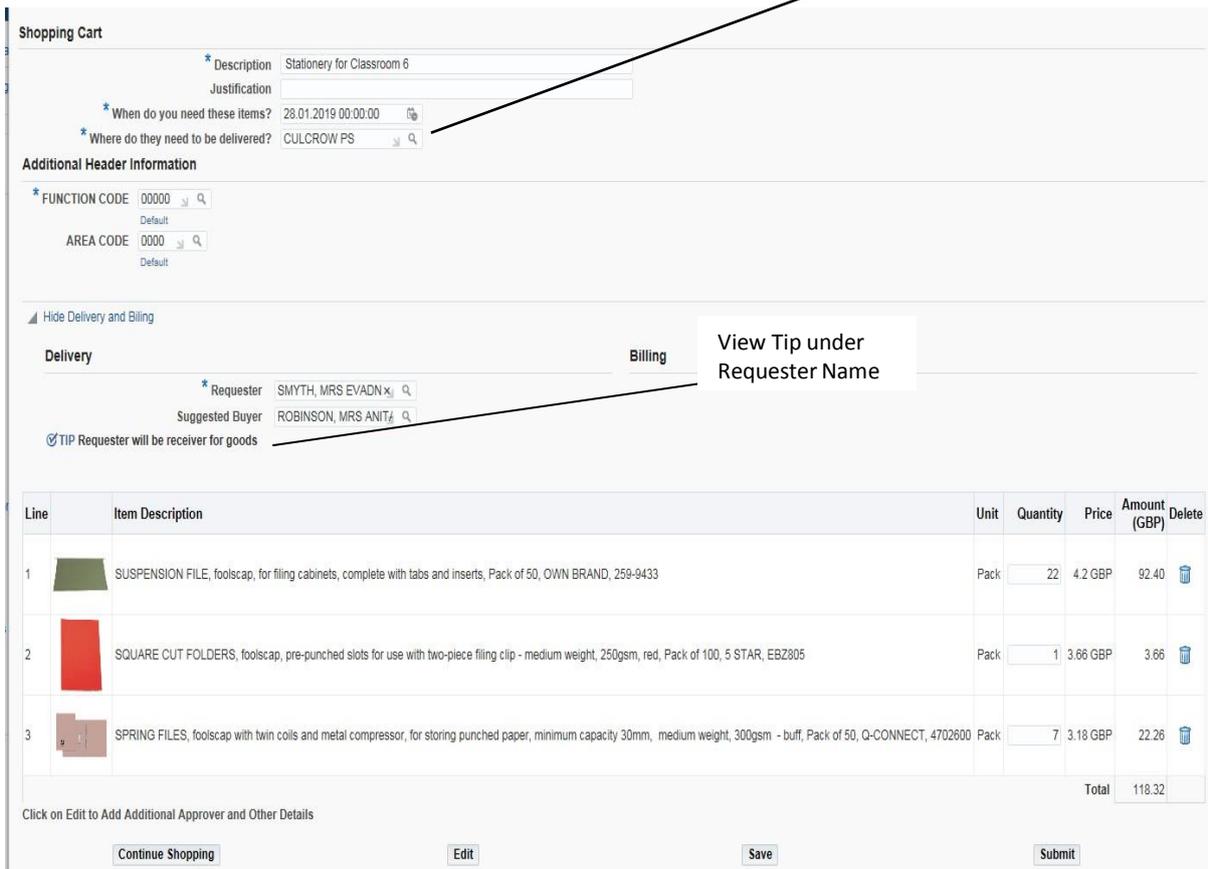
Deliver-to-Location = your location

Requester = your name

- 2.1.13 Change Requester by clicking on the magnifying glass to the right of Requester field.
- 2.1.14 In the Search and Select screen, enter the Surname or first few letters and click 'Go'. Click on 'Quick Select' button attached to relevant Requester.



2.1.15 Returns to Delivery screen with Requester Changed. Note: Deliver-to-Location will have automatically changed (in addition to cost centre, resource and area coding).



2.1.16 If you need to change the Deliver-to-Location click on the magnifying glass to the right of the 'Where do they need to be delivered?' field. (Please note changing the deliver to location only changes the address not any coding).

2.1.17 In the Search and Select screen, enter the first few letters of the Location required or put part of the location name with % at either end to narrow down search e.g. %PILOT% and click 'Go'. Click on 'Quick Select' button attached to relevant Requester.

**Search and Select: Where do they need to be delivered?** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By  EA HEADQUARTERS OMAG

**Results**

Quick Select	Location ▲	Organization ▲	Address
<input type="radio"/>	 EA HEADQUARTERS OMAGH	EA2	1 HOSPITAL ROAD, OMAGH, Tyrone BT79 0AW, United Kingdom

2.1.18 Returns to Shopping Cart with Deliver-To-Location changed.

**Shopping Cart**

\* Description Stationery for Classroom 6  
 Justification  
 \* When do you need these items? 28.01.2019 00:00:00  
 \* Where do they need to be delivered? EA HEADQUARTERS Q

**Additional Header Information**

\* FUNCTION CODE 00000  
 AREA CODE 0000

Hide Delivery and Billing

**Delivery** **Billing**

\* Requester SMYTH, MRS EVADNE  
 Suggested Buyer ROBINSON, MRS ANITA  
 TIP Requester will be receiver for goods

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	 SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	Pack	22	4.2 GBP	92.40	
2	 SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805	Pack	1	3.66 GBP	3.66	
3	 SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	Pack	7	3.18 GBP	22.26	
<b>Total</b>					118.32	

Click on Edit to Add Additional Approver and Other Details

2.1.19 Scroll down page to view the details of the items added to Shopping Cart. The buttons at the bottom are:

- 'Continue Shopping' to add more items to Cart
- 'Edit' to view or amend code or code combination, split costs, change approver, insert note to supplier or add an attachment.
- 'Submit' sends requisition to budgetholder for Approval.

**Shopping Cart**

\* Description: Stationery for Classroom 6  
 Justification:

\* When do you need these items?: 28.01.2019 00:00:00  
 \* Where do they need to be delivered?: EA HEADQUARTERS

**Additional Header Information**

\* FUNCTION CODE: 00000  
 AREA CODE: 0000

Hide Delivery and Billing

**Delivery**      **Billing**

\* Requester: SMYTH, MRS EVADNE  
 Suggested Buyer: ROBINSON, MRS ANITA  
 TIP Requester will be receiver for goods

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	Pack	22	4.2 GBP	92.40	
2	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805	Pack	1	3.66 GBP	3.66	
3	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	Pack	7	3.18 GBP	22.26	
<b>Total</b>					118.32	

Click on Edit to Add Additional Approver and Other Details

Continue Shopping      Edit      Save      Submit

2.1.20 Click on 'Edit' button and view Requisition details.

Charge Account Re-Generated

**Edit and Submit Requisition 81686**      Refresh   Save   Printable Page   Submit

\* Indicates required field

Total: 118.32 GBP  
 \* Description: Stationery for Classroom 6  
 Justification:

**Additional Information**

\* FUNCTION CODE: 00000  
 AREA CODE: 0000

Select Lines: Update   Copy   Delete

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location
<input type="checkbox"/>	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	22	Pack	4.2 GBP	92.40	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805	1	Pack	3.66 GBP	3.66	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	7	Pack	3.18 GBP	22.26	28.01.2019 00:00:00	EA HEADQUARTERS
<b>Total</b>					118.32		

Your requisition will be sent to the following list of approvers.

**Approvals**

Please click on Manage approval to add additional approver(s).

GIBSON, ALISON      Manage Approvals

**Notes And Attachments**

Notes

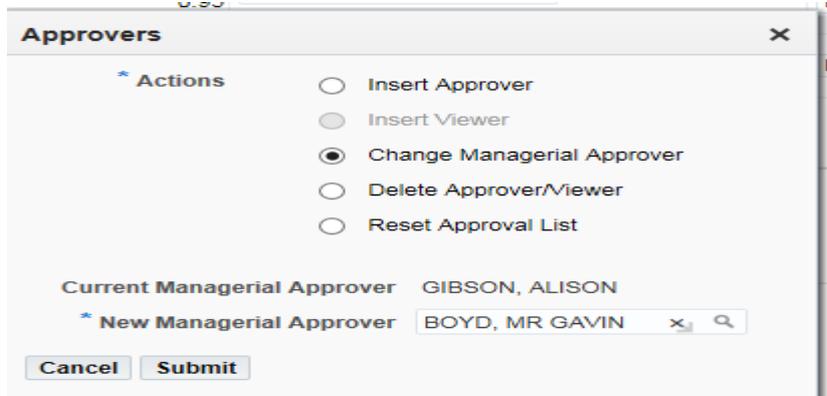
Note To Buyer      Note To Supplier-Header      Note To Supplier-Line

Function code and area code can be changed here to update all lines. Enter required codes, once complete, click the Save button above. A Saved confirmation message will be displayed.

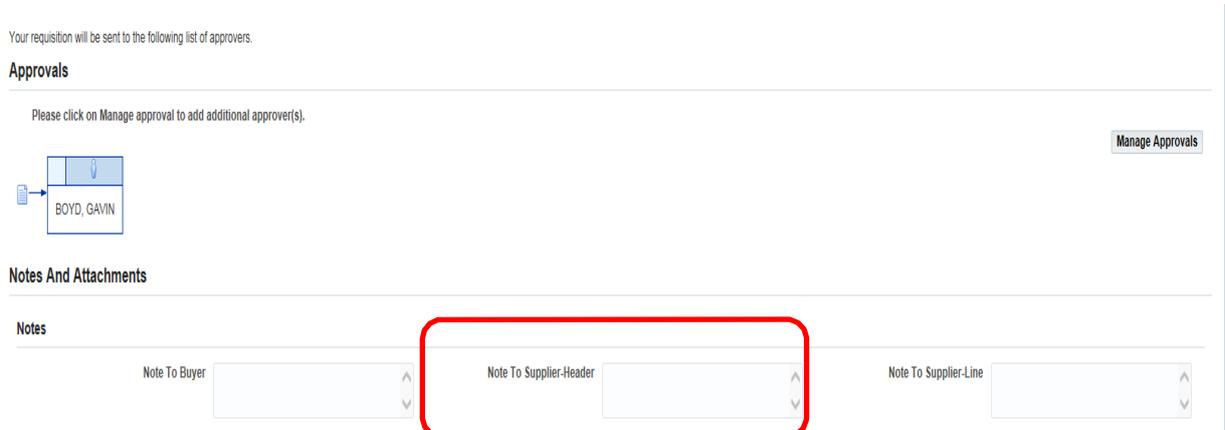
Manage Approvals button.

2.1.21 View the Approval Path. . The Approvals will show your immediate Line Manager or your Line Manager with the relevant Approval limit. If you do not need to amend move on to Step 2.1.23.

2.1.22 To change the Approver, click the 'Manage Approvals' button. Select the relevant 'circle' for the Action e.g. Change Managerial Approver' or 'Insert Approver' if it is required that a second person should also approve the requisition. Using the Magnifying glass to search for Approver. Click 'Submit'.



2.1.23 On some requisitions it may be necessary to add a note to Supplier. Scroll to the bottom of screen and enter the relevant information in the Note to Supplier Header' Field e.g. Please do not deliver between 1 July 2018 to 25 August 2018 or Please put on the delivery note 'For the Attention' of Mrs Smith. The information entered in this note appears on the EA Purchase Order as a special instruction. If this not required move on to Step 2.1.24.



2.1.24 It may be necessary to send an attachment to the Supplier. In the Attachment section at the bottom of screen click on the 'Add Attachment' button. Enter Title, Description and add attachment file. If this is not required move on to Step 2.1.25.



2.1.25 To view coding that is automatically generated for this requisition click on the 'Details' triangle. The supplier details can be viewed, including the email address where the purchase order will be sent to.

Shop Requisitions Receiving Feedback  
Home Shopping Lists Non-Catalog Request

**Edit and Submit Requisition 81686** Refresh Save Printable Page Submit

\* Indicates required field

Total 118.32 GBP

\* Description Stationery for Classroom 6  
Justification

**Additional Information**

\* FUNCTION CODE 00000  
Default  
AREA CODE 0000  
Default

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location
<input checked="" type="checkbox"/>	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	22	Pack	4.2 GBP	92.40	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805	1	Pack	3.66 GBP	3.66	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	7	Pack	3.18 GBP	22.26	28.01.2019 00:00:00	EA HEADQUARTERS
					<b>Total</b>	118.32	

2.1.26 The coding can be amended. The charge account defaults from the name of the Requester (cost centre and resource code) and type of goods you have requested (finance code). Normally you won't need to change any of these and you can proceed to Step 2.1.31

2.1.27 To add code or amend code combination click on tick box against the Line to be updated and the Update button.

Shop Requisitions Receiving Feedback  
Home Shopping Lists Non-Catalog Request

**Edit and Submit Requisition 81686** Refresh Save Printable Page Submit

\* Indicates required field

Total 118.32 GBP

\* Description Stationery for Classroom 6  
Justification

**Additional Information**

\* FUNCTION CODE 00000  
Default  
AREA CODE 0000  
Default

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location
<input checked="" type="checkbox"/>	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	22	Pack	4.2 GBP	92.40	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805	1	Pack	3.66 GBP	3.66	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	7	Pack	3.18 GBP	22.26	28.01.2019 00:00:00	EA HEADQUARTERS
					<b>Total</b>	118.32	

Your requisition will be sent to the following list of approvers.

**Approvals**

Please click on Manage approval to add additional approver(s).

BOYD, GAVIN

Manage Approvals

2.1.28 The Update line screen opens. To edit coding click on magnifying glass to right of charge account 'EA Accounting Flexfield' field.

**Requisition Information : Update Selected line**

**Item**  
 \*Description: SUSPENSION FILE, foot  
 Category: Stationery and Consumables Stationery and Office Requisites  
 \*Quantity: 22  
 Unit of Measure: Pack  
 Unit Price: 4.2  
 Amount: 92.40  
 Currency: GBP

**Supplier**  
 Supplier: BANNER GROUP LIMITED  
 Site: FORESTGROVE  
 Contact Name: EAORDERS, EA  
 Phone:  
 Fax:  
 Email: ifsteampost@yahoo.com  
 Supplier Item: 10326-1090

**Delivery**  
 \*Need-By Date: 28.01.2019 00:00:00  
 Requester: SMYTH, MRS EVAADNE  
 Deliver-To Location: EA HEADQUARTERS Q

**Notes**  
 Note To Buyer:  
 Note To Supplier-Line:

**Billing**

Line	XXEA_Accounting_Flexfield	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (GBP)	Delete
1	01.20436.D.3605.00000.0000.0000 EA.COST CENTRE.RESOURCE.FINANCE.FUNCTION.PROJECT.AREA.SPARE						100	22	92.40	
<b>Total</b>							100	22	92.40	

TIP Total allocation must equal 100% of the selected line values.  
 Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

2.1.29 The code combination screen opens. Enter code into relevant field or click on magnifying glass to the right of the Code to be amended to use pick list e.g. Cost Centre code. Click 'Search'.

**Search and Select: XXEA\_Accounting\_Flexfield**

Cancel Select

**Search**

\* EA: 01  
 \* COST CENTRE: 20436  
 \* RESOURCE: D  
 \* FINANCE: 3605  
 \* FUNCTION: 00000  
 \* PROJECT: 0000  
 \* AREA: 0000  
 \* SPARE: 0000

Search Clear

**Results**

Create

Code Combination
01.20436.D.3605.00000.0000.0000.0000

100%

2.1.30 To accept the amended Code Combination click on Create, click on the Select circle and then click on Select.

Search and Select: XXEA\_Accounting\_Flexfield

Cancel Select

Search

\* EA 01  
EA

\* COST CENTRE 20431  
EA Pilot Test School

\* RES N  
Non Delegated

\* FINANCE 3605  
Stationery & Office Requisites

\* FUNCTION 00000  
Default

\* PROJECT 0000  
Default

\* AREA 0000  
Default

\* SPARE 0000  
Default

Search Clear

Results

Create

Select Code Combination

<input checked="" type="radio"/>	01.20431.N.3605.00000.0000.0000.0000
----------------------------------	--------------------------------------

Cancel Select

Done 100%

2.1.31 If all the lines in the shopping cart are to have the same coding click on the tick box beside 'Apply this Cost Allocation to all applicable requisition lines', then click Apply.

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

2.1.32 The details of the requisition are correct, click the 'Submit' button.

Shop Requisitions Receiving Feedback

Home Shopping Lists Non-Catalog Request

**Edit and Submit Requisition 81686** Refresh Save Printable Page Submit

\* Indicates required field

Total 118.32 GBP

\* Description Stationery for Classroom 6

Justification

**Additional Information**

\* FUNCTION CODE 0000  
Default

AREA CODE 0000  
Default

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location
<input type="checkbox"/>	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	22	Pack	4.2 GBP	92.40	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 260gsm, red, Pack of 100, 5 STAR, EB2805	1	Pack	3.66 GBP	3.66	28.01.2019 00:00:00	EA HEADQUARTERS
<input type="checkbox"/>	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	7	Pack	3.18 GBP	22.26	28.01.2019 00:00:00	EA HEADQUARTERS
<b>Total</b>					118.32		

Your requisition will be sent to the following list of approvers.

**Approvals**

Please click on Manage approval to add additional approver(s).

[Manage Approvals](#)

2.1.33 Returns to shop Screen showing confirmation and Requisition Number and the Approver it has been submitted to. Click 'Continue Shopping'.

The requisition number is an internal number to your requisition. The requisition will be automatically be sent to the approver. Once approved by the Approver an EA Purchase Order will be automatically created with an EA Order number and sent to the supplier within minutes by email, or if the supplier receives their orders by mail it will be posted that afternoon.

## 2.2 Using iProcurement Shopping List for Store (Catalogue) Requisition

If there are items that are regularly requisitioned these items can be added to a Shopping List. Using the shopping list rather than searching each time for your items will speed up your requisitioning.

If an item is updated by Procurement e.g. price, description or no longer available to requisition, this automatically updates in iProcurement including in the shopping list.

### Adding Item to Shopping List

2.2.1 To add an item to your shopping list search for an item that is regularly requisitioned item, click on 'Add to Favorites'. This will add it to your shopping list.

The screenshot shows the iProcurement interface with a search for 'Furniture Office, Staffroom & Reception Furniture'. A yellow banner at the top confirms that items have been added to the favorites list. The search results are sorted by 'Ascending' and show three items:

Item Description	Supplier	Supplier Item	Price
Chair for meet...	JOSEPH FLANIGAN & SONS LTD *	70270-301	190.4 GBP
COLLAR OFFICE... Filing cabinet, 4 drawer, all wood, 500(w)x600(d)x1125(h)mm, footcap, fitted with anti-tilt device, lockable c/w 2 keys, rails for suspension filing, automatic locking device opening through all drawers. FCAD Drawers mounted on progressive roller suspension with 100% extension, Type of finishes: Light oak, maple, beech, white or grey (see item no. 70270-700 for samples of finish). Ha...	ALPHA MARKETING UK LTD *	70270-110	149 GBP
Desk high mobile pedestal, for use with item nos. 10 and 11. 25mm melamine faced mdf, silver handles, 440(w) x 600(d) x 720(h)mm, lockable, 4 drawers - BALMDH04 Type of finishes: Oak, maple or beech (see item no. 70270-700 for samples of finish). CHOICE OF FINISH MUST BE STATED ON ORDER.	MOFFETT & SONS LTD *	70270-30	

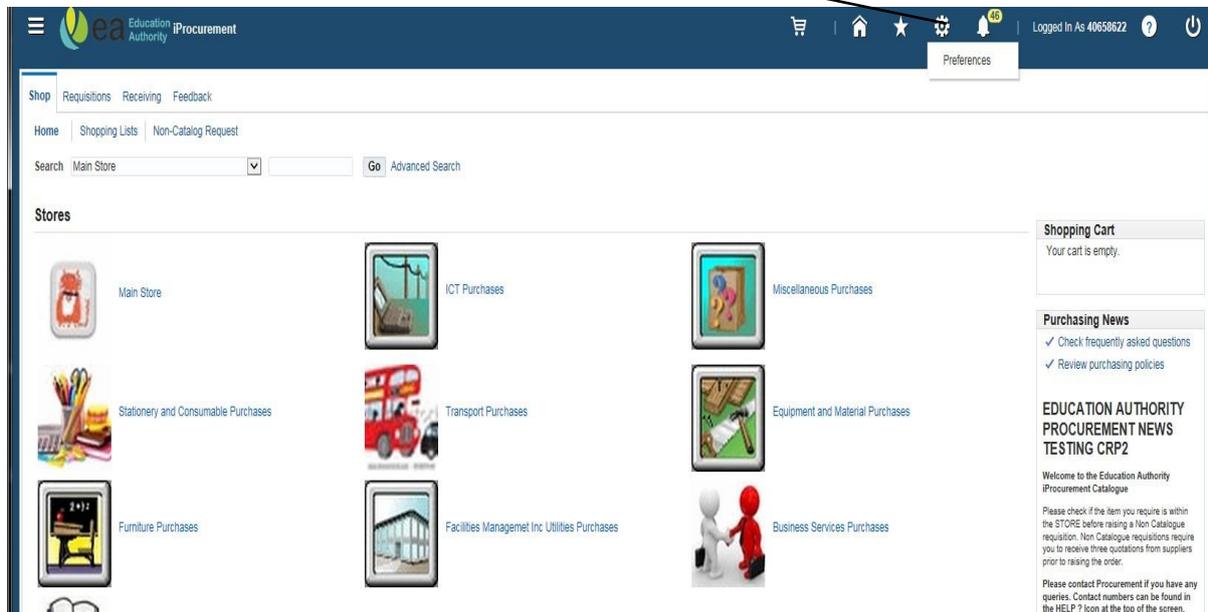
2.2.2 To view the items that you have added to your shopping list, click on the 'Shopping Lists' link within the Store tab.

The screenshot shows the navigation menu of the iProcurement system. The top navigation bar includes 'Shop', 'Requisitions', 'Receiving', and 'Feedback'. The bottom navigation bar includes 'Home', 'Shopping Lists', and 'Non-Catalog Request'. A line points from the 'Shopping Lists' link to the 'Add to Favorites' button in the previous screenshot.

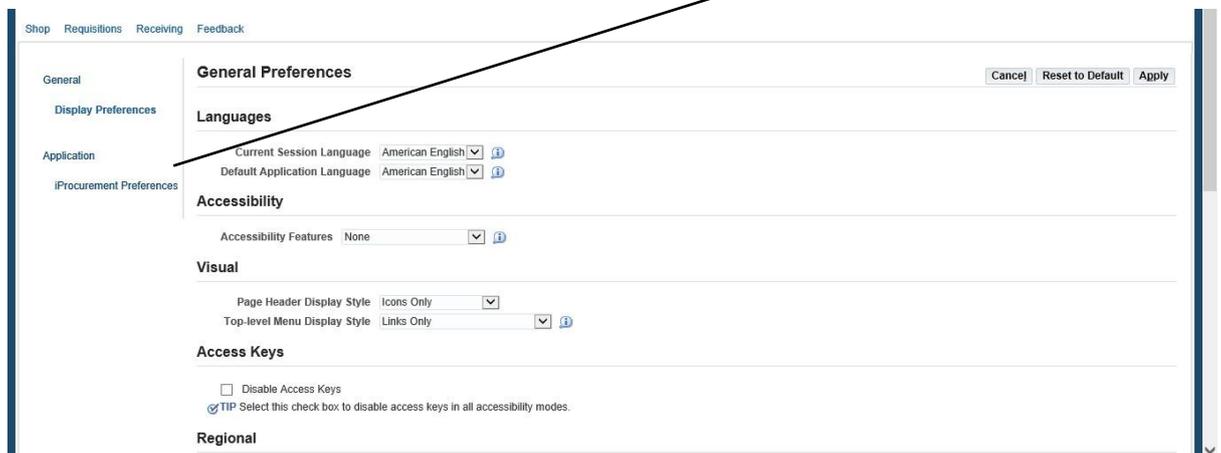
## Create Multiple Shopping Lists

2.2.3 It may be useful to create multiple shopping lists for example, stationery items, cleaning items, Mrs Smith's items, General Office Supplier, etc.

2.2.4 Within the iProcurement homepage click on the Setting icon and select Preferences.



2.2.5 The General Preferences screen will be displayed. Click on the iProcurement Preferences hyperlink.



2.2.6 The iProcurement Preferences will be displayed. Within this screen additional Shopping Lists can be created within the Favourite Lists.

Shop Requisitions Receiving Feedback

General  
Display Preferences

Application  
iProcurement Preferences

### iProcurement Preferences

\* Indicates required field

#### Shopping

\* My Favorite Store: Main Store

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 7  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference Ascending

#### Shopping Search Results Layout

Grid View  
 Paragraph View  
 Hide Thumbnail Images

#### Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary

Select	Favorite List Name	Primary	Delete
<input type="radio"/>	Personal Favorites	<input checked="" type="checkbox"/>	

#### One Time Address

Add Address Delete Address

2.2.7 Click on the Add another Row icon.

Shop Requisitions Receiving Feedback

General  
Display Preferences

Application  
iProcurement Preferences

### iProcurement Preferences

\* Indicates required field

#### Shopping

\* My Favorite Store: Main Store

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 7  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference Ascending

#### Shopping Search Results Layout

Grid View  
 Paragraph View  
 Hide Thumbnail Images

#### Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary

Select	Favorite List Name	Primary	Delete
<input type="radio"/>	Personal Favorites	<input checked="" type="checkbox"/>	
<input type="radio"/>			

#### One Time Address

Add Address Delete Address

2.2.8 An additional line will be displayed. Enter the name of the Shopping List within the 'Favorite List Name' field e.g. Cleaning Items.

Display Preferences

Application  
iProcurement Preferences

### iProcurement Preferences

\* Indicates required field

#### Shopping

\* My Favorite Store: Main Store

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 7  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference Ascending

#### Shopping Search Results Layout

Grid View  
 Paragraph View  
 Hide Thumbnail Images

#### Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary

Select	Favorite List Name	Primary	Delete
<input type="radio"/>	Personal Favorites	<input checked="" type="checkbox"/>	
<input type="radio"/>			

#### One Time Address

Add Address Delete Address

Select Alias	One Time Address	Delete
No results found.		

#### Delivery

Display Preferences

Application

iProcurement Preferences

### Shopping

\* My Favorite Store: Main Store

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 7  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference Ascending

### Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary

Select	* Favorite List Name
<input type="radio"/>	Personal Favorites
<input type="radio"/>	Cleaning Items x

2.2.9 Additional lists can be created by adding more lines as indicated in Step 2.27.

Display Preferences

Application

iProcurement Preferences

### Shopping

\* My Favorite Store: Main Store

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 7  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference Ascending

### Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary

Shopping Search Results Layout:  
 Grid View  
 Paragraph View  
 Hide Thumbnail Images

Select	* Favorite List Name	Primary	Delete
<input type="radio"/>	Personal Favorites	<input checked="" type="checkbox"/>	
<input type="radio"/>	Cleaning Items		
<input type="radio"/>	Mrs Smith		
<input type="radio"/>	Caretaker Items x		

### One Time Address

Add Address Delete Address

Select Alias	* One Time Address	Delete
No results found.		

2.2.10 Click Apply. A confirmation will be displayed.

Shop Requisitions Receiving Feedback

General

Display Preferences

Application

iProcurement Preferences

### Confirmation

The selected preferences will be applied next time you login.

iProcurement Preferences Cancel Apply

\* Indicates required field

### Shopping

\* My Favorite Store: Main Store

\* Search Results Per Page: 10  
For best performance, enter a number between 1 and 100.

\* Shopping Search Results Per Page: 7  
For best performance, enter a number between 1 and 25.

Sort Shopping Search Results By: No Preference Ascending

### Favorite Lists

Use the Select column to set your primary favorite list.

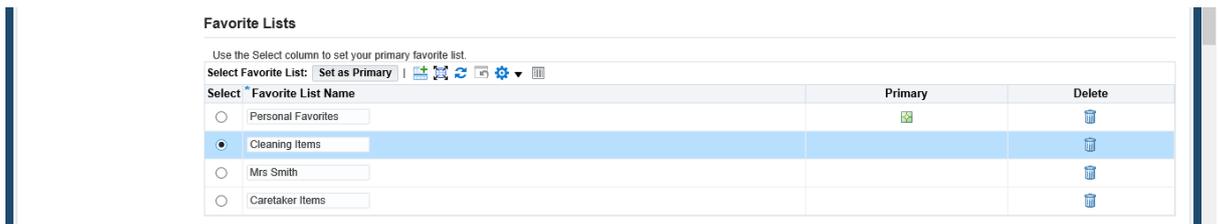
Select Favorite List: Set as Primary

Shopping Search Results Layout:  
 Grid View  
 Paragraph View  
 Hide Thumbnail Images

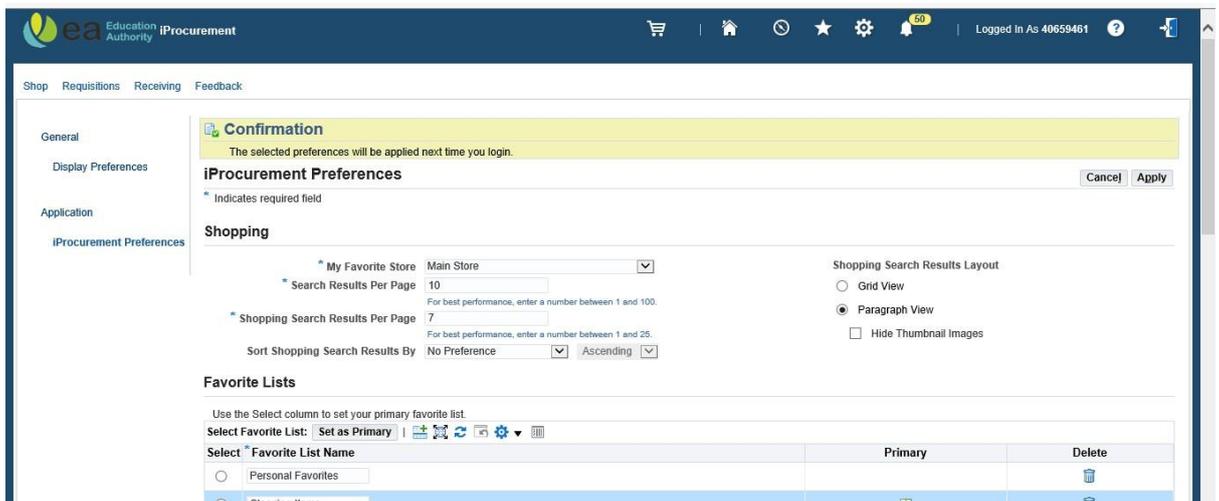
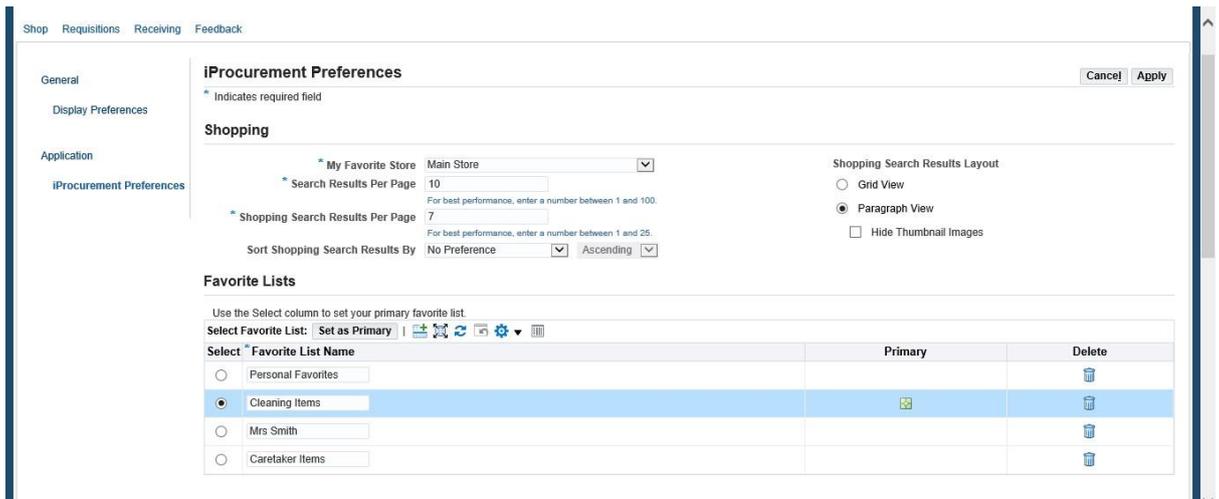
Select	* Favorite List Name	Primary	Delete
<input type="radio"/>	Personal Favorites	<input checked="" type="checkbox"/>	
<input type="radio"/>	Cleaning Items		

2.2.11 The Personal Favorites list is the default shopping list that your items are added to when you click 'Add to Favourites' within the Shop. The default shopping that you can add to and view within the Store can be changed. If you do not want to change default click Apply, otherwise proceed to next step.

2.2.12 Click on the 'Select' circle to left of the Favorite List Name you wish as default.



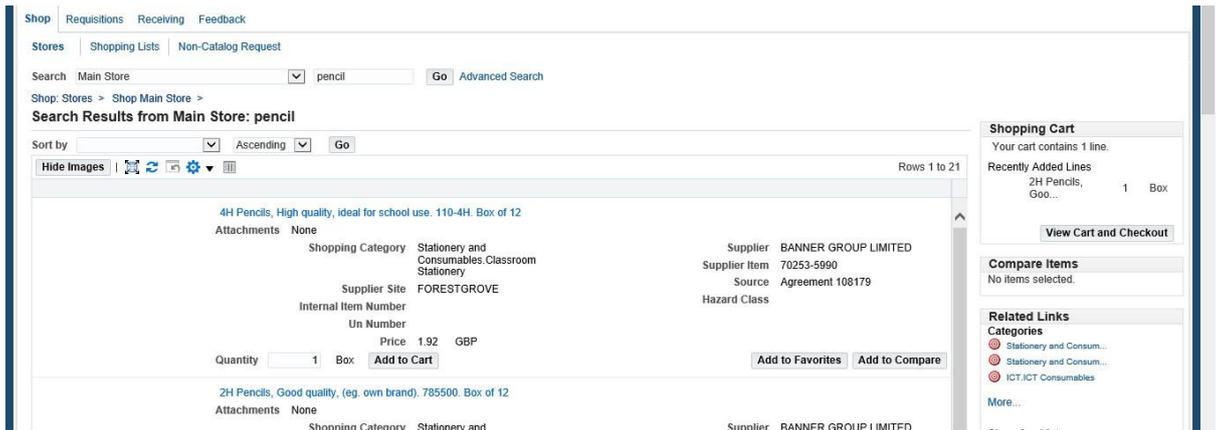
2.2.13 Click on the 'Set as Primary' button and click Apply. The change will be confirmed.



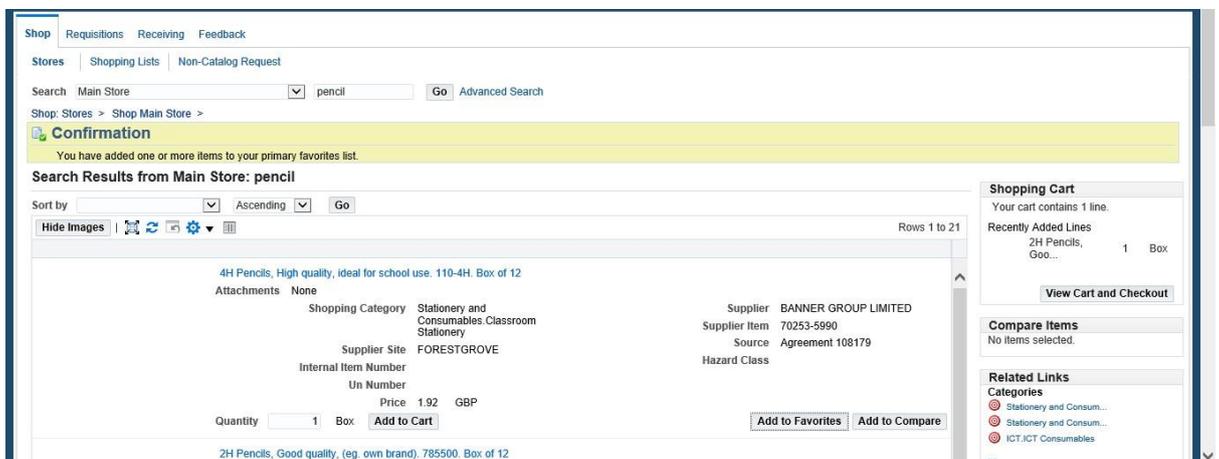
### Add items to different Shopping Lists

2.2.14 Click on the 'Add to Favorites' button to add the item to the Shopping Lists.

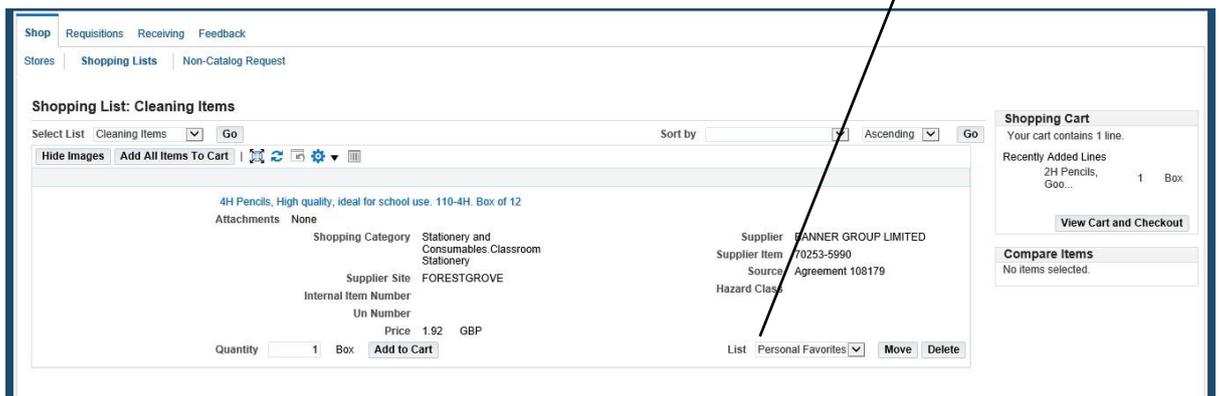
*Remember: The additional favourite lists need to be setup first as in Step 2.2.3 to 2.2.10.*



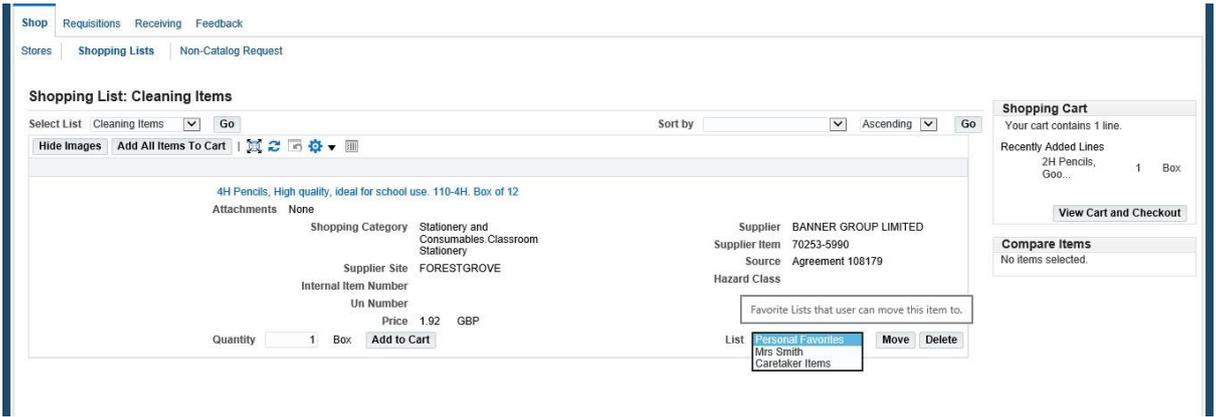
2.2.15 A message will be displayed confirming that the item has been added to your primary favourites list.



2.2.16 To add the list to a list other than your primary favourites list, click on the arrow beside the 'List' field.



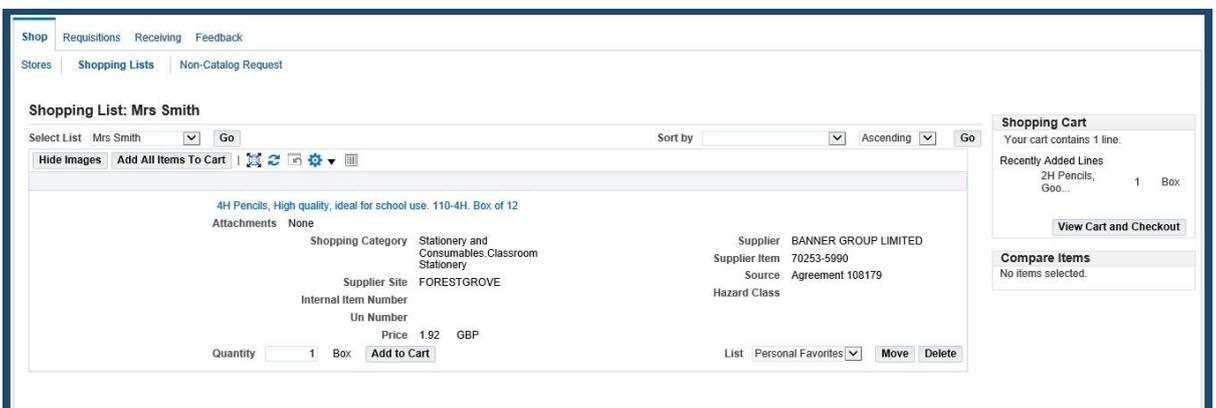
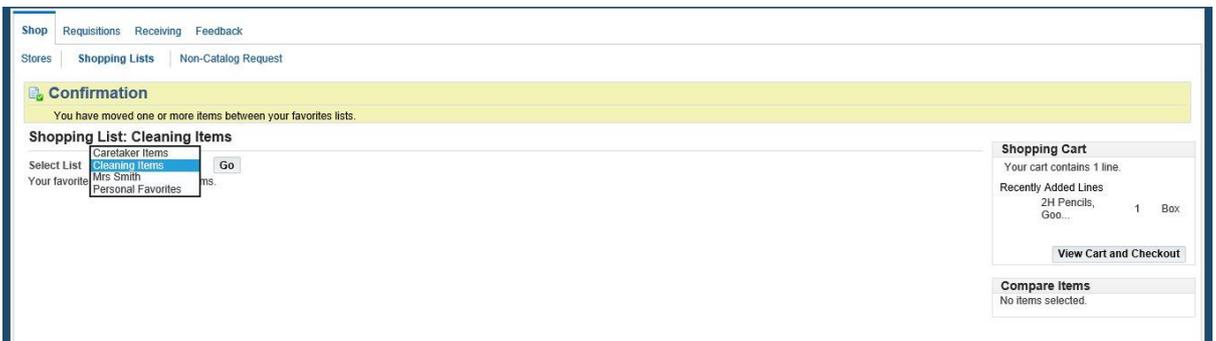
2.2.17 Select the list you wish to move the item to e.g. Mrs Smith, click 'Move'.



2.2.18 A message confirming the item has been moved. The Item will no longer be available in the first shopping list.



2.2.19 The individual shopping lists and their items can be viewed by clicking on 'Select List' and 'Go', e.g. Mrs Smith.



2.2.20 The items within a shopping list can be sorted by a variety of attributes, e.g. description, supplier, price, etc. Click on the arrow in the 'Sort by' field. Select the required attribute and click 'Go'.

The screenshot displays a web interface for a shopping list titled "Shopping List: Mrs Smith". At the top, there are navigation tabs: "Shop", "Requisitions", "Receiving", and "Feedback". Below these are "Stores" and "Shopping Lists" (which is active), and "Non-Catalog Request".

The main content area shows the shopping list details for "Mrs Smith". It includes a "Sort by" dropdown menu that is currently open, showing a list of attributes: Currency, Description, Functional Currency Price, Hazard Class, Internal Item Number, Long Description, Price, Shopping Category, Source, Supplier, Supplier Item, Supplier Site, Un Number, and Unit. The "Price" option is highlighted in blue. To the right of the dropdown, there is a "Go" button and a "Sort by" label with a dropdown arrow.

The shopping list item is "4H Pencils, High quality, ideal for school use. 110-4H. Box of 12". It has a quantity of 1 and a price of 1.92 GBP. The supplier is "ROUP LIMITED" and the supplier site is "FORESTGROVE".

On the right side of the interface, there is a "Shopping Cart" section that says "Your cart contains 1 line." and lists the item "2H Pencils, Goo..." with a quantity of 1. Below this is a "View Cart and Checkout" button. There is also a "Compare Items" section that says "No items selected."

## 2.3 How to Split Coding within a Requisition

2.3.1 Within the 'View Shopping Cart and Checkout' screen click on EDIT to amend or change line.

2.3.2 Opens in Edit and Submit Requisition screen and save. Requisition number is allocated and showing in screen.

Shop | Requisitions | Receiving | Feedback

Home | Shopping Lists | Non-Catalog Request

**Information**  
Charge Account Re-Generated.

**Edit and Submit Requisition 81689** [Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

\* Indicates required field

Total 625.72 GBP

\* Description SEE THROUGH FOLDERS, superfine, lightweight, embossed, polypropyl  
Justification

**Additional Information**

\* FUNCTION CODE 00000   
Default

AREA CODE 0000   
Default

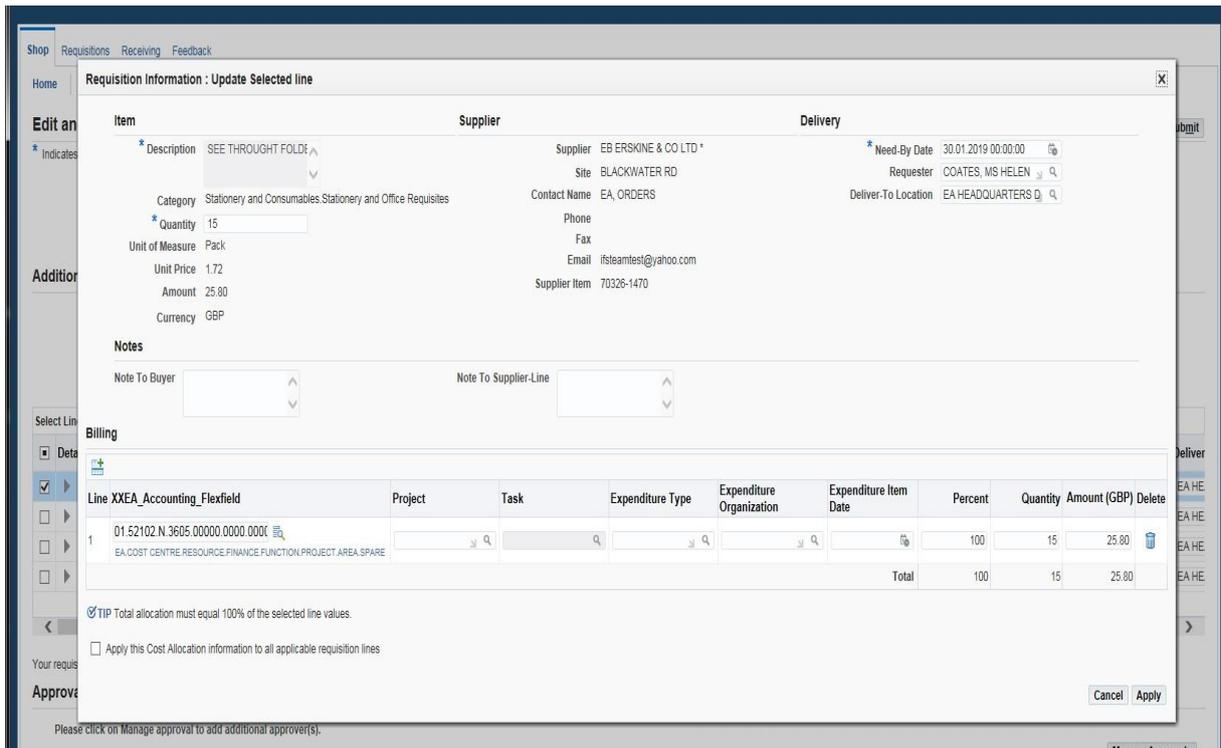
Select Lines: [Update](#) [Copy](#) [Delete](#)

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver
<input checked="" type="checkbox"/>	SEE THROUGH FOLDERS, superfine, lightweight, embossed, polypropylene reinforced strip, top opening, multi-punched to suit most binders, A4, 65 microns (glass clear), Packof 100, EBE, EBZ0006	15	Pack	1.72 GBP	25.80	30.01.2019 00:00:00	EA HE
<input type="checkbox"/>	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, yellow, Pack of 100, 5 STAR, EBZ804	12	Pack	3.66 GBP	43.92	30.01.2019 00:00:00	EA HE
<input type="checkbox"/>	BOX FILE, foolscap, with spring clip, 75mm capacity, with thumb hole and locking plastic clip - yellow, BANNER, 9381009	100	Each	0.91 GBP	91.00	30.01.2019 00:00:00	EA HE
<input type="checkbox"/>	UNPRINTED ENVELOPES, Short flap (pocket type), manilla, unprinted, press seal, 80g - plain, C5 229 x 162mm, 500, 5 STAR, EBZ946	100	Box	4.65 GBP	465.00	30.01.2019 00:00:00	EA HE
<b>Total</b>					625.72		

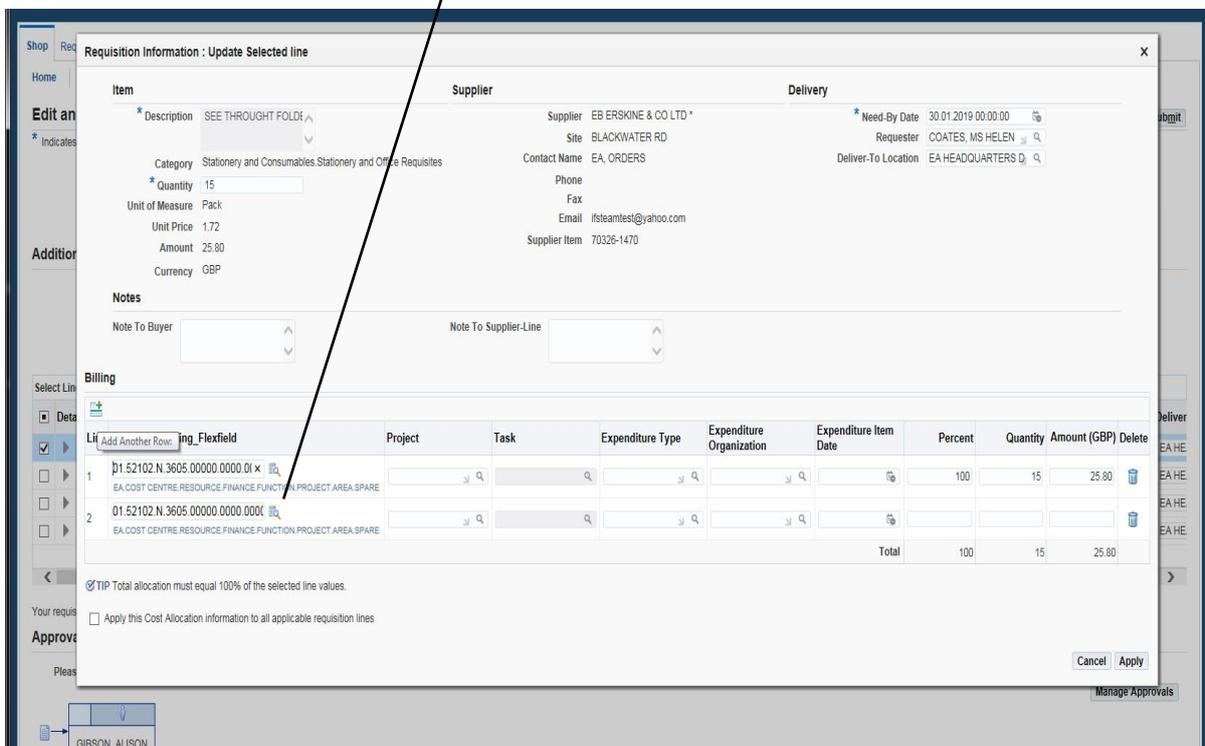
Your requisition will be sent to the following list of approvers.

**Approvals**

2.3.3 Click on the tick box for the line required to be amended or changed and click the Update button.



2.3.4 Opens in Requisition Information: Update Selected Line Screen. To split the coding between two locations click on add another row symbol  and a line will be added with the coding defaulted in from the line above. To split the value and change the coding to the correct location click on the magnifying glass to the right of the code combination line to be amended.



2.3.5 Click on the magnifying glass beside the code to be amended and choose code required.

- 2.3.6 Click on 'Search' then 'Select'. If the combination does not appear with the Results, click on 'Create' then 'Select'.

**Search and Select: XXEA\_Accounting\_Flexfield**

Search

\* EA: 01  
EA

\* COST CENTRE: 52051  
Accounts

\* RESOURCE: N  
Non Delegated

\* FINANCE: 3605  
Stationery & Office Requisites

\* FUNCTION: 00000  
Default

\* PROJECT: 0000  
Default

\* AREA: 0000  
Default

\* SPARE: 0000  
Default

Search Clear

Results

Create

Code Combination

01.52051.N.3605.00000.0000.0000.0000

Done.

- 2.3.7 Returns to update line screen with amended coding.

Requisition Information: Update Selected line

Item: SEE THROUGH FOLDEJ  
Supplier: EB ERSKINE & CO LTD  
Delivery: 08.02.2019 00:00:00

Category: Stationery and Consumables Stationery and Office Requisites  
Contact Name: EA, ORDERS  
Requester: COATES, MS HELEN  
Deliver-To Location: EA HEADQUARTERS

Quantity: 15  
Unit Measure: Pack  
Unit Price: 0.89  
Amount: 13.35  
Currency: GBP

Notes

Note To Buyer:   
Note To Supplier-Line:

Billing

Line	XXEA_Accounting_Flexfield	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (GBP)	Delete
1	01.52102.N.3605.00000.0000.0000 EA.COST CENTRE.RESOURCE.FINANCE.FUNCTION.PROJECT.AREA.SPARE						100	15	13.35	
2	01.52051.N.3605.00000.0000.0000.0000 EA.COST CENTRE.RESOURCE.FINANCE.FUNCTION.PROJECT.AREA.SPARE									
Total							100	15	13.35	

TIP Total allocation must equal 100% of the selected line values.  
Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

2.3.8 Move to far right of screen and input the percent split which must add to 100% or either the quantity required for each location. Either the percentage or quantity field must be completed. If you do not complete these you will get an error message reminding you to enter percentage.

Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (GBP)	Delete
				75	75	180.00	
				25	25	60.00	
Total				100	100	240.00	

2.3.9 If you have selected more than one line to be amended and these codes apply to all the lines, tick the tick box beside the 'Apply this Cost Allocation information to all applicable requisition lines' message. Click on Apply.

Requisition Information : Update Selected line

**Error**

- Row 2 Percent - Percentage must be between 0 and 100.
- Row 2 Percent - Percentage must be between 0 and 100.

**Item**

Description: SEE THROUGH FOLDEF  
 Category: Stationery and Consumables Stationery and Office Requisites  
 Quantity: 15  
 Unit of Measure: Pack  
 Unit Price: 0.89  
 Amount: 13.35  
 Currency: GBP

**Supplier**

Supplier: EB ERSKINE & CO LTD  
 Site: BLACKWATER RD  
 Contact Name: EA, ORDERS  
 Phone:  
 Fax:  
 Email: ifsteamtest@yahoo.com  
 Supplier Item: 70326-1460

**Delivery**

Need-By Date: 08.02.2019 00:00:00  
 Requirer: COATES, MS HELEN  
 Deliver-To Location: EA HEADQUARTERS

**Notes**

Note To Buyer:  
 Note To Supplier-Line:

**Billing**

Line	XXEA_Accounting_Flexfield	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (GBP)	Delete
1	01.52102.N.3605.00000.0000.0000						75	11.25	10.01	
2	01.52051.N.3605.00000.0000.0000						25	3.75	3.34	
Total							100	15	13.35	

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

2.3.10 Returns to Requisition screen. Click Details icon in line changed to view the split coding and costs.

Edit and Submit Requisition

AREA CODE: 0000

Select Lines: Update Copy Delete

Details Description SEE THROUGH FOLDERS, superfine, lightweight, embossed, polypropylene reinforced strip, top opening, multi-punched to suit most binders, A4, 50 microns, Pack of 100, VALUE, EBZ185

Quantity Unit Price Amount Need By Date Deliver-To Location  
 15 Pack 0.89 GBP 13.35 08.02.2019 00:00:00 EA HEADQUARTER

**Supplier**

Supplier: EB ERSKINE & CO LTD  
 Site: BLACKWATER RD  
 Contact Name: EA, ORDERS  
 Phone:  
 Fax:  
 Email: ifsteamtest@yahoo.com  
 Supplier Onboarding Status:  
 Supplier Item: 70326-1460  
 Manufacturer:  
 Manufacturer Part Number:

**Delivery**

Urgent: No  
 Need-By Date: 08.02.2019 00:00:00  
 Requirer: COATES, MS HELEN  
 Deliver-To Location: EA HEADQUARTERS DUNDONALD  
 Destination Type: Expense  
 P-Card Used: No

Note To Supplier:

**Distributions**

Line	Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount
1	01.52102.N.3605.00000.0000.0000							75	11.25	10.01
2	01.52051.N.3605.00000.0000.0000							25	3.75	3.34
Total								100	15	13.35

SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, green, Pack of 100, Q-CONNECT, 8416531

Quantity Unit Price Amount Need By Date Deliver-To Location  
 12 Pack 2.44 GBP 29.28 08.02.2019 00:00:00 EA HEADQUARTER

Total 42.63

Your requisition will be sent to the following list of approvers.

**Approvals**

Please click on Manage approval to add additional approver(s).

Manage Approvals

2.3.11 Save and a confirmation message is shown the Requisition has been saved.



2.3.12 Continue with Checkout to complete the requisition.

## 2.4 Create and Edit Non Catalogue Requisition

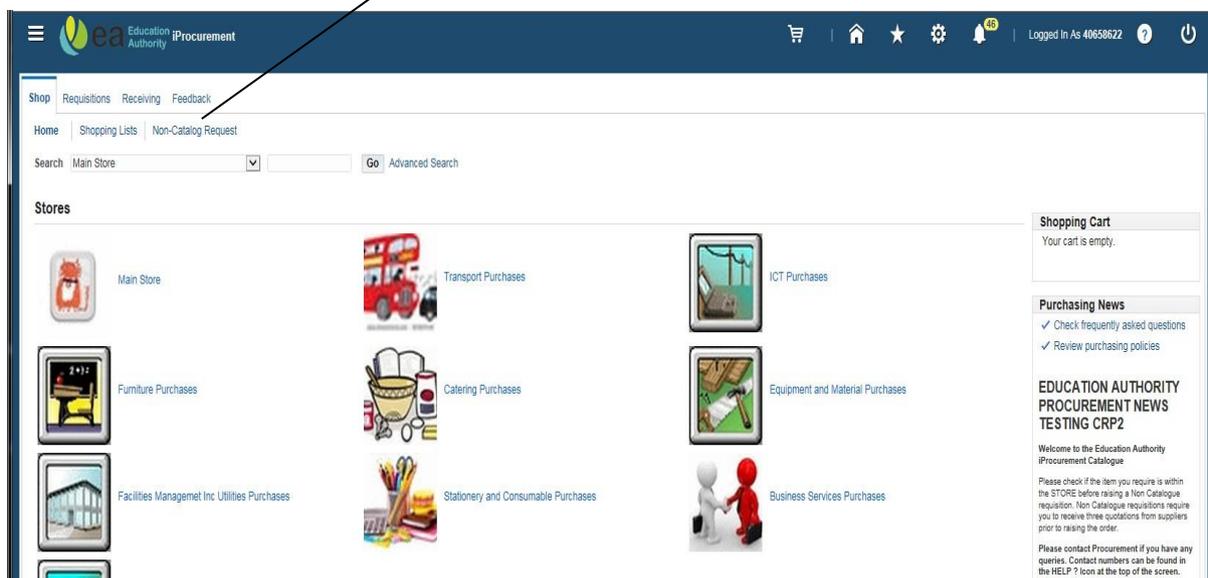
If you need to create a Requisition for goods that aren't on contract then follow the procedure below. You should always check the Stores for the items or service you want before Requisitioning.

**Note:** Depending on the goods being requested or if you are unsure how to requisition a particular type of service you should contact Procurement first.

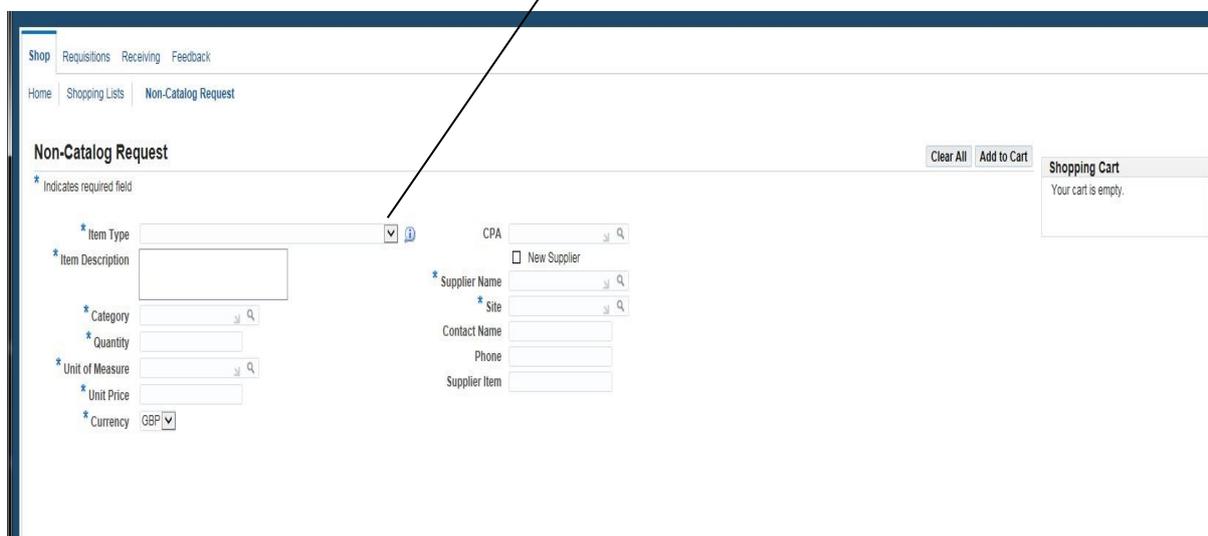
If a non catalogue requisition is submitted for items that should have been requisitioned from an EA Contract via the store, it will not be processed by Procurement but will be returned back to the requisitioner with guidance on how to proceed.

Please note: A non catalogue requisition should be only be raised for one supplier at a time.

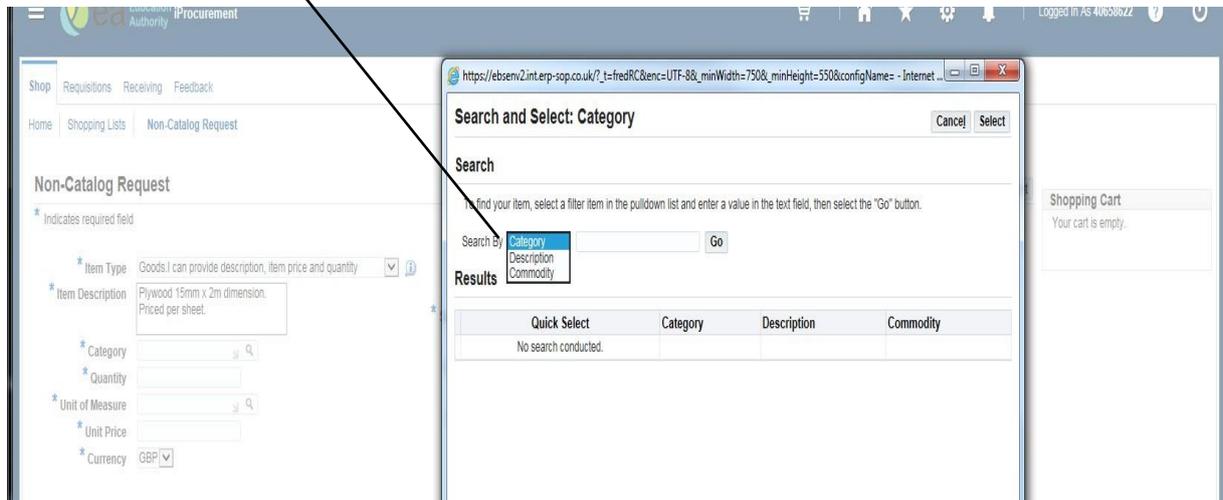
### 2.4.1 Click the 'Non-Catalog Request' link.



### 2.4.2 Click on the arrow to the right of the Item Type field, select 'Goods I can provide description, item price and quantity'.

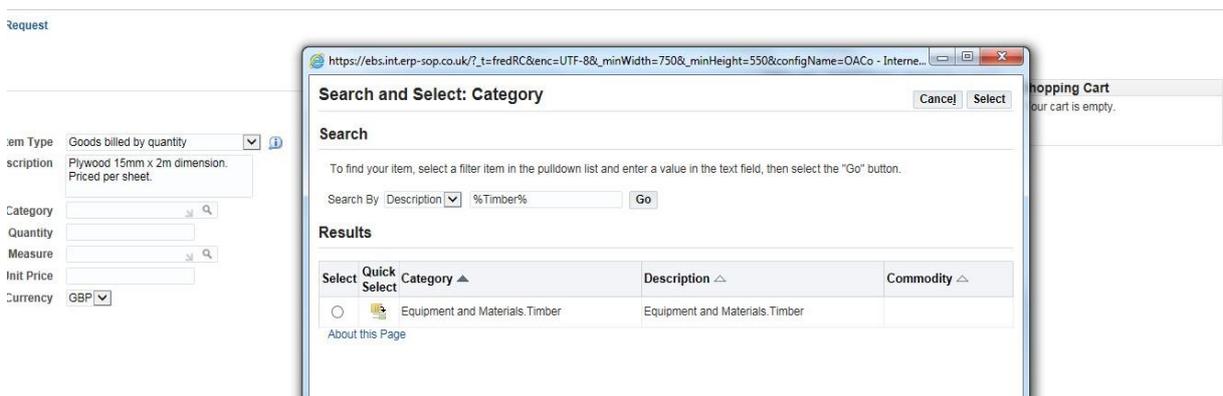


- 2.4.3 Enter the desired information into the Item Description field giving as much detail as possible so that the supplier knows exactly what is required e.g. include description, item reference or if it is for a bus trip include all the details from date, pick up and drop locations, times, size of bus, etc.
- 2.4.4 Enter Category using the picklist, click on the magnifying glass to 'search and select' the relevant Category (A full category list is included in Appendix A).



- 2.4.5 Choose 'Description' in the Search By field. Enter a partial valid value e.g. "Stat" for Stationery in the adjacent field. A useful tip is to put a % at the start and end of the word to narrow the search e.g. %office% or %towel% etc. Click 'Go'.

**\* DO NOT USE MISCELLANEOUS \***



- 2.4.6 Click the Quick Select button against the required category.
- 2.4.7 The Category field will be populated.
- 2.4.8 Enter the quantity required in the Quantity field.

2.4.9 To change the Unit of Measure (UOM), click on the Magnifying Glass. Enter the required UOM search field e.g. Each, Pack, Session, etc., click 'Go'. Use the 'Quick Select' button against the relevant UOM.

**\* DO NOT USE UNIT OF MEASURE AMOUNT \* To raise an Amount Based order go to Step 2.4.18**

2.4.10 Enter the price for one item (**before VAT and including any discount**) into the Unit Price field. Enter a valid value e.g. "2.25".

2.4.11 The CPA field should be left blank unless an EA department or Procurement have requested and provided a CPA number to use.

2.4.12 The New Supplier tick box does not create a new supplier, it should ignored.

**Non-Catalog Request**

\* Indicates required field

\* Item Type: Goods. I can provide description, item price and quantity

\* Item Description: Plywood 15mm x 2m dimension. Priced per sheet.

\* Category: Equipment and Materials

\* Quantity: 8

\* Unit of Measure: Sheet

\* Unit Price: 2.25

\* Currency: GBP

CPA: [ ]

New Supplier

\* Supplier Name: B MCCAFFREY & SONS

\* Site: DERRYLIN

Contact Name: EA, ORDERS

Phone: 02890586985

Supplier Item: [ ]

2.4.13 Search for Supplier's Name by clicking on the Magnifying Glass and 'Search and Select'. A useful tip is to put a % at the start and end of the word to narrow the search e.g. search for the supplier B McCaffrey & Sons, %MCCAFFREY% or %B%MCCAFFREY% etc. If unsure of the Supplier's name contact the Procurement section.

2.4.14 Other details can also be entered e.g. contact name, phone number. Please do not enter any information in the Supplier Item field.

2.4.15 Click on 'Add to Cart' for required items. The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.

ORACLE iProcurement

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

\* Indicates required field

\* Item Type Goods billed by quantity

\* Item Description Plywood 15mm x 2m dimension, Priced per sheet.

\* Category Equipment and Materials

\* Quantity 8

\* Unit of Measure Each

\* Unit Price 2.25

\* Currency GBP

CPA

Supplier Name B MCCAFFREY & SONS

Site DERRYLIN

Contact Name EA\_ORDERS

Phone 02890586985

Supplier Item

Clear All Add to Cart Add to Favorites

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Plywood 15mm x... 8 Each

View Cart and Checkout

2.4.16 To add further items for this requisition, highlight and delete the current item description and enter the next item's description, update category, quantity, unit of measure, unit price and 'Add to Cart' until the Shopping Cart is filled with the items you require.

2.4.17 Click on 'View Cart and Checkout'.

2.4.18 Repeat Steps 2.1.6 to 2.1.33 to complete requisition.

ORACLE iProcurement

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Confirmation

Continue Shopping

Requisition 10194 has been submitted to WHITE, JOHNATHAN for approval.

To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop page.

2.4.19 To complete other types of non-catalogue requests, click the downward arrow at 'Item Type' to see choices. *If in doubt speak to your Procurement section before using these options.*

Click on '**Goods or Services I can provide description and Total Amount**' and complete in a similar manner to 'Goods billed by quantity'. However, in this case in the Amount you enter the VALUE of the Goods before VAT rather than the quantity, e.g. (£) 95.99 total amount excluding VAT in the amount field. Also when you come to receipt the goods it's the value rather than the quantity that you receipt.

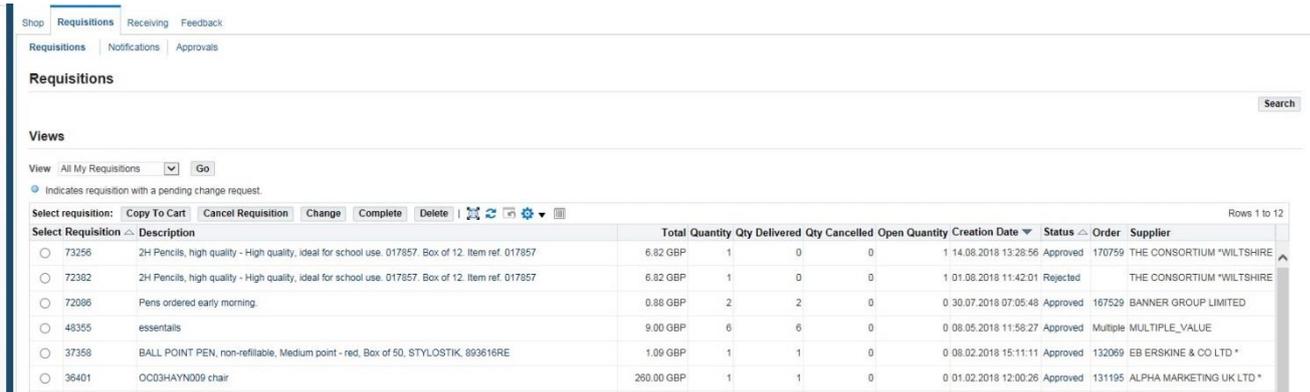
Alternatively you can use 'Services I can provide description, rate and quantity' e.g. for photocopier charges, and complete in a similar manner to 'Goods I can provide description, item price and quantity' for Services rather than Goods.

2.4.20 There are occasions when you need to create a **Requisition for an estimated quantity of goods** that aren't on contract. A non-catalog request should be completed as detailed above, further examples of estimated requisitions are available within Appendix C

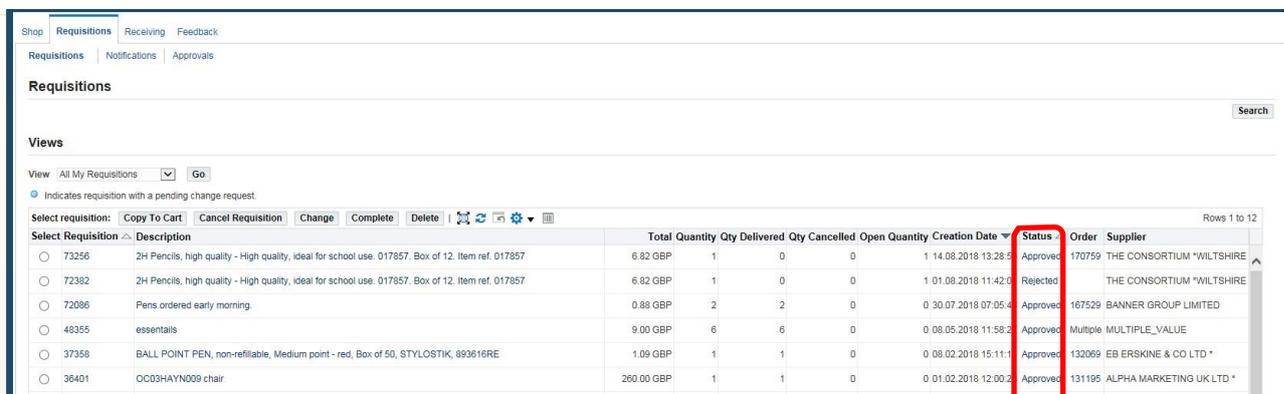
### 3. USING THE REQUISITION TAB

All requisitions raised via iProcurement will be viewable within the Requisition tab. Within this tab you view all the information and transactions associated with your requisition, from the order through to the invoice and payment. Also within this tab you can quickly recreate new requisitions from any requisitions previously raised rather than having to pick the items again or rekey.

#### 3.1. Navigating the Requisition tab



3.1.1 Requisition Status: Within this screen you can see the status of the requisitions that you have raised.

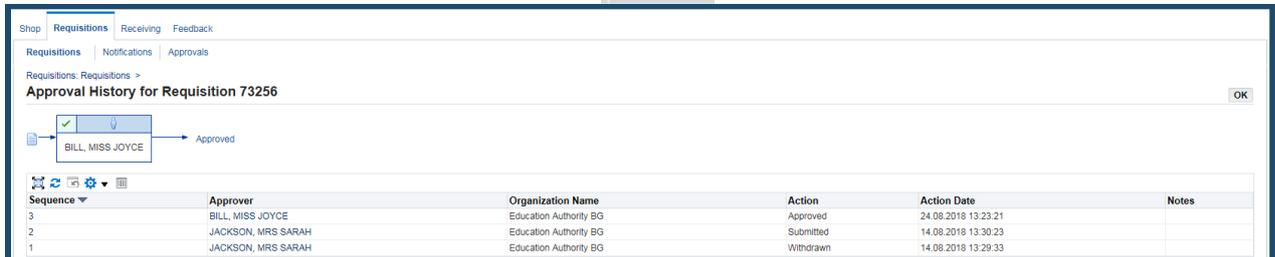


There are six statuses that a requisition can be in.

Requisition Status	Meaning
Incomplete	The requisition has been saved but not submitted. To submit an incomplete requisition click on the Complete button.
In Process	The requisition has been submitted to an Approver.
Approved	The requisition has been approved by the Approver.
Rejected	The requisition has been rejected by the Approver as not required.
Returned	The requisition has been approved by the Approver but has been Returned by Procurement. Click on the Returned status to view the reason why returned.
Cancelled	The requisition has been cancelled.

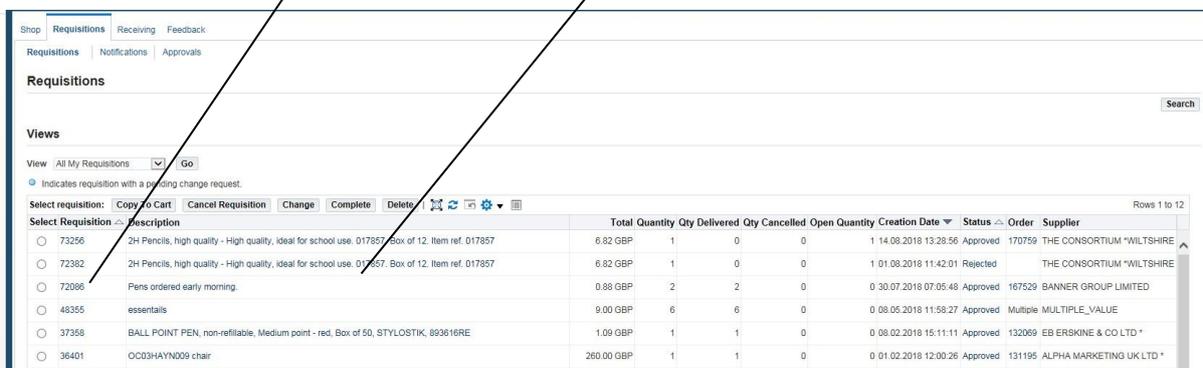
In iProcurement where there is a hyperlink there is further information contained within the link, for example if you click on the status e.g. Approved, view dates when it was submitted, approved and by whom.

Status   
[Approved](#)



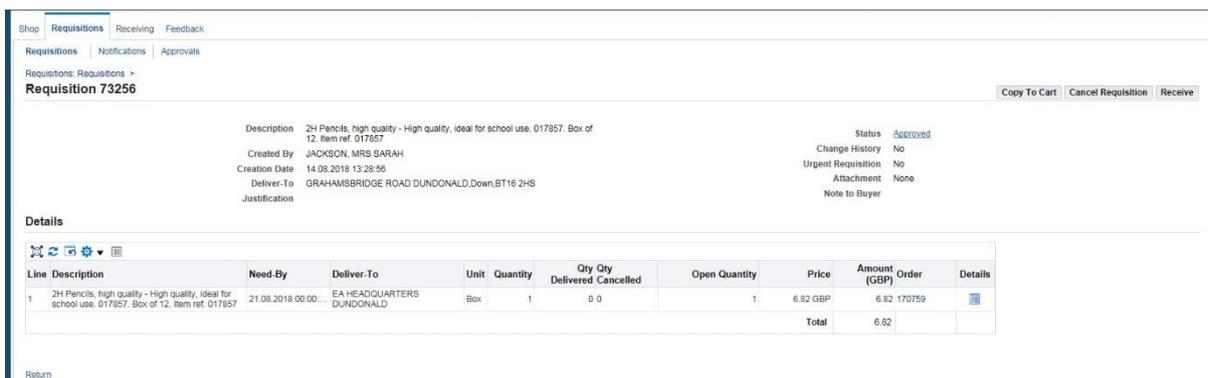
Sequence	Approver	Organization Name	Action	Action Date	Notes
3	BILL, MISS JOYCE	Education Authority BG	Approved	24.08.2018 13:23:21	
2	JACKSON, MRS SARAH	Education Authority BG	Submitted	14.08.2018 13:30:23	
1	JACKSON, MRS SARAH	Education Authority BG	Withdrawn	14.08.2018 13:29:33	

### 3.1.2 Requisition Details: If you wish to see the details of the items contained in the requisition, click on the 'Requisition Number' or 'Requisition Description'.



Select Requisition	Description	Total Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
73256	2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857	6.82 GBP	1	0	0	14.08.2018 13:28:56	Approved	170759	THE CONSORTIUM *WILTSHIRE
72382	2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857	6.82 GBP	1	0	0	01.08.2018 11:42:01	Rejected		THE CONSORTIUM *WILTSHIRE
72086	Pens ordered early morning.	0.88 GBP	2	2	0	03.07.2018 07:05:48	Approved	167529	BANNER GROUP LIMITED
48355	essentials	9.00 GBP	6	6	0	08.05.2018 11:59:27	Approved		Multiple MULTIPLE_VALUE
37358	BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	1.09 GBP	1	1	0	08.02.2018 15:11:11	Approved	132069	EB ERSKINE & CO LTD *
36401	OC03HAYN009 chair	260.00 GBP	1	1	0	01.02.2018 12:00:26	Approved	131195	ALPHA MARKETING UK LTD *

➤ The requisition information will be displayed.



**Requisition 73256**

Description: 2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857

Created By: JACKSON, MRS SARAH

Creation Date: 14.08.2018 13:28:56

Deliver-To: GRAHAMSBRIDGE ROAD DUNDONALD,Down,BT16 2HS

Justification:

Status: [Approved](#)

Change History: No

Urgent Requisition: No

Attachment: None

Note to Buyer:

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (GBP)	Order	Details
1	2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857	21.08.2018 00:00:	EA HEADQUARTERS DUNDONALD	Box	1	0	0	1	6.82 GBP	6.82	170759	
<b>Total</b>										6.82		

- If you wish to view further details associated with the requisition click on the Details icon.

The screenshot shows the 'Requisition 73256' page. At the top right, there are buttons for 'Copy To Cart', 'Cancel Requisition', and 'Receive'. Below this, the requisition details are listed:

- Description: 2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857
- Created By: JACKSON, MRS SARAH
- Creation Date: 14.08.2018 13:28:56
- Deliver-To: GRAHAMSBRIDGE ROAD DUNDONALD,Down,BT16 2HS
- Justification:
- Status: [Approved](#)
- Change History: No
- Agent Requisition: No
- Attachment: None
- Notes to Buyer:

The 'Details' section contains a table with the following data:

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (GBP)	Order	Details
1	2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857	21.08.2018 00:00:00	EA HEADQUARTERS DUNDONALD	Box	1	0	0	1	6.82 GBP	6.82	170759	
<b>Total</b>										6.82		

- To view the coding or notes to suppliers, supplier details, etc. Click on the 'Show Additional Information' link.

The screenshot shows the 'Requisition 73256 Line 1: Details' page. A link 'Show Additional Information' is highlighted with an arrow. The page is divided into several sections:

- Requisition:**
  - Description: 2H Pencils, high quality - High quality, ideal for school use. 017857. Box of 12. Item ref. 017857
  - Status: [Approved](#)
  - Change History: No
  - Header Attachments: None
  - Current Approver:
  - Approver Phone:
  - Date Sent to Approver:
- Order:**
  - Order: [170759](#)
  - Buyer: JACKSON, MRS SHIRLEY
  - Supplier: THE CONSORTIUM \*WILTSHIRE
  - Supplier Contact: EAORDERS, ORDERS
  - Status: Approved
  - Buyer Phone:
  - Supplier Site: HAMMOND WAY
  - Supplier Phone:
- Shipment:**

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number
No results found.				
- Receipt:**

Receipt	Transaction Date	Received Unit	Receiver Phone	Items Returned	Receiving Person
No results found.					
- Invoice:**

Details Invoice	Description	Payment Status	Creation Date	On Hold Status	Invoice Amount	Amount Due	Due Date
No results found.							

TIP invoice amounts shown may include items other than the requested item.
- Payment:**

- Additional information is displayed e.g. procurement buyer, notes, contract reference, etc.

3.1.3 **Purchase Order Number:** When the requisition has been approved and an official EA Purchase Order created the Order number will be displayed within the Order column. This is the number that the Supplier will receive.

Select Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
73256	2H Pencils, high quality - High quality, ideal for school use. 017857, Box of 12. Item ref. 017857	6.82	GBP	1	0	0	1 14.08.2018 13:28:56	Approved	170759	THE CONSORTIUM *WILTSHIRE
72382	2H Pencils, high quality - High quality, ideal for school use. 017857, Box of 12. Item ref. 017857	6.82	GBP	1	0	0	1 01.08.2018 11:42:01	Rejected	170759	THE CONSORTIUM *WILTSHIRE
72096	Pens ordered early morning.	0.88	GBP	2	2	0	0 30.07.2018 07:05:48	Approved	167529	BANNER GROUP LIMITED
48355	essentials	9.00	GBP	6	6	0	0 08.05.2018 11:58:27	Approved	Multiple	MULTIPLE_VALUE
37358	BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	1.09	GBP	1	1	0	0 08.02.2018 15:11:11	Approved	132069	EB ERSKINE & CO LTD *
36401	OC03HAYN009 chair	260.00	GBP	1	1	0	0 01.02.2018 12:00:26	Approved	131195	ALPHA MARKETING UK LTD *

- If the order number is blue and hyperlinked (if you hover the mouse over the number a hand appears) this means that Order has been sent to the supplier either via email or post whichever the supplier had initial requested. The majority of suppliers receive their orders via email.
- If the order number is black and not hyperlinked this means that a Purchase Order has been generated but it has not yet been approved and sent to the supplier.
- If the order number is 'Multiple', this means that the requisition created was for multiple suppliers which created multiple order numbers. If you wish to view the individual orders numbers click on the requisition number.

Shop | Requisitions | Receiving | Feedback

Requisitions | Notifications | Approvals

### Requisitions

Views

View All My Requisitions

Indicates requisition with a pending change request.

Select requisition: [Copy To Cart](#) [Cancel Requisition](#) [Change](#) [Complete](#) [Delete](#) [Refresh](#) [Print](#) [Settings](#) [Help](#)

Rows 1 to 12

Select Requisition	Description	Total Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
<input type="radio"/>	73256 2H Pencils, high quality - High quality, ideal for school use. 017857, Box of 12, Item ref. 017857	6.82 GBP	1	0	0	1 14.08.2018 13:28:56	Approved	170759	THE CONSORTIUM *WILTSHIRE
<input type="radio"/>	72382 2H Pencils, high quality - High quality, ideal for school use. 017857, Box of 12, Item ref. 017857	6.82 GBP	1	0	0	1 01.08.2018 11:42:01	Rejected		THE CONSORTIUM *WILTSHIRE
<input type="radio"/>	72086 Pens ordered early morning.	0.88 GBP	2	2	0	0 30.07.2018 07:05:48	Approved	167529	BANNER GROUP LIMITED
<input type="radio"/>	48355 essentials	9.00 GBP	6	6	0	0 08.05.2018 11:58:27	Approved	Multiple	MULTIPLE_VALUE
<input type="radio"/>	37358 BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	1.09 GBP	1	1	0	0 08.02.2018 15:11:11	Approved	132069	EB ERSKINE & CO LTD *
<input type="radio"/>	36401 OCO3HAYN009 chair	260.00 GBP	1	1	0	0 01.02.2018 12:00:26	Approved	131195	ALPHA MARKETING UK LTD *

Shop | Requisitions | Receiving | Feedback

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

### Requisition 48355

[Copy To Cart](#)

Description essentials

Created By JACKSON, MRS SARAH

Creation Date 08.05.2018 11:58:27

Deliver-To GRAHAMSBRIDGE ROAD DUNDONALD,Down,BT16 2HS

Justification

Status **Approved**

Change History No

Urgent Requisition No

Attachment None

Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (GBP)	Order	Details
1	BALL POINT PEN, non-refillable, Medium point - black, Box of 50, EZI, EZIMBLK	15.05.2018 00:00:00	EA HEADQUARTERS DUNDONALD	Box	3	3	0	0	2.7 GBP	8.10	142977	<a href="#">Details</a>
2	STICKY TAPES AND DISPENSERS, Adhesive Tape (25 Selfstaple but not the Selfstaple brand), clear - 24mm x 66m, Pack of 6, BANNER, 9319109	15.05.2018 00:00:00	EA HEADQUARTERS DUNDONALD	Pack	1	1	0	0	0.36 GBP	0.36	142978	<a href="#">Details</a>
3	REPOSITIONABLE NOTES (Post-It), 100 yellow notes per pad - 38 x 50mm approx, Pack of 12, OWN BRAND, 259-8525	15.05.2018 00:00:00	EA HEADQUARTERS DUNDONALD	Pack	2	2	0	0	0.27 GBP	0.54	142978	<a href="#">Details</a>
<b>Total</b>										<b>9.00</b>		

- If there is no order number displayed and the requisition is approved, it is currently with Procurement. All non catalogue requisitions will automatically go to Procurement to process.

### 3.1.4 Purchase Order, Receipt, Invoice and Payment Details: Within iProcurement the requisitioner can view all the transactions associated with the requisition from the purchase order through to the payment.

- Click on the order number to view the purchase order details.

Shop | Requisitions | Receiving | Feedback

Requisitions | Notifications | Approvals

### Requisitions

Views

View All My Requisitions

Indicates requisition with a pending change request.

Select requisition: [Copy To Cart](#) [Cancel Requisition](#) [Change](#) [Complete](#) [Delete](#) [Refresh](#) [Print](#) [Settings](#) [Help](#)

Rows 1 to 12

Select Requisition	Description	Total Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
<input type="radio"/>	73256 2H Pencils, high quality - High quality, ideal for school use. 017857, Box of 12, Item ref. 017857	6.82 GBP	1	0	0	1 14.08.2018 13:28:56	Approved	170759	THE CONSORTIUM *WILTSHIRE
<input type="radio"/>	72382 2H Pencils, high quality - High quality, ideal for school use. 017857, Box of 12, Item ref. 017857	6.82 GBP	1	0	0	1 01.08.2018 11:42:01	Rejected		THE CONSORTIUM *WILTSHIRE
<input type="radio"/>	72086 Pens ordered early morning.	0.88 GBP	2	2	0	0 30.07.2018 07:05:48	Approved	167529	BANNER GROUP LIMITED
<input type="radio"/>	48355 essentials	9.00 GBP	6	6	0	0 08.05.2018 11:58:27	Approved	Multiple	MULTIPLE_VALUE
<input type="radio"/>	37358 BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	1.09 GBP	1	1	0	0 08.02.2018 15:11:11	Approved	132069	EB ERSKINE & CO LTD *
<input type="radio"/>	36401 OCO3HAYN009 chair	260.00 GBP	1	1	0	0 01.02.2018 12:00:26	Approved	131195	ALPHA MARKETING UK LTD *

- The Purchase Order details will be displayed. The Summary box is a useful overview.

Standard Purchase Order: 132069, 0 (Total GBP 1.09)

Summary

Total	1.09
Received	1.09
Invoiced	1.09
Payment Status	Paid

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods		70326-430	BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	Box	1	1.09	1.09	Closed		

- The Summary shows:
  - Total value of the Purchase Order,
  - Received: the value that has been receipted on the system. If the value is 0.00 it has not be receipted. If the requisition has been partially receipted it will show the value of the partial receipt. To view the Receipt details click on the received value hyperlink.

Summary

Total	1.09
Received	1.09
Invoiced	1.09
Payment Status	Paid

This screen will show all the receipts and receipt details including receipt number, receipt amount and receipt date.

Receipts for Standard Purchase Order: 132069

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date
32167	132069	1	1	BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	Box	1.0		1	0.0		EA HEADQUARTERS DUNDONALD	23.02.2018 08:32:51

- Invoiced: the value that has been invoiced on the system. If the value is 0.00 an invoice has not been received by EA Accounts Dundonald. . If a part invoice has

been received and enter in Accounts it will show the value of the partial invoice. To view the Invoice details click on the Invoiced value hyperlink.

Summary	
Total	1.09
Received	1.09
Invoiced	1.09
Payment Status	Paid

This screen will show all the invoices and invoice details including invoice number, invoice amount and invoice date and payment status.

Invoice	Invoice Date	Type	Supplier	Supplier Site	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments
I69355	17.02.2018	Standard	EB ERSKINE & CO LTD *	BLACKWATER RD	GBP	1.30	0.00	Approved	Paid			19.03.2018	148671	132069		

The invoice can be viewed by clicking on the invoice number hyper link.

General		Amount Summary		Payment Information	
Invoice Date	17.02.2018	Item	1.09	Paid	1.30
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Batch	DIDTP/59974	Tax	0.21	Status	Paid
Attachments	None	Prepayment	0.00	Payment Date	02.03.2018
Supplier	EB ERSKINE & CO LTD *	Retainage	0.00	Payment	148671
Supplier Site	BLACKWATER RD	Withholding Tax	0.00	Term	30 Days Nett
Address	JOHN CRAWFORD HOUSE 3A BLACKWATER RD MALLUSK NEWTOWNABBEY, BT36 4TZ	Total	1.30		

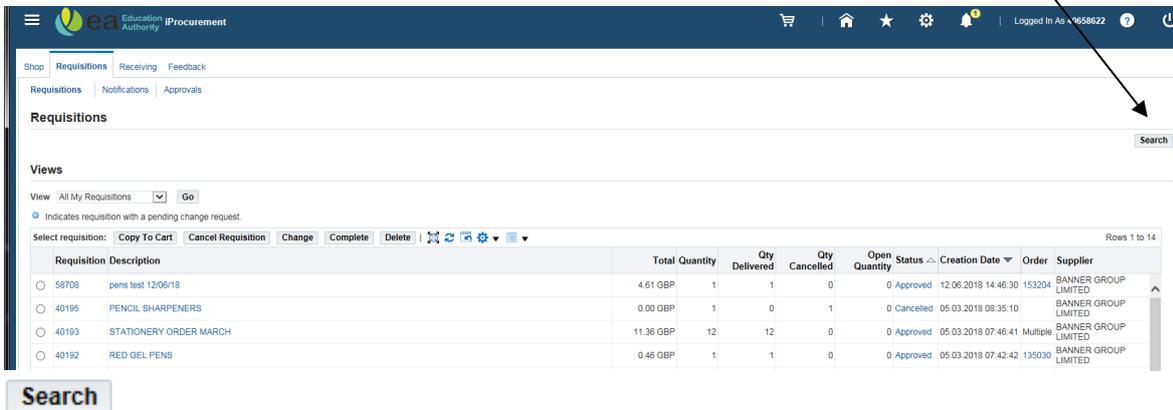
Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	BALL POINT PEN, non-refillable, Medium point - red, Box of 50, STYLOSTIK, 893616RE	1	Box	1.09		1.09	0.00	Approved	132069	1	1	ROBINSON, MRS ANITA	
2	Tax	UK-TAX - UK-VAT					0.21	0.00	Approved					

- Payment Status: This will indicate if it has been paid, partially paid or unpaid. Click on the Payment status hyperlink to view the Payments. The Payment details including payment date and amount is detailed.

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Account	Method	Status	Status Date	Invoice	PO Number	Supplier	Supplier Site
148671	EB ERSKINE & CO LTD *	BLACKWATER RD	02.03.2018	GBP	7396.49	EA General Payments	Electronic	Reconciled	02.03.2018	Multiple	Multiple	EB ERSKINE & CO LTD *	BLACKWATER RD

### 3.2. Search within Requisition tab

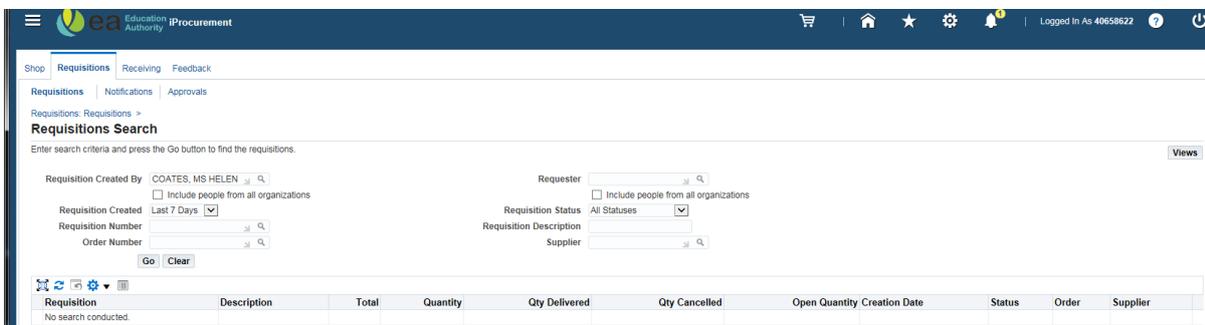
3.2.1 Within the Requisition tab you can search for previous requisitions. Click on the 'Search' button.



3.2.2 The Requisition Search screen will be displayed. Change the 'Requisition Created' from Last 7 days to Any Time.



3.2.3 Enter the criteria you wish to search by e.g. Order Number, by Supplier or by Requisition Description (this is the description that you entered at the top of your shopping cart), or a mixture of etc. Click 'Go'.



#### Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

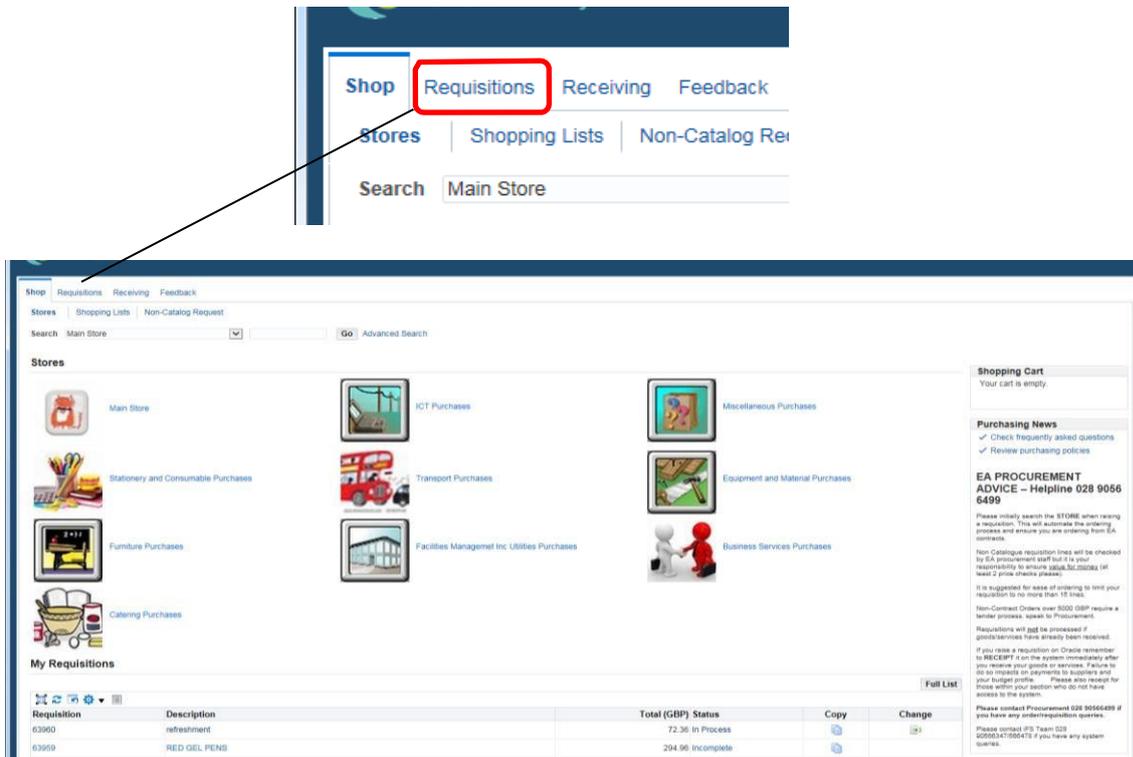


3.2.4 The requisitions that meeting the criteria searched will be displayed.

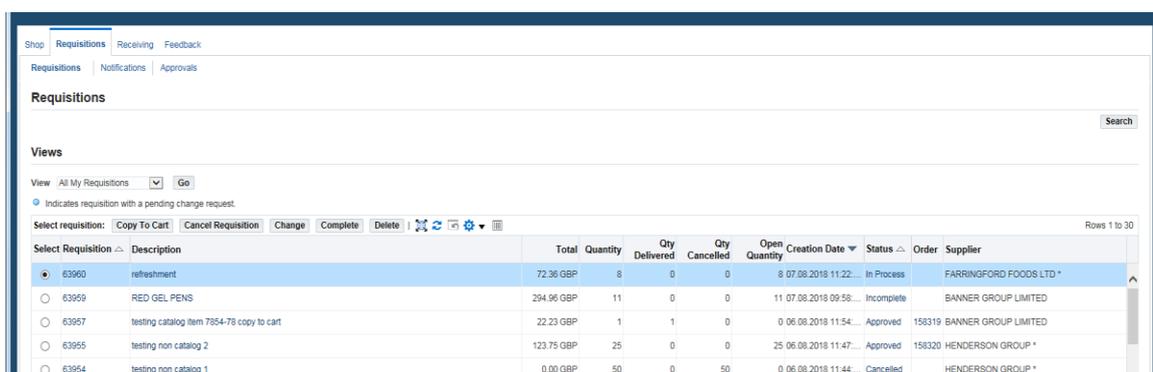
### 3.3. Withdraw an 'In Process' Requisition to amend or edit

When a requisition is submitted to the approver the status is 'In Process', this means that the requisitioner is in control of the requisition until it has the status 'Approved'. If a requisition needs to be withdrawn to be amended or deleted the Change button will be used.

#### 3.3.1 Click on the 'Requisition' tab.



#### 3.3.2 Click on the Select circle to the left of the requisition number with the status In Process that you wish to call back to amend. The line will highlight blue.

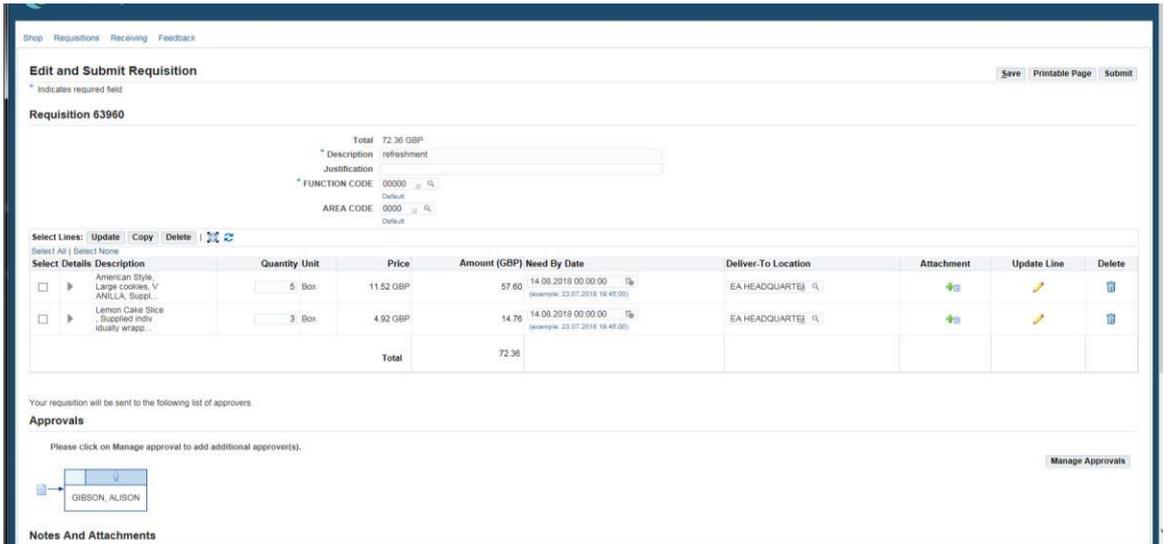


#### 3.3.3 Click on the 'Change' button.

#### 3.3.4 A warning message will appear on screen to warn that the requisition is being retrieved from the approval process. Click on Yes.



3.3.5 The Requisition is returned to the cart for amendment, with the Edit and Submit Requisition screen being displayed.



3.3.6 Amend requisition as required or click on Shop tab to add additional items.

3.3.7 When amendments are completed, click on Submit.

3.3.8 A Confirmation will be displayed detailing the requisition number and approver. Click 'Continue Shopping'.

### 3.4. Copy a previous requisition

This is a quick and easy way to create a new requisition for items or services that you have requisitioned previously and wish to reorder. Rather than search again or rekey the 'Copy to Cart' button copies the previous requisition and puts it in to a new shopping cart ready to amend.

If it is store (catalogue) items that you wish to reorder, once the items are copied into the new shopping cart the prices and descriptions will update automatically if there has been any changes since your previous requisition. However, if it is a non catalog requisition that you are copying you will need to manually update the price if it has changed since your previous requisition.

#### 3.4.1 Click on the 'Requisition' tab.

Select Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
<input type="radio"/>	40195 PENCIL SHARPENERS	0.00 GBP	1	0	1	0	05.03.2018 09:35:...	Cancelled		BANNER GROUP LIMITED
<input type="radio"/>	40193 STATIONERY ORDER MARCH	11.36 GBP	12	12	0	0	05.03.2018 07:46:...	Approved	Multi...	BANNER GROUP LIMITED
<input checked="" type="radio"/>	40192 RED GEL PENS	0.46 GBP	1	1	0	0	05.03.2018 07:42:...	Approved	135030	BANNER GROUP LIMITED
<input type="radio"/>	27817 Elizabeth Sproule IFS HRPayroll	78.80 GBP	26	26	0	0	13.10.2017 11:00:...	Approved	Multi...	MULTIPLE_VALUE
<input type="radio"/>	27607 Stuart McAtee IFS HRPayroll	4750.00 GBP					11.10.2017 14:21:...	Approved	121813	NORTHGATE ARINSO *

3.4.2 Click on the Select circle to the left of the requisition number that you wish to copy. The line will highlight blue.

3.4.3 Click on the 'Copy to Cart' button.

Select Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
<input type="radio"/>	40195 PENCIL SHARPENERS	0.00 GBP	1	0	1	0	05.03.2018 09:35:...	Cancelled		BANNER GROUP LIMITED
<input type="radio"/>	40193 STATIONERY ORDER MARCH	11.36 GBP	12	12	0	0	05.03.2018 07:46:...	Approved	Multi...	BANNER GROUP LIMITED
<input checked="" type="radio"/>	40192 RED GEL PENS	0.46 GBP	1	1	0	0	05.03.2018 07:42:...	Approved	135030	BANNER GROUP LIMITED

3.4.4 The Edit and Submit Requisition screen will be displayed. Update where required e.g. update requisition description, area code, quantity, price (if non catalogue requisition) approve, etc. or click on Shop tab to add additional items.

Please remember you cannot mix store catalogue items and non-catalogue items on the one requisition.

Shop Requisitions Receiving Feedback

**Edit and Submit Requisition** Save Printable Page Submit

\* Indicates required field

**Requisition 63959**

Total 0.46 GBP

Description RED GEL PENS

Justification

\* FUNCTION CODE 00000 Default

AREA CODE 0000 Default

Select Lines: Update Copy Delete

Select	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>	CEL. BAK PEN, med lum point, kunga fern carbide B...	1	Box	0.46 GBP	0.46	14.06.2018 00:00:00 <small>Revised: 23.07.2018 16:49:00</small>	EA HEADQUARTER			
<b>Total</b>					0.46					

Your requisition will be sent to the following list of approvers.

**Approvals**

Please click on Manage approval to add additional approver(s).

[Manage Approvals](#)

3.4.5 When amendments are completed, click on Submit.

3.4.6 A Confirmation will displayed detailing the requisition number and approver. Click 'Continue Shopping'.

Shop Requisitions Receiving Feedback

Stores Shopping Lists Non-Catalog Request

**Confirmation** Continue Shopping

Requisition 63959 has been submitted to GIBSON, ALISON for approval.

To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop page.

### 3.5. Cancel a Returned Requisition

There may be occasions when a requisition will be returned to the requisitioner from Procurement e.g. not enough information in the description for the supplier or the item is available on contract and should be ordered via the Store. The requisition will be returned with the status 'Returned'.

Procurement will return the whole requisition if it is not fit to be processed or will return the individual lines on a requisitions that is not fit to be processed but will process those that can. The requisition lines returned will need to be cancelled within iProcurement before creating a new requisition.

3.5.1 Click on the 'Requisition' tab. Click on the Status 'Returned' to view the reason in the note section detailing why the requisition has been returned. Procurement will detail why it has been returned e.g. Item is available on contract please order from contract 703264 supplier item reference 703264-56.

3.5.2 Click on the Select circle to the left of the requisition number that you wish to cancel. The line will highlight blue.

3.5.3 Click on the 'Cancel Requisition' button.

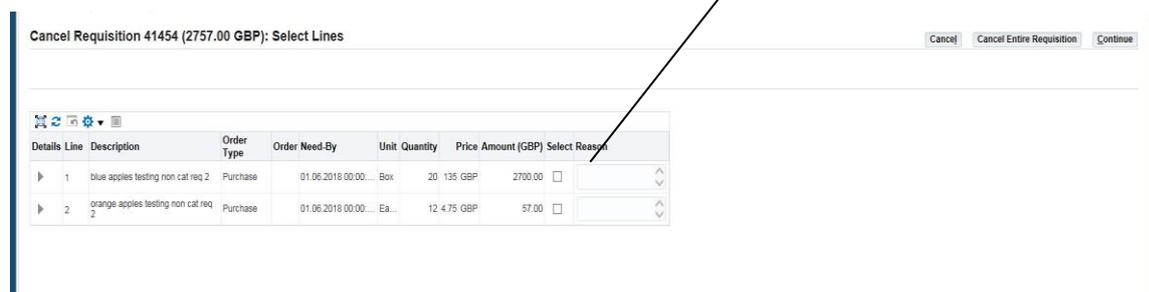


The screenshot shows a requisition summary table with the following data:

Select Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date
41454	14000925 20 pocket Presentation Display books	29.43 GBP	3	3	0		13.03.2018 12:23:56

Buttons above the table include: Copy To Cart, Cancel Requisition (highlighted), Change, Complete, and several utility icons.

3.5.4 Click on select for each line and enter the reason then click on Continue. The Select tick box will only be displayed for those lines that need to be cancelled and have not been processed by Procurement.

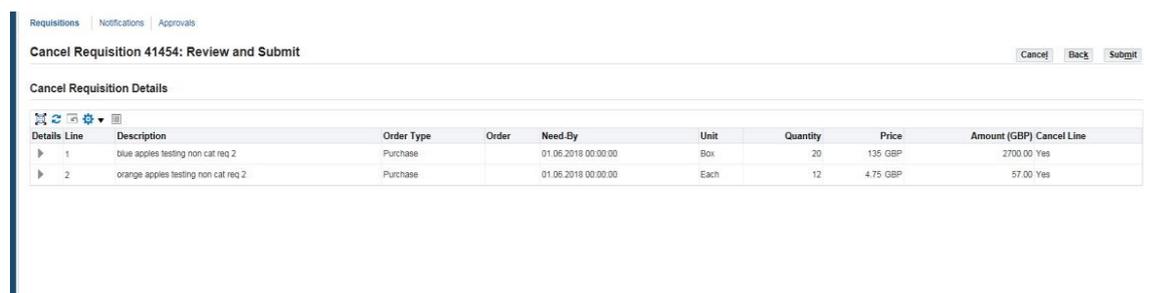


The screenshot shows the 'Cancel Requisition 41454 (2757.00 GBP): Select Lines' screen. It features a table with the following data:

Details Line	Description	Order Type	Order Need-By	Unit	Quantity	Price	Amount (GBP)	Select Reason
1	blue apples testing non cat req 2	Purchase	01.06.2018 00:00:00	Box	20	135 GBP	2700.00	<input type="checkbox"/>
2	orange apples testing non cat req 2	Purchase	01.06.2018 00:00:00	Ea...	12	4.75 GBP	57.00	<input type="checkbox"/>

Buttons at the top right include: Cancel, Cancel Entire Requisition, and Continue. A 'Select Reason' dropdown is visible for each line.

3.5.5 Review and submitted screen opens allowing a final check before clicking on Submit.



The screenshot shows the 'Cancel Requisition 41454: Review and Submit' screen. It features a table with the following data:

Details Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (GBP)	Cancel Line
1	blue apples testing non cat req 2	Purchase		01.06.2018 00:00:00	Box	20	135 GBP	2700.00	Yes
2	orange apples testing non cat req 2	Purchase		01.06.2018 00:00:00	Each	12	4.75 GBP	57.00	Yes

Buttons at the top right include: Cancel, Back, and Submit.

3.5.6 A Confirmation will be received with the requisition number.

Requisitions | Notifications | Approvals

### Confirmation

Your cancellation request(s) for Requisition 41454 have been submitted for processing. View status of the cancellation request(s) from the Requisition Status page.

#### Cancel Requisition 41454: Confirmation Details

Request Created By	COATES, MS HELEN	Request Creation Date	25.05.2018 09:08:37
Old Requisition Total	2757.00 GBP	Old Non-Recoverable Tax	0.00 GBP
New Requisition Total	0.00 GBP	New Non-Recoverable Tax	0.00 GBP

#### Cancel Requisition Details

Details Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (GBP)	Cancel Line
1	blue apples testing non cat req 2	Purchase		01.06.2018 00:00:00	Box	20	135 GBP	2700.00	Yes
2	orange apples testing non cat req 2	Purchase		01.06.2018 00:00:00	Each	12	4.75 GBP	57.00	Yes

[Return to Requisition Details](#)

3.5.7 A Confirmation will be displayed detailing the requisition number.

3.5.8 Click on Requisition tab and view Status which is now showing Cancelled. Click on requisition number to open requisition and view lines.

Requisitions | Notifications | Approvals

### Requisitions

Views

View: All My Requisitions

Select requisition: [Copy To Cart](#) [Cancel Requisition](#) [Change](#) [Complete](#) [Delete](#)

Select Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
41454	gold apples testing non cat req returns	0.00 GBP	32	0	32	0	25.05.2018 08:54:41	Cancelled	
41453	gold apples testing non cat req returns	2064.00 GBP	27	0	0	27	25.05.2018 06:52:48	Approved	
41452	cancel testing 25/05/18	0.00 GBP	112	0	112	0	25.05.2018 08:39:24	Cancelled	
41451	gold apples testing non cat req 2	707.50 GBP	15	0	0	15	25.05.2018 08:30:43	Approved	136254

3.5.9 Cancelled lines will display with blue dashes.

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

### Requisition 41454

[Copy To Cart](#)

Description	gold apples testing non cat req returns	Status	Cancelled
Created By	COATES, MS HELEN	Change History	Yes
Creation Date	25.05.2018 08:54:41	Urgent Requisition	No
Deliver-To	GRAHAMSBRIDGE ROAD DUNDONALD,Down,BT16 2HS	Attachment	None
Justification		Note to Buyer	

#### Details

\*\* Line has been fully or partially cancelled

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (GBP)	Details	Order
1	blue apples testing non cat req 2	01.06.2018 00:00:00	EA HEADQUARTERS DUNDONALD	Box	20	0 20	0	0	135 GBP	0.00		
2	orange apples testing non cat req 2	01.06.2018 00:00:00	EA HEADQUARTERS DUNDONALD	Each	12	0 12	0	0	4.75 GBP	0.00		
<b>Total</b>										0.00		

[Return](#)

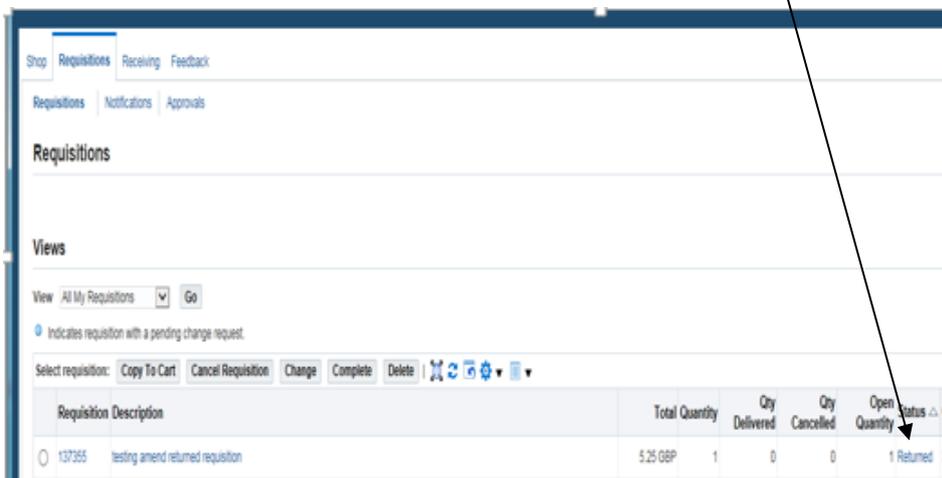
3.5.10 If the items are still required a new requisition will need to be created.

### 3.6. Amend a Returned Requisition

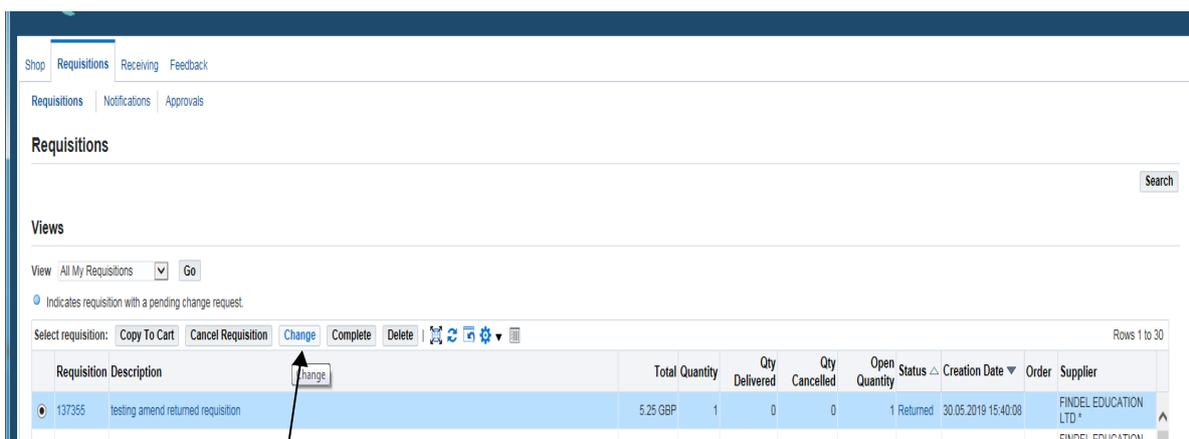
There may be occasions when a requisition will be returned to the requisitioner from Procurement e.g. not enough information in the description for the supplier. The requisition will be returned with the status 'Returned'.

Procurement will return the whole requisition if it is not fit to be processed or will return the individual lines on a requisitions that is not fit to be processed but will process those that can. The requisition lines returned will need to be either cancelled or if it is a change of information, updated within iProcurement before resubmitting.

3.6.1 Click on the 'Requisition' tab. Click on the Status 'Returned' to view the reason in the note section detailing why the requisition has been returned. Procurement will detail why it has been returned.



3.6.2. Click on the Select circle to the left of the requisition number that you wish to amend. The line will highlight blue.



3.6.3. Click on the Change button.

### 3.6.4. Opens in the Edit and Submit screen

Shop Requisitions Receiving Feedback

**Edit and Submit Requisition 137355** Refresh Save Printable Page Submit

\* Indicates required field

Total 5.25 GBP

\* Description testing amend returned requisition

Justification

**Additional Information**

\* FUNCTION CODE 00000

Default

AREA CODE 0000

Default

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Attachment	Delete
<input type="checkbox"/>	testing	1	Amount	5.25 GBP	5.25	06.06.2019 00:00:00	EA HEADQUARTERS	+	🗑️
<b>Total</b>					5.25				

Your requisition will be sent to the following list of approvers.

3.6.5. Tick on the square at the left of the line and the line will turn blue then click on Update button.

Shop Requisitions Receiving Feedback

**Edit and Submit Requisition 137355** Refresh Save Printable Page Submit

\* Indicates required field

Total 5.25 GBP

\* Description testing amend returned requisition

Justification

**Additional Information**

\* FUNCTION CODE 00000

Default

AREA CODE 0000

Default

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Attachment	Delete
<input checked="" type="checkbox"/>	testing	1	Amount	5.25 GBP	5.25	06.06.2019 00:00:00	EA HEADQUARTERS	+	🗑️
<b>Total</b>					5.25				

Your requisition will be sent to the following list of approvers.

3.6.6. The Requisition information: Update Line screen opens where details can be amend e.g. incorrect supplier, details or incorrect Unit of Measure can be amended.

Shop Requisitions Receiving Feedback

**Requisition Information: Update Selected line**

Item Description: testing

Supplier: FINDEL EDUCATION L

Delivery: Need-By Date: 06.06.2019 00:00:00, Requester: COATES, MS HELEN, Deliver-To Location: EA HEADQUARTERS

\* Category: Equipment and Materials

\* Quantity: 1

\* Unit of Measure: Amount

\* Unit Price: 5.25

\* Amount: 5.25

\* Currency: GBP

Notes: Note To Buyer, Note To Supplier-Line

Line	XXEA_Accounting_Flexfield	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (GBP)	Delete
1	01 52102.N 4501.00000.0000.0000						100	1	5.25	🗑️
<b>Total</b>							100	1	5.25	

TIP Total allocation must equal 100% of the selected line values.

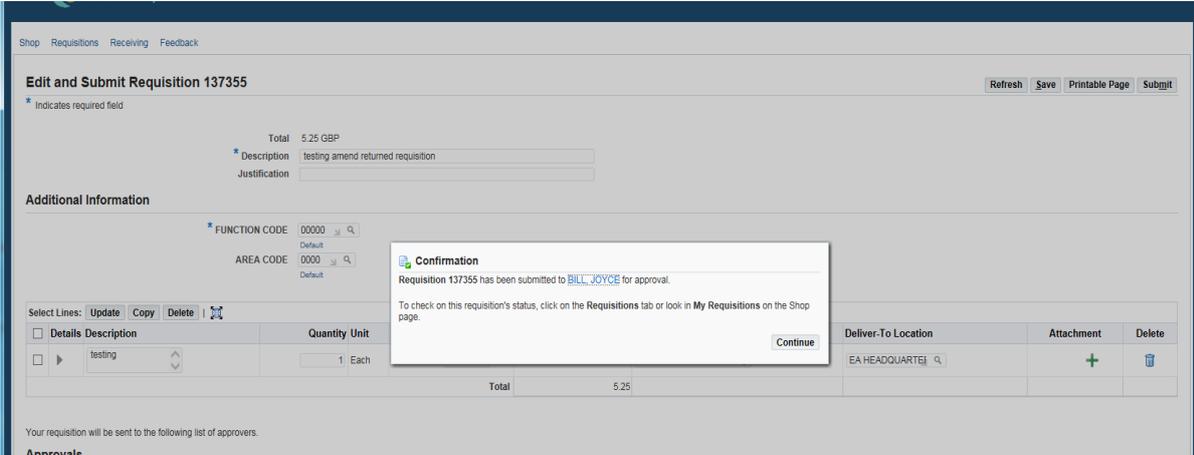
Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

3.6.7. Once details have been amended, click on the Apply button.



3.6.8. Requisition can be resubmitted for approval by clicking on the Submit button.



## 4. RECEIPTING

All requisitions raised via iProcurement must be receipted in order for Accounts Payable to pay the Supplier's invoice. It is important to receipt on the system when you receive the goods or services, even if you only receive part of your order. There are a number of ways to receipt: express receipt, search by requisition/order number and using the Receive Items link.

### 4.1 Express Receipt

This is the quickest and easiest way to receipt but use only if you are sure you have received **ALL** the goods/service you requested.

#### 4.1.1 Click on the 'Receiving' tab.

The screenshot shows the iProcurement system interface. At the top, there is a navigation menu with 'Shop', 'Requisitions', 'Receiving', and 'Feedback'. Below this is a search bar with 'Main Store' selected and a 'Go' button. The main content area is titled 'Stores' and features a grid of nine purchase categories, each with an icon and a label: Main Store, Stationery and Consumable Purchases, Furniture Purchases, Catering Purchases, ICT Purchases, Transport Purchases, Facilities Management Inc Utilities Purchases, Miscellaneous Purchases, Equipment and Material Purchases, and Business Services Purchases. On the right side, there is a 'Shopping Cart' sidebar showing 'Your cart is empty.' Below that, there is a 'Purchasing News' section with two checkmarks and two news items: 'EDUCATION AUTHORITY PROCUREMENT NEWS TESTING CRP2' and 'EDUCATION AUTHORITY PROCUREMENT NEWS TESTING CRP2 UPDATE'. At the bottom left, there is a 'My Requisitions' link.

The Receiving home page details the most recent Requisitions to Receive and completed Receipts.

Full lists can be obtained by clicking on the 'Full List' button

The screenshot shows the 'Receiving' section of a software interface. At the top, there are navigation tabs for 'Shop', 'Requisitions', 'Receiving', and 'Feedback'. Below this is a search bar with options for 'Items to Receive', 'Search Attribute', 'Find by Requisition Number', and a 'Go' button. The main content area is divided into two primary sections: 'Requisitions to Receive' and 'My Receipts at a Glance'. Both sections include a 'Full List' button. The 'Requisitions to Receive' section contains a table with columns for Requisition, Requisition Description, Supplier, Order Number, and Express Receive. The 'My Receipts at a Glance' section contains a table with columns for Receipt Item Description, Receipt Date, Transaction Date, Supplier, View Details, and Attachments. A 'Receiving Process' sidebar on the right lists various actions like 'Receive', 'Return', 'Correct', and 'View'.

4.1.2 Click on 'Express Receive' icon  against the relevant Requisition within the Requisition to Receive section. Only use this button if you have received all goods/services in this requisition and you intend to fully receipt.

4.1.3 View Details to receipt and click 'Submit'.

The screenshot shows the 'Review and Submit' step of the receiving process. At the top, a progress bar indicates the current step is 'Review And Submit', with previous steps 'Select Items' and 'Receipt Information' completed. Below the progress bar, there are 'Cancel', 'Back', 'Step 3 of 3', and 'Submit' buttons. The main content area is titled 'Receipt Information' and shows the 'Received Item Details' table. The table has columns for Requisition, Description, Receipt Quantity, Unit, Waybill, Packing Slip, Item Comments, Supplier, and Attachments. A single row is visible with the following data: Requisition 10192, Description DIVIDERS (BPA NUMBER OF LINES TESTINTG) SET OF 643, Receipt Quantity 5, Unit Each, Supplier EB ERSKINE & CO LTD \*.

4.1.4 A confirmation message will be displayed with the Receipt number. It may be useful to write this number on your delivery note.

**Confirmation**

Receipt 80 has been created for you.

**Receive Items: Confirmation Details**

**Receipt Information**

Receipt Date 17.10.2016 16:41:24

**Received Item Details**



Receipt	Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Receipt Comments	Supplier	Attachments
80	10182	DIVIDERS (BPA NUMBER OF LINES TESTINTG) SET OF 643	5	Each					EB ERSKINE & CO LTD *	

[Return to Receiving](#)

## 4.2 Receipt using Search Method

The items to receive can be retrieved by either by using the Search section of the Receiving tab or clicking on the 'Receive Items' link.

The screenshot shows the 'Receiving' tab in a software interface. At the top, there is a search bar with a dropdown menu set to 'Items to Receive'. Below this, there are two search options: 'Search Attribute' and 'Find by Requisition Number'. A red box highlights the search bar and the 'Find by Requisition Number' option. Below the search bar, there is a 'Receiving' section with a dropdown menu set to 'Receive Items'. To the right, there is a 'Receiving Process' section with a list of actions: 'Receive', 'Return', and 'Correct'. Below these sections, there is a table titled 'Requisitions to Receive' with columns for Requisition, Requisition Description, Supplier, Order Number, and Express Receive. The table contains four rows of data. Below the table, there is a section titled 'My Receipts at a Glance' with a table containing columns for Receipt Item Description, Receipt Date, Transaction Date, Supplier, Write a Review, View Details, and Attachments. The table contains three rows of data.

Requisition	Requisition Description	Supplier	Order Number	Express Receive
10184	WATERPROOF OVER-TROUSERS, NO LEG ZIPS, 227g (8 oz) neoprene coated nylon, elasticated waist, fully taped seams, velcro ankle tabs, custom leg lengths. SOT/ST, XXX LARGE, ORANGE	IRON MOUNTAIN (UK) LTD *	100215	
10183	FRUIT SHORTBREAD	WATERSTONE'S BOOKSELLERS LTD *	100214	
10180	SUSPENSION FILES, foolscap, for filing cabinets, complete with tabs and inserts - box of 50, green, 5 STAR EBZ187	EB ERSKINE & CO LTD *	100219	
10187	BEEF CRISPS	WATERSTONE'S BOOKSELLERS LTD *	100217	

Receipt Item Description	Receipt Date	Transaction Date	Supplier	Write a Review	View Details	Attachments
DIVIDERS (BPA NUMBER OF LINES TESTING) SET OF 643	17.10.2016	17.10.2016	EB ERSKINE & CO LTD *			
WATERPROOF OVER-TROUSERS, NO LEG ZIPS, 227g (8 oz) neoprene coated nylon, elasticated waist, fully taped seams, velcro ankle tabs, custom leg lengths. SOT/ST, CXLARGE, BLACK	17.10.2016	17.10.2016	IRON MOUNTAIN (UK) LTD *			
TREASURY TAG, with plastic ends, 152mm - box of 100. PRYM EBZ372	17.10.2016	17.10.2016	EB ERSKINE & CO LTD *			

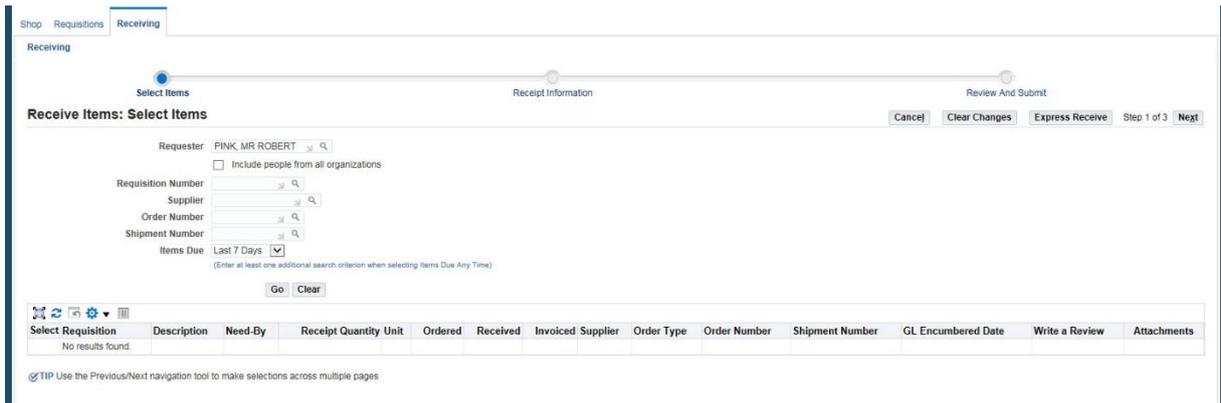
4.2.1 Click on the 'Search Attribute', select either 'Find by Requisition Number' or 'Find by Order Number'. Enter the number in the Search Value field. Click 'Go'.

The screenshot shows the 'Receiving' tab in a software interface. At the top, there is a search bar with a dropdown menu set to 'Items to Receive'. Below this, there are two search options: 'Search Attribute' and 'Find by Requisition Number'. A red box highlights the search bar and the 'Find by Requisition Number' option. Below the search bar, there is a 'Receiving' section with a dropdown menu set to 'Receive Items'. To the right, there is a 'Receiving Process' section with a list of actions: 'Receive', 'Return', and 'Correct'.

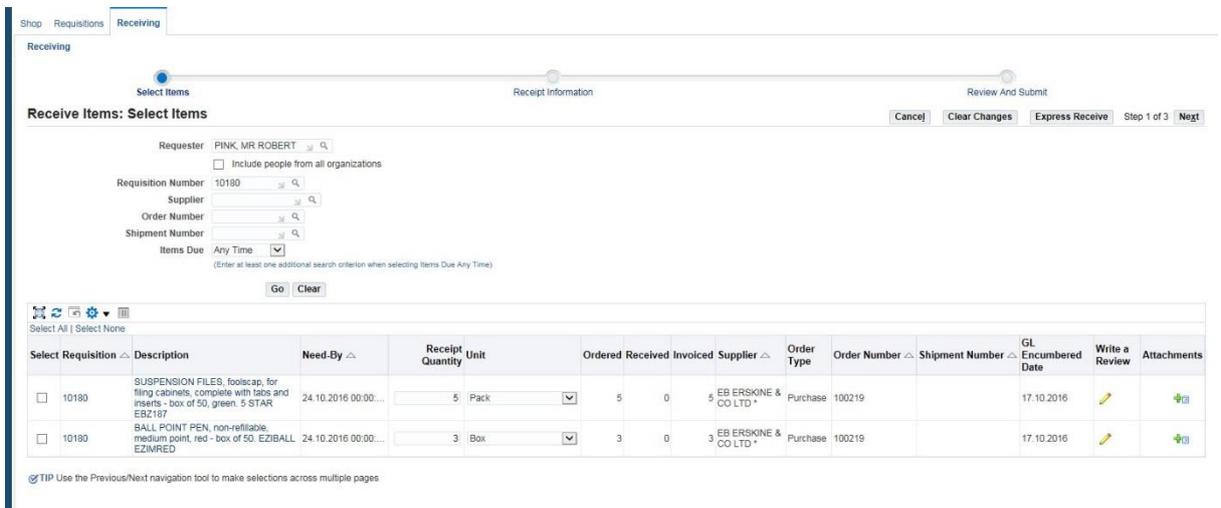
4.2.2 Alternatively click on the 'Receive Item' link.

The screenshot shows the 'Receiving' tab in a software interface. At the top, there is a search bar with a dropdown menu set to 'Items to Receive'. Below this, there are two search options: 'Search Attribute' and 'Find by Requisition Number'. A red box highlights the search bar and the 'Find by Requisition Number' option. Below the search bar, there is a 'Receiving' section with a dropdown menu set to 'Receive Items'. To the right, there is a 'Receiving Process' section with a list of actions: 'Receive', 'Return', and 'Correct'.

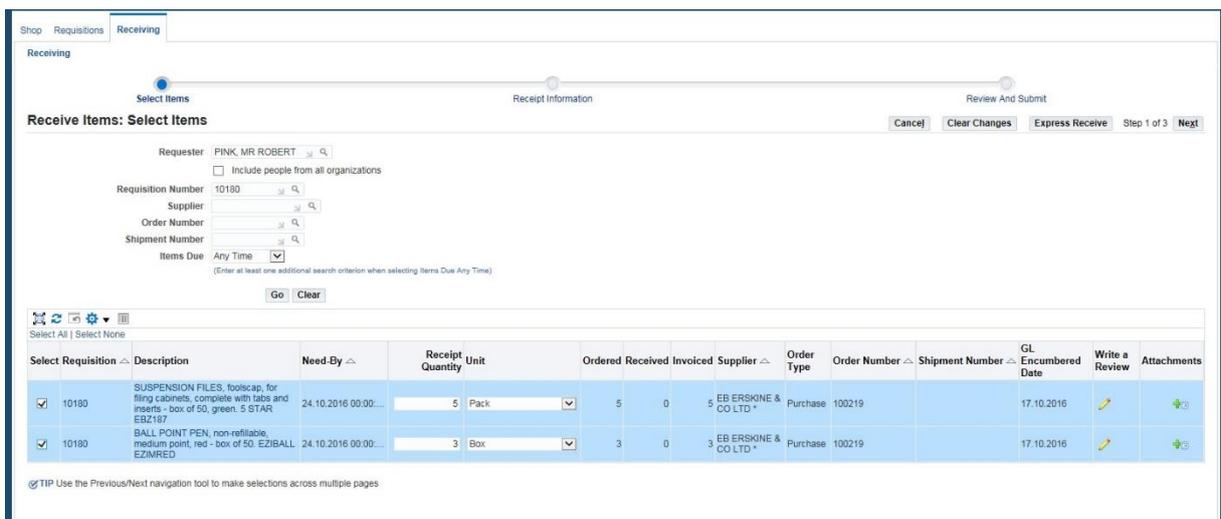
4.2.3 The Receive Items: Select Items screen is displayed. Enter search criteria, e.g. Requisition Number, Order Number, Supplier, Items due 'Last 7 days' or 'Any time', etc. Click 'Go'.



4.2.4 The items that match the criteria entered are displayed below. .



4.2.5 Review the item details to receipt. Click on the 'Select' box to the left of the lines that need to be receipted. Amend the quantity, if the quantity is less that the quantity in the 'Receipt Quantity field'.



4.2.6 Click 'Next' if you wish to enter a comment or attach a copy of the delivery note. If this is not required click 'Express Receive' and go to Step 4.2.10

4.2.7 Enter Receipt comments if required. The Receipt Date can be amended to date you received the goods/services.

An attachment can be added to the receipt by clicking on the 'Add Attachment' button.

Add Attachment button

4.2.8 Click 'Next'.

4.2.9 Review details of receipt and click 'Submit'.

Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Supplier	Attachments
10180	SUSPENSION FILES, foolscap, for filing cabinets, complete with tabs and inserts - box of 50, green. 5 STAR EBZ187	5	Pack				EB ERSKINE & CO LTD *	
10180	BALL POINT PEN, non-refillable, medium point, red - box of 50. EZIBALL EZIMRED	3	Box				EB ERSKINE & CO LTD *	

4.2.10 A confirmation message will be displayed with the Receipt Number. It may be useful to write this number on your delivery note.

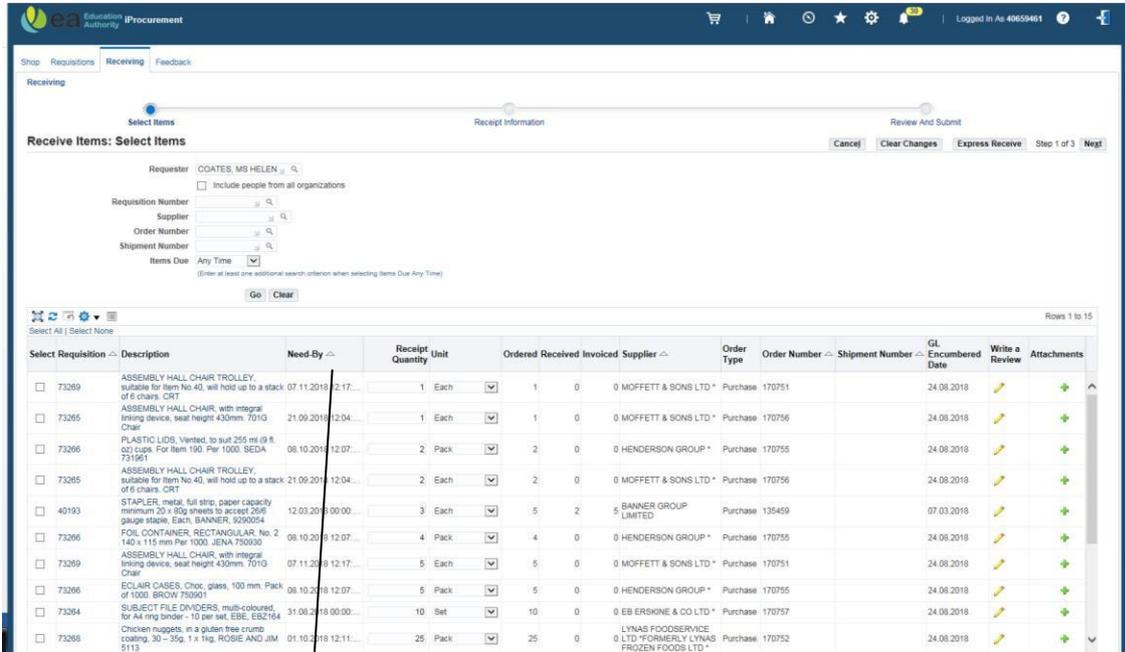
Receipt	Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Receipt Comments	Supplier	Attachments
81	10180	SUSPENSION FILES, foolscap, for filing cabinets, complete with tabs and inserts - box of 50, green. 5 STAR EBZ187	5	Pack					EB ERSKINE & CO LTD *	
81	10180	BALL POINT PEN, non-refillable, medium point, red - box of 50. EZIBALL EZIMRED	3	Box					EB ERSKINE & CO LTD *	

Return to Receiving

### 4.3 Using the Receipt Items Link

The 'Receipt Items' link is useful to view all the items that you have not receipted on the system. The view can be changed to sort by needby date so that you see the oldest first.

4.3.1 Within the search criteria change the 'Items due by' to Anytime. Click Go.



4.3.2 Click on the  icon beside the 'Need By'.

4.3.3 If there is any items listed that you have received but forgot to receipt on the system, these can be receipted within this screen. Click on the select box for the lines that you wish to receipt and updating the quantity if required. Click Express Receipt and Submit.

4.3.4 If there is an item or items listed that you will not receive as the goods or services will not be fulfilled by the supplier, these need to be cancelled from the order. Take note of the item details and order number, contact Procurement requesting these items are cancelled off the Purchase Order. When Procurement cancel the items these will no longer be viewable within the 'Receive Items' link and the value is returned to your budget.

#### 4.4 Receipt Reminders

The system generates receipt reminders to remind the user to receipt items/services that they have received or if they have not received the items to follow up with the supplier.

The following reminders are generated:

- The day after the 'When do you need these items' date on their requisition they would receive an initial receipt reminder reminding them that if they have received the goods they need to receipt on the system. If they didn't receive them you could ignore it.
- A week later the requisitioner would receive an email saying that the initial reminders was cancelled and an email with a first reminder is generated. This email reminds the requisitioner if they have received the goods to please receipt on the system or follow up with the supplier.
- Another week later the requisitioner would receive an email saying the first reminders was cancelled and an email with a second reminder is generated. This again reminds them to receipt if they have got the goods.

**It is important for a requisitioner to receipt the items upon delivery. If the items are receipted the system will not generate further receipt reminders with regards to this order.**

If the requisitioner no longer requires the items e.g. items discontinued or service cancelled, they need to contact Procurement to cancel these off the order, this will also stop the system reminding the user to receipt. It may take a period of time for the cancellation of the items off the order to be complete as there may be associated invoices/credits notes against the order that need to be completed first.

## 4.5 View Receipts

All receipts carried out within iProcurement can be viewed including the full action history. The receipts are viewed in the 'My Receipts at a Glance' within the Receiving tab.

The screenshot shows the 'Receiving' tab in the iProcurement system. It includes a search bar, a 'Receiving' section with a list of requisitions, and a 'My Receipts at a Glance' section with a table of receipts. A red arrow points from the text below to the bottom of the requisitions table.

Requisition	Requisition Description	Supplier	Order Number	Express Receive
81653	testing 21/12/18 storage unit	ALPHA MARKETING UK LTD *	179974	
81648	testing 18/12/18 area code	BANNER GROUP LIMITED	179972	
81645	testing 14/12/18 split costs	BANNER GROUP LIMITED	179969	
81642	testing 13/12/18	EVERY DAY HARMONY (NI MUSIC THERAPY TRUST T/A) *	179968	
81641	testing 12/12/13 coding	EB ERSKINE & CO LTD *	179953	

4.5.1 The last five receipts are displayed at the bottom of the 'Receiving' tab or the full list can be viewed by clicking on the 'Full list' button.

4.5.2 The View Receipts screen is displayed. The Item Received time can be changed to suit, e.g. last 30 days, etc. Use the scroll bar to search for Receipt or enter search criteria, e.g. Receipt number, Requisition number, Order Number, Supplier, etc. Click 'Go'.

The screenshot shows the 'View Receipts' screen in the iProcurement system. It includes search filters for 'Receipt Created By', 'Items Received', 'Receipt', 'Requisition Number', 'Order Number', and 'Supplier'. Below the filters is a table with columns for Receipt, Requisition, Description, Received Unit, Receipt Date, Transaction Date, Supplier, Order Type, Order Number, and Attachments. A red arrow points from the text below to the 'Receipt' column header.

Receipt	Requisition	Description	Received Unit	Receipt Date	Transaction Date	Supplier	Order Type	Order Number	Attachments
No results found.									

4.5.3 The Receipt results are displayed, including the details e.g. Transaction date, Supplier, order number, etc.

Receiving  
Receiving: Receiving >  
**View Receipts**

Receipt Created By JACKSON, Mrs SARAH

Include people from all organizations

Items Received Any Time

(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt 76

Requisition Number

Order Number

Supplier

Receipt	Requisition	Description	Received Unit	Receipt Date	Transaction Date	Supplier	Order Type	Order Number	Attachments
76	10167	EXPANDING FILE, with alpha index, hold to foolscap size paper: EBE EBZ589	1 Each	11.10.2016	11.10.2016 11:04:42	EB ERSKINE & CO LTD *	Purchase	100167	

ⓘ Indicates an adjusted receipt quantity.  
⚠ TIP You can return items in the receipt or correct the receipt by viewing the details.

[Return to Receiving](#)

4.5.4 Click on the Receipt number to view details. Details include Transacted by, Transaction History, any attachments if added e.g. scanned delivery note or email confirmation of delivery, etc.

## 4.6 Returning Receipts

There may be occasions where you have received an item or items within iProcurement but the item has had to be returned to the supplier e.g. damaged, but cannot be replenished. The item(s) will need to be returned within iProcurement and cancelled from the Purchase Order.

4.6.1 Click on the 'Receiving' tab then click on the 'Return Items' link.

The screenshot shows the 'Receiving' section of the iProcurement system. At the top, there are navigation tabs: Shop, Requisitions, Receiving (selected), and Feedback. Below the tabs, there is a search bar with 'Items to Receive' selected. A 'Receiving Process' sidebar on the right contains several links: 'Receive', 'Return', 'Correct', and 'View'. The 'Return' link is highlighted with a red arrow. Below the sidebar, there is a table of requisitions with columns for Requisition, Requisition Description, Supplier, Order Number, and Express Receive.

Requisition	Requisition Description	Supplier	Order Number	Express Receive
137341	screen shots correct receipt 25/04/19	BANNER GROUP LIMITED	237233	
137339	testing 16/04/19 contract numbers	BANNER GROUP LIMITED	Multiple	
137338	testing 16/04/19 contract number DPS	BANNER GROUP LIMITED	237230	
137337	testing 16/04/19 contract numbers	BANNER GROUP LIMITED	Multiple	
137336	testing 16/04/19 DPS 4	BANNER GROUP LIMITED	237222	

4.6.2 The 'Return Items' search screen opens. Using the dropdown arrow at 'Items Received', select 'Any Time'. Enter search detail e.g. receipt, requisition or order number. Click 'Go'.

The screenshot shows the 'Return Items: Find Receipt' search screen. It features a progress bar at the top with three steps: 'Find Receipt' (current), 'Return Information', and 'Review and Submit'. Below the progress bar, there are search filters: 'Receipt Created By', 'Items Received' (dropdown menu with 'Any Time' selected), 'Receipt', 'Requisition Number', 'Order Number', and 'Supplier'. There are 'Go' and 'Clear' buttons at the bottom.

4.6.3 The Receipt(s) will be returned. Enter the quantity to be returned in the 'Return Quantity' field. Click Next.

Receipt	Requisition	Description	Return Quantity	Unit	Quantity Received	Supplier	Order Number
149195	137340	VACUUM BAGS - to suit Victor V9, Pack size 10, HFC44633	1 x	Pack	10	INTERCLEAN LTD *	237234

4.6.4 Enter reason for return, click on magnifying glass in the Reason field.

Shop Requisitions Receiving Feedback

Receiving

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

Cancel Back Step 2 of 3 Next

Reason

Return Material Authorization

Comments

4.6.5 The Search and Select screen will be displayed, click on 'Go' to view a list of reasons to choose from.

Search and Select: Reason

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Reason Name  Go

Results

Quick Select	Reason Name
No search conducted.	

4.6.6 Click on the 'Quick Select' button to the left of the reason why you are processing the return.

Search and Select: Reason

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Reason Name  Go

Results

Quick Select	Reason Name
<input type="radio"/>	CLASS Issues
<input checked="" type="radio"/>	Damaged/Faulty
<input type="radio"/>	Health&Safety
<input type="radio"/>	Not to Specification
<input type="radio"/>	Over Delivery
<input type="radio"/>	Received in Error
<input type="radio"/>	Unmatched more than 12 months
<input type="radio"/>	POST

4.6.7 The Reason will be populated. There is an option to leave Comments if required. Click 'Next'.

Shop Requisitions Receiving Feedback

Receiving

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

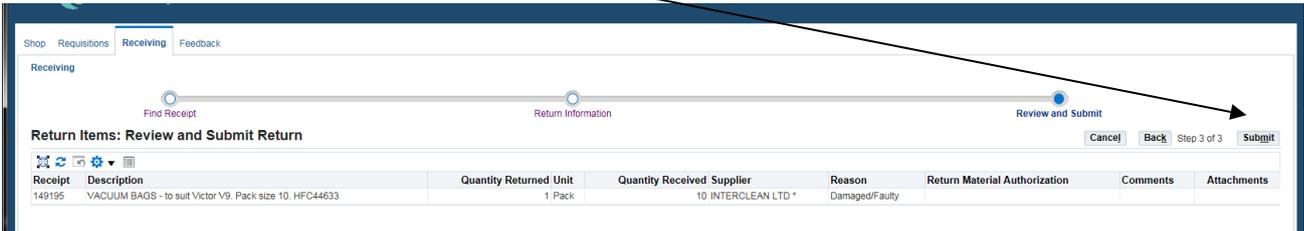
Cancel Back Step 2 of 3 Next

Reason Damaged/Faulty

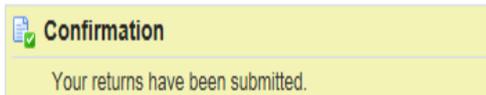
Return Material Authorization

Comments

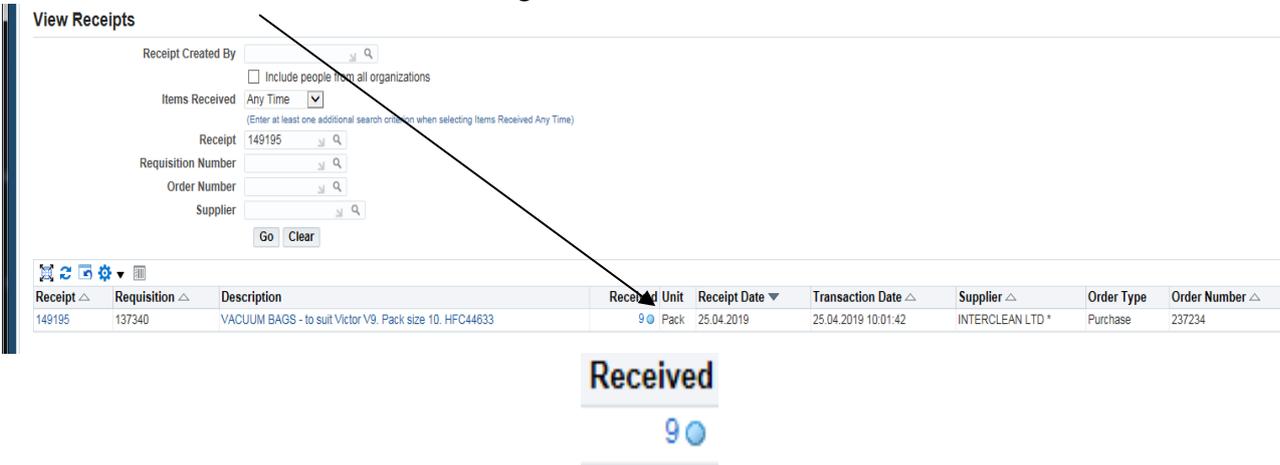
4.6.8 The Review and Submit screen will be displayed giving an opportunity to review the returned quantity and if correct click 'Submit'.



4.6.9 A Confirmation will show that your return has been submitted.



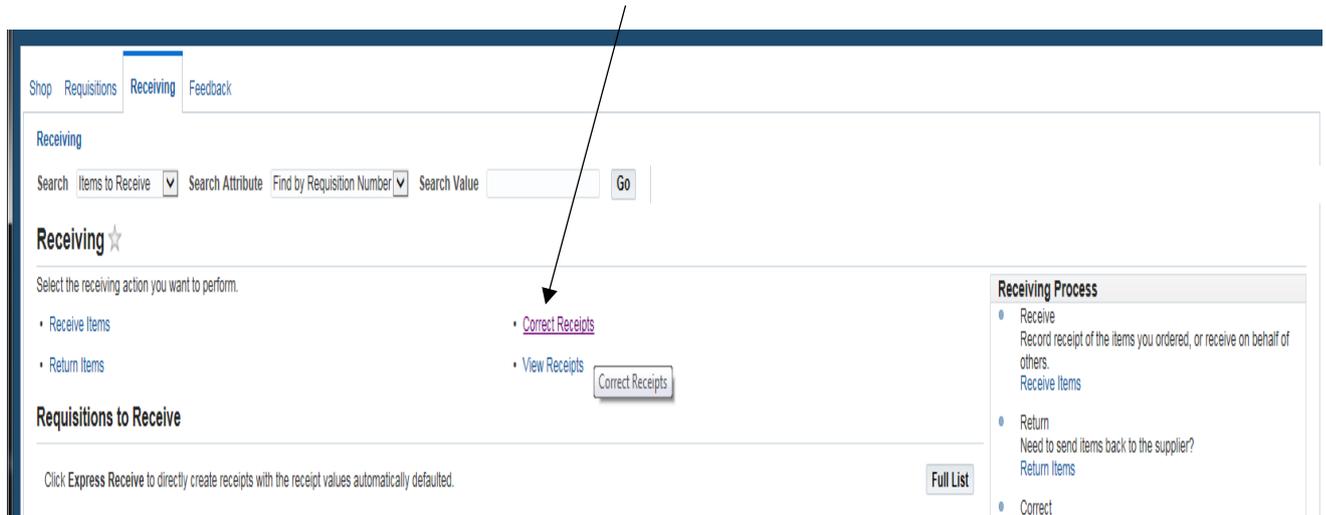
4.6.10 If required the receipt can be re-queried to view the correct quantity received is now showing. The blue circle means that a change has been made.



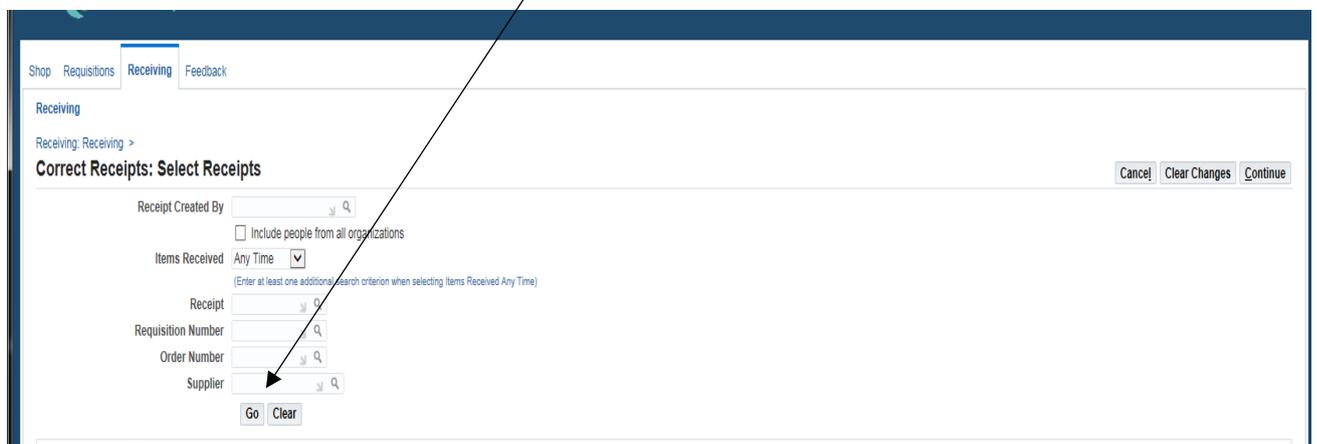
## 4.7 Correcting Receipts

There may be occasions where you have accidentally received an item or items within iProcurement. The item(s) will need to be corrected within iProcurement. This action can only be done within a short period of time from receiving e.g. within the day. This is because an invoice may have been pending the receipt and possibly paid prior to your correction.

### 4.7.1 Click on Receiving Tab then click on Correct Receipts



### 4.7.2 The Correct Receipts screen opens. Click Clear to reset 'Items Received' to 'Any Time'.



4.7.3 Enter Receipt number and click on Go and the Receipt will be returned. Enter the correct quantity that should have been received.

Shop Requisitions **Receiving** Feedback

Receiving  
Receiving: Receiving >

**Correct Receipts: Select Receipts** Cancel Clear Changes Continue

Receipt Created By

Include people from all organizations

Items Received Any Time   
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt 149196

Requisition Number

Order Number

Supplier

Receipt <input type="button" value="v"/>	Requisition <input type="button" value="v"/>	Description	Correct Quantity Unit	Received Supplier <input type="button" value="v"/>	Order Number <input type="button" value="v"/>	Attachments
149196	137341	WASTE PAPER BIN, 15 litres - plastic, blue, Each, Q-CONNECT, 5052909	<input type="text"/> Each	10 BANNER GROUP LIMITED	237233	+

4.7.4 Enter the correct quantity which should have been received into the Correct Quantity box and click on Continue.

Shop Requisitions **Receiving** Feedback

Receiving  
Receiving: Receiving >

**Correct Receipts: Select Receipts** Cancel Clear Changes Continue

Receipt Created By

Include people from all organizations

Items Received Any Time   
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt 149196

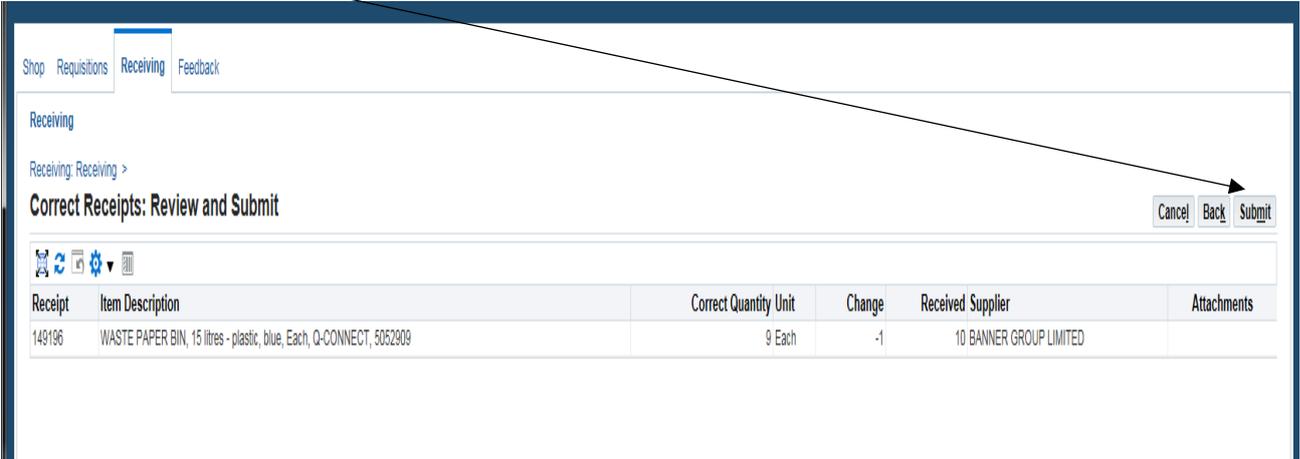
Requisition Number

Order Number

Supplier

Receipt <input type="button" value="v"/>	Requisition <input type="button" value="v"/>	Description	Correct Quantity Unit	Received Supplier <input type="button" value="v"/>	Order Number <input type="button" value="v"/>	Attachments
149196	137341	WASTE PAPER BIN, 15 litres - plastic, blue, Each, Q-CONNECT, 5052909	<input type="text"/> 9x Each	10 BANNER GROUP LIMITED	237233	+

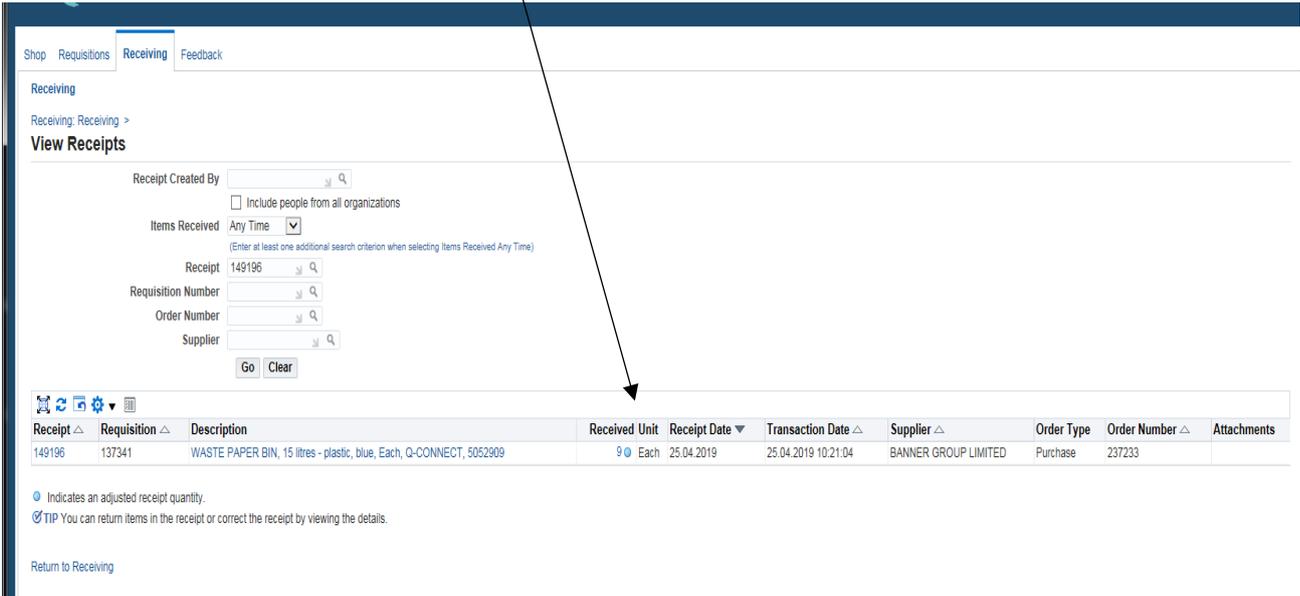
4.7.5 Review and Submit screen opens showing the amended quantity and if correct then click on Submit



4.7.6 A Confirmation will show that your corrections have been submitted.



4.7.7 Call back the receipt and correct quantity received is now showing.



## APPENDIX A - iProcurement Non Catalog Requisition – Categories

For requisitions that could not be sourced from the iProcurement store (EA Contract items) a non catalog requisition should be raised. Part of the information required when entering the details for the non catalog requisition is the category. This populates the finance code in the requisition. Full details on how to raise a non catalog requisition is outlined in the iProcurement Requisitioner user guide. You can search for the category using the magnifying glass beside the category field. A useful tip is to put a % at the start and end of the word to narrow the search e.g. %office% or %towel% etc.

Below is a full list of the categories available within the iProcurement Category search.

Full Category Code	Finance Code
Business Services.Accommodation - Office Inc Rental	3101
Business Services.Advertising- Other than Recruitment	3704
Business Services.Advertising- Recruitment	3701
Business Services.Advertising- Tenders	3702
Business Services.Agency and Temporary Staff Services	2651
Business Services.Agency and Temporary Staff Services(Teaching)	2652
Business Services.Archiving Services	3608
Business Services.Banking Services	4752
Business Services.Business Travel (Non Teaching)	2311
Business Services.Business Travel (Teaching)	2312
Business Services.Conference Expenses Inside NI	2585
Business Services.Conference Expenses Outside NI	2585
Business Services.Conference Facs & Hotel Acc Outside NI	2585
Business Services.Conference Facs & Hotel Accom Inside NI	2585
Business Services.Consultancy - Finance	3852
Business Services.Consultancy - HR, Educ & Training	3859
Business Services.Consultancy - Internal (Shared Service)	3891
Business Services.Consultancy - IT	3854
Business Services.Consultancy - Legal Services	3857
Business Services.Consultancy - Mktg & Communication	3858
Business Services.Consultancy - Organisation & Change Mgt	3853
Business Services.Consultancy - Procurement	3856
Business Services.Consultancy - Prog & Project Mgt	3860
Business Services.Consultancy - Research	3857
Business Services.Consultancy - Strategy	3851
Business Services.Consultancy - Technical	3861
Business Services.Consultancy -Design, Dev & Implem	3862
Business Services.Consultancy -Property&Construc (non cap)	3855
Business Services.Consultancy -Staff Substitut(Specialist)	3891
Business Services.Consultancy -Staff Substitution (Addit)	3892
Business Services.Counselling Services	3859
Business Services.Courier Services	3601
Business Services.Course and Tuition Fees	4601
Business Services.Design Services	3862
Business Services.Environmental Charges	3118
Business Services.Exhibition Services	3708

<b>Full Category Code</b>	<b>Finance Code</b>
Business Services.Legal and Insurance Services	3104
Business Services.Legal Services	8802
Business Services.Managed Services - IT	3874
Business Services.Managed Services - Contract Mgt	3882
Business Services.Managed Services - Design, Dev & Implem	3883
Business Services.Managed Services - Finance	3872
Business Services.Managed Services - HR, Educ & Training	3879
Business Services.Managed Services - Legal Services	3877
Business Services.Managed Services - Mktg & Communication	3878
Business Services.Managed Services - Org & Change Mgt	3873
Business Services.Managed Services - Procurement	3876
Business Services.Managed Services - Prog & Project Mgt	3880
Business Services.Managed Services - Property&Construction	3875
Business Services.Managed Services - Strategy	3871
Business Services.Managed Services - Technical	3881
Business Services.Ophthalmic Services	2552
Business Services.Photocopying Charges	3606
Business Services.Photography	3707
Business Services.Postage, Carriage	3601
Business Services.Printing Services	3604
Business Services.Promotion and Marketing Services	3707
Business Services.Quality Award Assessment	3608
Business Services.Room Hire	3804
Business Services.Seminar Fees	2581
Business Services.Subscriptions and Membership Fees	4505
Business Services.Training - Non Teaching	2581
Business Services.Training - Teaching	2581
Business Services.Translation Services	3859
Business Services.TV Licenses	4504
Catering.Bottled Water and Coolers	3753
Catering.Bread and Bakery	3752
Catering.Cash Registers Inc maintenance	6002
Catering.Catering - Heavy Equipment and Materials	6002
Catering.Catering - Light Equipment and Materials	6002
Catering.Catering Equipment over £1000	8301
Catering.Catering Services	3752
Catering.Chilled Chips and Potato Products	3752
Catering.Confectionery and Potato Crisps	3752
Catering.Disposable Catering Products	3754
Catering.Fish	3752
Catering.Frozen Food	3752
Catering.Fruit and Vegetables	3752
Catering.Groceries	3752
Catering.Ice Cream	3752
Catering.Maint of Cash Registers	3402
Catering.Maint of Catering Equipment	3402
Catering.Meat	3752
Catering.Milk and Dairy Produce	3751
Catering.Pork	3752

<b>Full Category Code</b>	<b>Finance Code</b>
Catering.Poultry	3752
Catering.Prepared Sandwiches	3752
Catering.Soft Drinks	3753
Catering.Vending Machines	3755
Equipment and Materials.Art, Craft and Infant Play Materials	4501
Equipment and Materials.Audio Visual Equipment and Materials	6002
Equipment and Materials.Education Equipment over £1000	8301
Equipment and Materials.Educational Visits	4610
Equipment and Materials.Electrical Equipment and Materials	6002
Equipment and Materials.Fax Machines	6002
Equipment and Materials.Gases and Accessories	6002
Equipment and Materials.Hire of Equipment and Materials	3804
Equipment and Materials.Home Economics Heavy Equip and Materials	6002
Equipment and Materials.Home Economics Light Equip and Materials	6002
Equipment and Materials.Initial Provision	6005
Equipment and Materials.Interactive Touchscreens	6003
Equipment and Materials.Interactive Whiteboards	6002
Equipment and Materials.Maintenance of Education Equipment	3402
Equipment and Materials.Maintenance of Pcopiers & Off Machines	3402
Equipment and Materials.Maintenance of Playground Equip	3402
Equipment and Materials.Maintenance of Sports, Games & Gym Equip	3402
Equipment and Materials.Metalwork Materials	4501
Equipment and Materials.Music Equipment and Materials	6002
Equipment and Materials.Musical Instruments and Materials	6002
Equipment and Materials.Office Equipment over £1000	8301
Equipment and Materials.Office Machines	6002
Equipment and Materials.Outdoor Pursuits	6002
Equipment and Materials.Photocopiers - Purchase	6002
Equipment and Materials.Photocopiers - Rental	3606
Equipment and Materials.Photographic Equipment and Materials	6002
Equipment and Materials.Pianos	6002
Equipment and Materials.Play Ground Markings	3351
Equipment and Materials.Playground Equipment and Materials	6002
Equipment and Materials.Power and Hand Tools	6002
Equipment and Materials.Printed Music	4501
Equipment and Materials.Reference and Library Books	4501
Equipment and Materials.Reprographics Equipment and Materials	6002
Equipment and Materials.Science Equipment and Materials	6002
Equipment and Materials.Sharpening of Saws,Chisels & Plane Irons	3402
Equipment and Materials.Special Needs Equipment and Materials	6002
Equipment and Materials.Sports, Games and Gym Equip & Materials	6002
Equipment and Materials.Technology and Design Materials	6002
Equipment and Materials.Textbooks, Educational Books etc	4501
Equipment and Materials.Timber	4501
Facilities Management Inc Utilities.Air Hand Dryers	6002
Facilities Management Inc Utilities.Alarms Inc Maintenance	3402
Facilities Management Inc Utilities.Bottled Gas	3111
Facilities Management Inc Utilities.Building Purchase	8101
Facilities Management Inc Utilities.Cleaning Materials, Refuse Sacks etc	3115

<b>Full Category Code</b>	<b>Finance Code</b>
Facilities Management Inc Utilities.Contract Cleaners	3802
Facilities Management Inc Utilities.Contract Services	3116
Facilities Management Inc Utilities.Electrical Accessories	6002
Facilities Management Inc Utilities.Electricity	3106
Facilities Management Inc Utilities.Facilities Management	3116
Facilities Management Inc Utilities.Facs Mgmt, Health & Safety Equip >£1000	8301
Facilities Management Inc Utilities.Fire Fighting Equipment and Materials	6002
Facilities Management Inc Utilities.Fire Safety Training	2581
Facilities Management Inc Utilities.First Aid Materials	4503
Facilities Management Inc Utilities.First Aid Training	2581
Facilities Management Inc Utilities.Floor Maintenance Machines	6002
Facilities Management Inc Utilities.Flooring	3301
Facilities Management Inc Utilities.Grounds Maint Machines & Equip >£1000	8301
Facilities Management Inc Utilities.Grounds Maintenance Equipment	6002
Facilities Management Inc Utilities.Grounds Maintenance Machines	6002
Facilities Management Inc Utilities.Grounds Maintenance Materials	3352
Facilities Management Inc Utilities.Health and Safety Training	2581
Facilities Management Inc Utilities.Heating Oil	3105
Facilities Management Inc Utilities.Lamps, Lightbulbs, Tubes and Batteries	6002
Facilities Management Inc Utilities.Land Purchase	8001
Facilities Management Inc Utilities.Laundry Services	3801
Facilities Management Inc Utilities.Lifts Inc Maintenance	6002
Facilities Management Inc Utilities.Litter Bins & Lifting Equip & Materials	3122
Facilities Management Inc Utilities.LPG	3111
Facilities Management Inc Utilities.Maint of Fire Fighting Equip & Materials	3402
Facilities Management Inc Utilities.Maintenance of Floor Maint Machines	3402
Facilities Management Inc Utilities.Maintenance of Grounds Services	3402
Facilities Management Inc Utilities.Maintenance of Laundry Equipment	3402
Facilities Management Inc Utilities.Natural Gas	3111
Facilities Management Inc Utilities.Paper Towels and Toilet Tissue	3110
Facilities Management Inc Utilities.Pest Control	3115
Facilities Management Inc Utilities.Portable Appliance Testing	3402
Facilities Management Inc Utilities.Protective Clothing	2554
Facilities Management Inc Utilities.Renewable Fuel Inc Wood Pellets	3108
Facilities Management Inc Utilities.Sanitary, Med & Clinical Waste Disposal	3122
Facilities Management Inc Utilities.Security Services	3805
Facilities Management Inc Utilities.Sewerage	3122
Facilities Management Inc Utilities.Soft Furns, Blinds, Curtains & Textiles	6001
Facilities Management Inc Utilities.Staff Uniforms	2555
Facilities Management Inc Utilities.Stationery-accident bks, H&S Law Posters	3609
Facilities Management Inc Utilities.Telephone	3501
Facilities Management Inc Utilities.Temporary Accommodation Purchase	8151
Facilities Management Inc Utilities.Washing Equipment and Materials	3110
Facilities Management Inc Utilities.Waste disposal - Chemicals and Hazardous	3122
Facilities Management Inc Utilities.Waste disposal - Confidential Documents	3610
Facilities Management Inc Utilities.Waste disposal - Electrical	3122
Facilities Management Inc Utilities.Waste disposal - General Refuse	3112
Facilities Management Inc Utilities.Waste disposal - Recycling	3120
Facilities Management Inc Utilities.Waste disposal - Skip hire	3122

<b>Full Category Code</b>	<b>Finance Code</b>
Facilities Management Inc Utilities.Water	3109
Facilities Management Inc Utilities.Window Cleaning	3113
Furniture.Assembly Hall Chairs and Trolleys	6001
Furniture.Classroom Furniture	6001
Furniture.Furniture over £1000	8301
Furniture.General Furniture	6001
Furniture.General Storage Furniture	6001
Furniture.Library Furniture and Shelving	6001
Furniture.Nursery Furniture	6001
Furniture.Office, Staffroom & Reception Furniture	6001
Furniture.Science and Technology Furniture	6001
Furniture.Special Needs Furniture	6001
Furniture.Staging	6001
ICT.Data Communications Hardware	6003
ICT.Data Communications Software	6003
ICT.ICT Consumables	3551
ICT.ICT Hardware over £200	8351
ICT.ICT Hardware under £200	6003
ICT.ICT Installation Services	6003
ICT.ICT Licences Fees (non software)	4504
ICT.ICT Maintenance, Repairs and Support	3403
ICT.ICT Software over £200	8351
ICT.ICT Training	2581
ICT.Internet Service Provision	3556
ICT.Internet Services and Websites	3806
ICT.Managed Service and Support	3874
ICT.Network Equipment and Materials	6003
ICT.Server Systems	6003
ICT.Software - Upgrades, Licenses and Media	3554
ICT.Structured Cabling	6003
ICT.Telco Data Lines	3502
ICT.Telco Voice Lines	3502
ICT.Telecommunications Services	3502
ICT.Voice Communications Hardware	6003
ICT.Voice Communications Software	3502
Stationery and Consumables.Classroom Stationery	4501
Stationery and Consumables.Examination Materials	4602
Stationery and Consumables.Examination Papers	4602
Stationery and Consumables.Examination Stationery	4602
Stationery and Consumables.Headed Paper and logo stationery	3605
Stationery and Consumables.Multimedia Materials incl DVDs and CDs	4509
Stationery and Consumables.Npapers, Journals, Periodicals & Mags	3607
Stationery and Consumables.Paper	3605
Stationery and Consumables.Stationery and Office Requisites	3605
Transport.Bus Runs Home to School	4212
Transport.Diesel and Petrol	4202
Transport.Garage Consumables	4205
Transport.MOT Servicing	4204
Transport.MOT Testing	4204

<b>Full Category Code</b>	<b>Finance Code</b>
Transport.Other Statutory Vehicle Charges	4203
Transport.Private Hire of Buses	4212
Transport.Private Hire of Taxis	4210
Transport.Satellite Navigation Systems	4205
Transport.Special Transport	4212
Transport.Taxi Runs Home to School	4211
Transport.Translink Home to School	4208
Transport.Transport Equipment over £1000	8301
Transport.Vehicle – Repairs	4204
Transport.Vehicle Hire - Other	4212
Transport.Vehicle Hire - Private contractors	4212
Transport.Vehicle Hire - Translink	4212
Transport.Vehicle Oil, Anti-freeze,Lubs etc	4204
Transport.Vehicle Parts tyres,tubes,batteries etc	4205
Transport.Vehicle Servicing	4204
Transport.Vehicle Tax	4201
Transport.Vehicles Single Purchase	8401
Transport.Windscreen Services	4204

## APPENDIX B – Area Department Code Guidance - Schools

### **Area Code (Oracle) = Department Code (School)**

*Please see notes at end (pages 4-7) re using the Area code in iProcurement*

The Area code has been set up in Oracle to facilitate raising requisitions and monitoring expenditure at department level within schools.

The Area (Department) code can be used to identify the school department you require a requisition to be coded to, such as the English department, Primary 1, Mrs Smith, etc.

If no department is required the default Area code 0000 will be used when raising a requisition. You cannot use area codes 9995 to 9999 for delegated requisitions.

There are currently 100 Area (department) codes setup within Oracle (contact [ifs.queries@eani.org.uk](mailto:ifs.queries@eani.org.uk) if more are required). These codes are generic, in that they have been set up as numbered departments, as schools do not have a common departmental structure. Schools can assign Area codes to departments at their discretion – see examples below. The department allocated to an Area code can be different in every school. Each school should maintain their own internal list of the departments assigned; this list will be known to the school only and will not be held at HQ.

The Area code is ready to use once you decide how many your school wishes to use and your internal descriptions; iFS do not need to be informed.

Example 1:

Area Code	Area Code Description	School Internal Description
1001	Department 1	ENGLISH
1002	Department 2	MATHS
1003	Department 3	FRENCH
	Etc	

Example 2:

Area Code	Area Code Description	School Internal Description
1001	Department 1	PRIMARY 1
1002	Department 2	PRIMARY 2
1003	Department 3	PRIMARY 3
	Etc	

Example 3:

Area Code	Area Code Description	School Internal Description
1001	Department 1	MRS SMITH
1002	Department 2	MR JONES
1003	Department 3	MISS WHITE
	Etc	

## School Reports

All spend against the Area codes will be detailed in the school reports. In relation to the **B&E** (both versions) and the **DTR** allow the reports to complete first with the default parameters, then select the relevant Area code from the available picklist and click on **Apply**.

The **Encumbrance** & the **Requisition** reports both provide Area detail as well.

## Invoices

Invoices related to goods requisitioned on iProcurement should be sent directly to the Accounts department in Dundonald by the supplier. If the supplier sends such invoices to the school, you should forward to Accounts in Dundonald, highlighting the PO number and that it is an iProcurement order. *Do not attach an FMS coding slip.*

If you want an area (department) code included on any non iProcurement invoices, add the area code to the coding slip and it will be processed by your local Accounts.

## Function Code

Please note, when raising a requisition the default function code 00000 should always be used unless it is for a special initiative. In such instances the function code required should be provided by the HQ section funding the initiative.

Please contact iFS [ifs.queries@eani.org.uk](mailto:ifs.queries@eani.org.uk) Tel: 028 9056 6478 if you require any further information.

<b>Area Code</b>	<b>EA Area Description</b>	<b>School Internal Description</b>
1001	Department 1	
1002	Department 2	
1003	Department 3	
1004	Department 4	
1005	Department 5	
1006	Department 6	
1007	Department 7	
1008	Department 8	
1009	Department 9	
1010	Department 10	
1011	Department 11	
1012	Department 12	
1013	Department 13	
1014	Department 14	
1015	Department 15	
1016	Department 16	
1017	Department 17	
1018	Department 18	
1019	Department 19	
1020	Department 20	
1021	Department 21	
1022	Department 22	
1023	Department 23	
1024	Department 24	
1025	Department 25	
1026	Department 26	
1027	Department 27	
1028	Department 28	
1029	Department 29	
1030	Department 30	
1031	Department 31	
1032	Department 32	
1033	Department 33	
1034	Department 34	
1035	Department 35	
1036	Department 36	
1037	Department 37	
1038	Department 38	
1039	Department 39	
1040	Department 40	
1041	Department 41	
1042	Department 42	
1043	Department 43	
1044	Department 44	
1045	Department 45	
1046	Department 46	
1047	Department 47	
1048	Department 48	
1049	Department 49	
1050	Department 50	

## Using the Area Code in iProcurement

For full instructions on raising requisitions see [iProcurement Requisitioner School User Guide on the EANI website](#)

### Entering the Department (Area) Code

#### Option 1: Recommended

After selecting all the items required click on **View Cart and Checkout**. The **Shopping Cart** screen opens. [Enter the Area Code required into this screen](#) (i.e. overwrite the default)

### Shopping Cart

\* Description BRASS: 60 per cent copper, 40 per cent zinc, Round. 8mm. Stock length  
Justification  
\* Need-By Date 17.09.2018 00:00:00  
(example: 27.08.2018 19:45:00)  
\* Deliver-To Location EA HEADQUARTERS D

#### Additional Header Information

\* FUNCTION CODE 00000  
Default  
AREA CODE 1020  
Department 20

Delivery and Billing

#### Delivery

\* Requester GRANT, MISS ELIZABE  
 TIP Requester will be receiver for goods

#### Billing

Line	Image	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1		BRASS: 60 per cent copper, 40 per cent zinc, ...	Metre	20	5.2 GBP	104.00	
2		IRIDESCENT PAPER, B1, 250gm. Colour: gold h...	Pack	3	113.5 GBP	340.50	
3	<input checked="" type="checkbox"/> This is the item's	Exercise Books - A4 General Range (300 x 210m...	Pack	5	18.69 GBP	93.45	
<b>Total</b>						537.95	

Click on Edit to Add Additional Approver and Other Details

Continue Shopping  Edit  Save  Submit

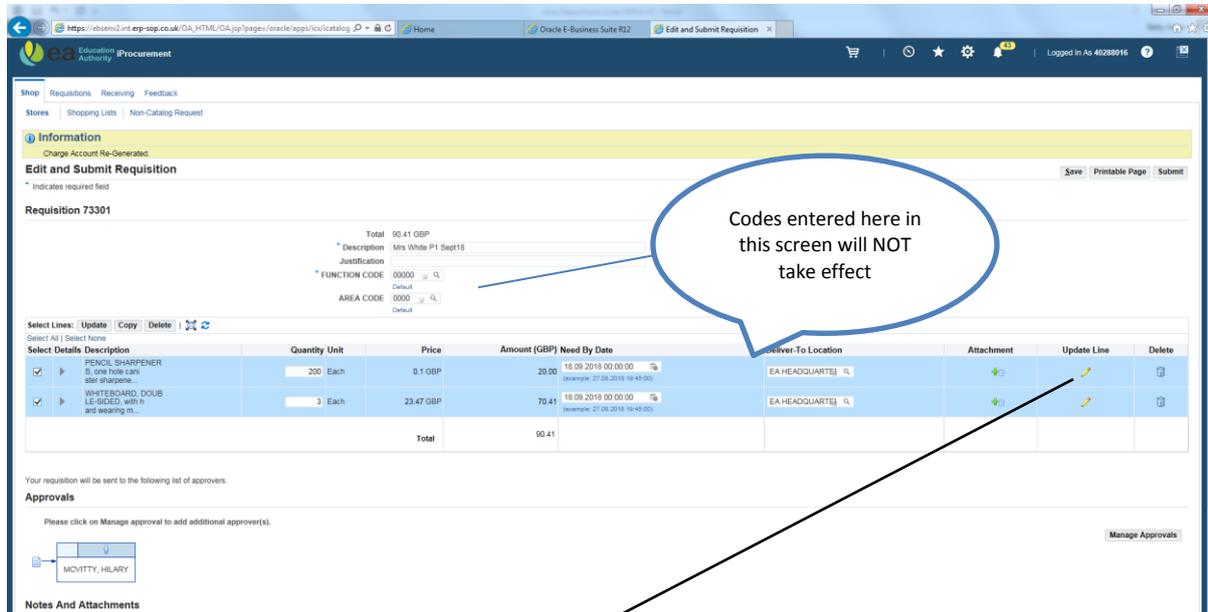
Area Code

Click on **Submit** (or **Edit** if you need to change something, e.g. Approver)

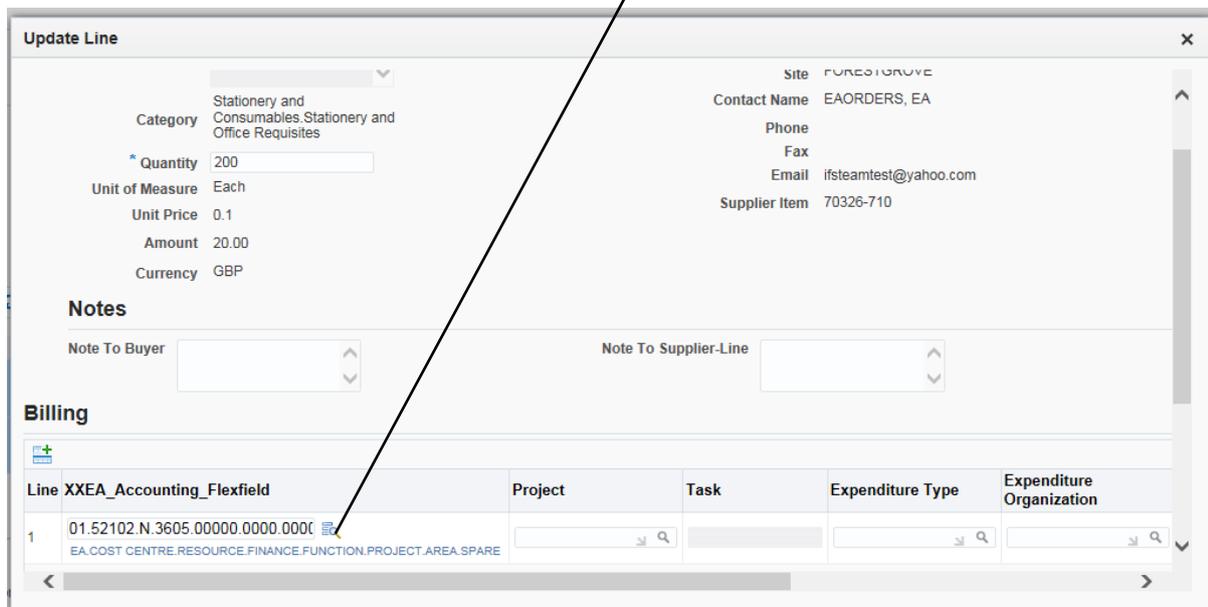
**Option 2: Use if you have forgotten to use Option 1**

If you have proceeded to the **Edit and Submit Requisition** screen or saved your requisition without entering the department code in the **Shopping Cart** screen you must enter the codes as follows:

Navigate to the **Edit and Submit Requisition** screen



Click on the pencil symbol for the line required to be amended or changed. If more than one line needs to be changed click on the tick box to the left of all the lines that need amended or changed. Click on the update line pencil on the first (top) line. The **Update Line** screen opens. Scroll down to **Billing**. To enter the Area code click on the magnifying glass to the right of the code combination line to be amended.



The **Search and Select: XXEA Accounting Flexfield** screen appears. Overwrite the default code in the **Area** field and click on **Create**. This will create a valid code combination. Click on **Select**

## Search and Select: XREA\_Accounting\_Flexfield

Cancel Select

### Search

\* EA 01 EA

\* COST CENTRE 52102 Integrated Financial Systems (IFS)

\* RESOURCE N Non Delegated

\* FINANCE 3605 Stationery & Office Requisites

\* FUNCTION 00000 Default

\* PROJECT 0000 Default

\* AREA 1020 Department 20

\* SPARE 0000 Default

Search Clear

### Results

Create |

Select Code Combination

<input checked="" type="radio"/>	01.52102.N.3605.00000.0000.1020.0000
----------------------------------	--------------------------------------

Cancel Select

If correct codes are now in place, click on **Apply**

Update Line

Note To Buyer

Note To Supplier-Line

### Billing

Line	XREA_Accounting_Flexfield	Project	Task	Expenditure Type	Expenditure Organization
1	01.52102.N.3605.00000.0000.1020 EA.COST CENTRE.RESOURCE.FINANCE.FUNCTION.PROJECT.AREA.SPARE				

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Close Apply

If you forgot to click all the lines earlier in the **Edit and Submit Requisition** screen & wish to apply the Area code to them all, tick the box beside **Apply this Cost Allocation to all applicable lines**. Click on **Apply**

This returns you to the **Edit and Submit Requisition** screen. Click on **Submit**  
The requisition has now been submitted to the Approver for approval

## APPENDIX C – Estimate Requisitions

There may be occasions when you need to create a Requisition for an estimated quantity of goods that aren't on contract. (Full details on how create a non catalog request is detailed in the EA iProcurement Requisitioner users guide)

*Note: Depending on the goods being requested or if you are unsure how to requisition a particular type of service you should contact Procurement first.*

**Procurement have advised that one requisition is raised per photocopier with a separate lines for black/white and colour copies.**

e.g.

Description	Category	Quantity	Unit of Measure	Unit Price
Photocopier charges for photocopier Rx2343 Estimated usage Black/white copies for April 2019 – March 2020	Business Services.Photocopying Charges	10000	Each	0.02
Photocopier charges for photocopier Rx2343 Estimated usage Colour copies for April 2019 – March 2020	Business Services.Photocopying Charges	2000	Each	0.04

### 1. Creating requisition

Click the 'Non-Catalog Request' link in the iProcurement Home page.

Within the Item Type select 'Goods I can provide description, rate and quantity'.

Enter the desired information into the Item Description field giving as much detail as possible e.g. Photocopier serial number, estimated copies for the require period e.g. April 2019 – March 2020, black/white or colour copies etc.

Shop Requisitions Receiving Feedback

Home Shopping Lists **Non-Catalog Request**

## Non-Catalog Request

\* Indicates required field

\* Item Type Services.I can provide description, rate and quantity

\* Item Description Photocopier charges for Photocopier RX2343 Estimated usage Black/White Copies for

Enter Category using the picklist, click on the magnifying glass to 'search and select' the relevant Category.

Shop Requisitions Receiving Feedback

Home Shopping Lists **Non-Catalog Request**

## Non-Catalog Request

\* Indicates required field

\* Item Type Services.I can provide description, rate and quantity

\* Item Description Photocopier charges for Photocopier RX2343 Estimated usage Black/White Copies for

\* Category

\* Quantity

\* Unit of Measure

\* Rate per Unit

\* Currency GBP

Choose 'Description' in the Search By field. Enter a partial valid value e.g. "Photo" for Photocopying in the adjacent field e.g. %Photo%. Click 'Go'.

### Search and Select: Category

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By  Category

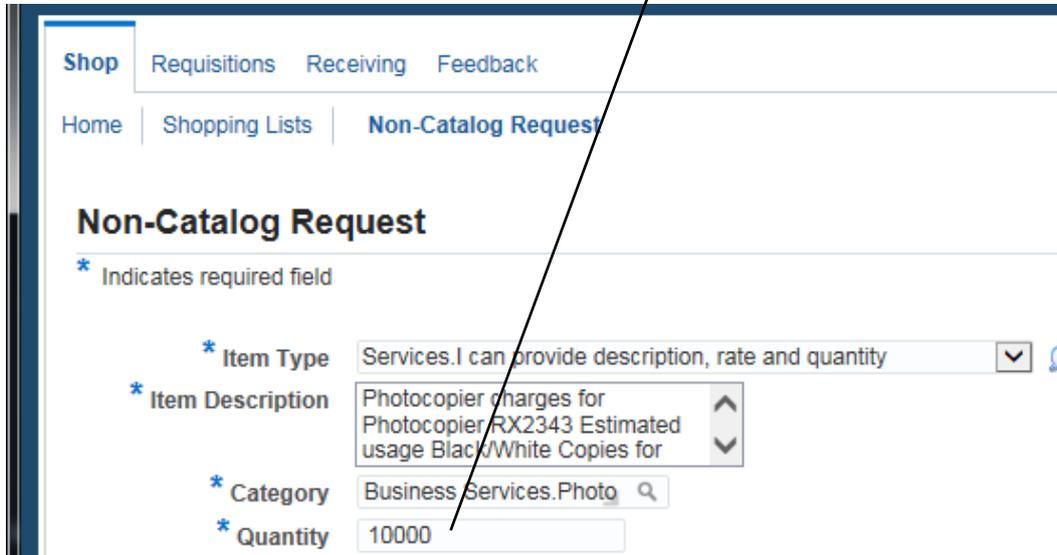
**Results**

	Quick Select	Category ▲	Description ▲	Commodity ▲
<input type="radio"/>		Business Services.Photocopying Charges	Business Services.Photocopying Charges	

Click the Quick Select button against the required category.

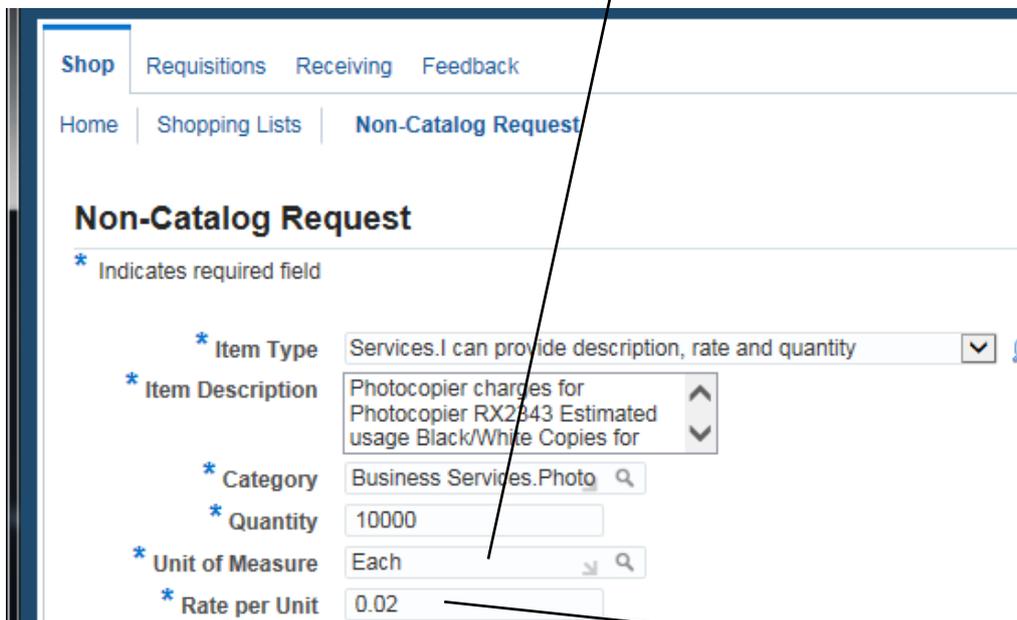
The Category field will be populated.

Enter the estimated quantity required in the Quantity field.



The screenshot shows the 'Non-Catalog Request' form. The 'Item Type' dropdown is set to 'Services.I can provide description, rate and quantity'. The 'Item Description' field contains 'Photocopier charges for Photocopier RX2343 Estimated usage Black/White Copies for'. The 'Category' field is populated with 'Business Services.Photo'. The 'Quantity' field contains '10000'. A magnifying glass icon is visible next to the Category field.

Enter the required UOM search field e.g. Each. **'Amount' should never be used.**



The screenshot shows the 'Non-Catalog Request' form with the 'Unit of Measure' field added. The 'Unit of Measure' dropdown is set to 'Each'. The 'Rate per Unit' field contains '0.02'. A magnifying glass icon is visible next to the Unit of Measure field.

Enter the rate for one item e.g. per copy (before VAT and including any discount) into the Rate per Unit field. Enter a valid value e.g. "0.02".

Search for Supplier's Name by clicking on the Magnifying Glass and 'Search and Select'. If unsure of the Supplier's name contact the Procurement section.

Click on 'Add to Cart' for required items. The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.

### Non-Catalog Request Clear All Add to Cart

\* Indicates required field

<p>* Item Type: Services.I can provide description, rate and quantity</p> <p>* Item Description: Photocopier charges for Photocopier RX2343 Estimated usage Black/White Copies for</p> <p>* Category: Business Services.Photo</p> <p>* Quantity: 10000</p> <p>* Unit of Measure: Each</p> <p>* Rate per Unit: 0.02</p> <p>* Currency: GBP</p>	<p>CPA: [input]</p> <p><input type="checkbox"/> New Supplier</p> <p>* Supplier Name: CALVERT OFFICE EQU</p> <p>* Site: ORBY LINK</p> <p>Contact Name: EAORDERS, ORDERS</p> <p>Phone: [input]</p> <p>Supplier Item: [input]</p>
---	--

---

Clear All
Add to Cart

#### Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Photocopier cha...	10000	Each
--------------------	-------	------

[View Cart and Checkout](#)

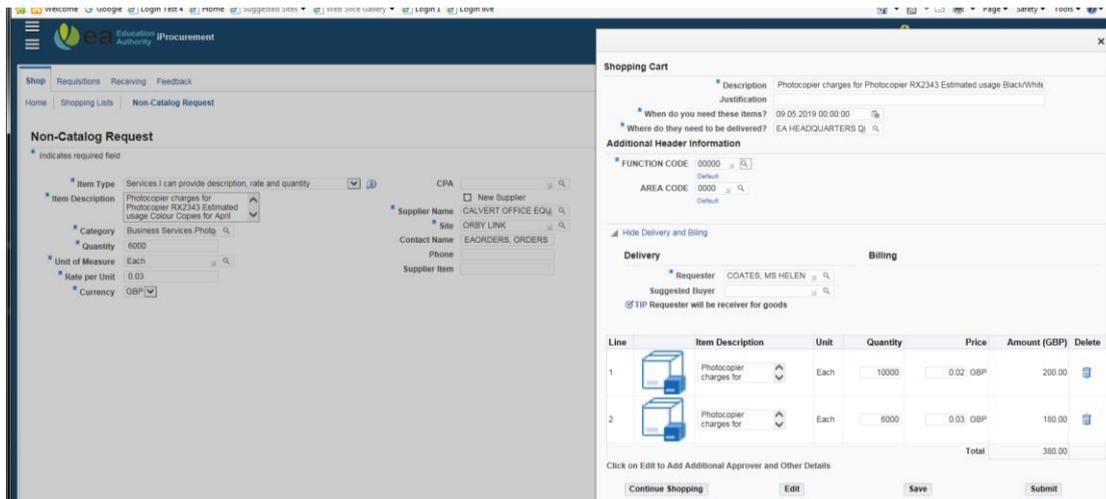
Repeat for further items e.g. colour copies by overtyping the description, updating the quantity and unit price and 'Add to Cart' until the Shopping Cart is filled with the items you require.

### Non-Catalog Request

\* Indicates required field

<p>* Item Type: Services.I can provide description, rate and quantity</p> <p>* Item Description: Photocopier charges for Photocopier RX2343 Estimated usage Colour Copies for April</p> <p>* Category: Business Services.Photo</p> <p>* Quantity: 6000</p> <p>* Unit of Measure: Each</p> <p>* Rate per Unit: 0.03</p> <p>* Currency: GBP</p>	<p>CPA: [input]</p> <p><input type="checkbox"/> New Supplier</p> <p>* Supplier Name: CALVERT OFFICE EQU</p> <p>* Site: ORBY LINK</p> <p>Contact Name: EAORDERS, ORDERS</p> <p>Phone: [input]</p> <p>Supplier Item: [input]</p>
---	--

Click on 'View Cart and Checkout'.



Complete checkout of requisition.

## 2. Informing Supplier of copies used and receipting in iProcurement.

You will still provide the number of copies (clicks) to your supplier in the manner that you currently do e.g. emailing supplier. This enables the supplier to invoice EA for the number of copies used.

It is important to **receipt** in iProcurement the number of copies that you have received i.e. told the supplier you have used. (Full details on how to receipt a purchase order is detailed in the EA iProcurement Requisitioner users guide, Receipting)

## APPENDIX D – Encumbrance Reports – Schools

An encumbrance is created when a purchase order has been approved (and sent to the supplier). The rationale is that once the purchase order has been sent to the supplier, EA has an obligation to pay the supplier once the goods are delivered, so the budget is already committed.

When the goods are received and receipted on the system, the actual expenditure is recorded on reports and the encumbrance is reversed.

There is a new version of the budget and expenditure report called **LMS B&E with Encumbrances** which includes encumbrances.

This means that when you order goods to the value of £100, your reports will look like this:

Budget	Expenditure	Encumbrance	Balance Available
1000	0	100	900

When you receipt the goods, it will look like this:

Budget	Expenditure	Encumbrance	Balance Available
1000	100	0	900

An Encumbrance is created when a Purchase Order (PO) has been raised but the goods have not been receipted on the system. The **Encumbrance column** displays the total outstanding encumbrance for the school (i.e. from December 2016 to date). On receipt the encumbrance becomes an actual; the value in the encumbrance column is reduced and the value in the spend column (for that period) increases.

A PO will remain as an outstanding encumbrance if it is not receipted on the system. If for any reason all or part of the goods will not be received by the school, the school should contact the Procurement section and ask for the PO to be closed. This will clear the encumbrance value.

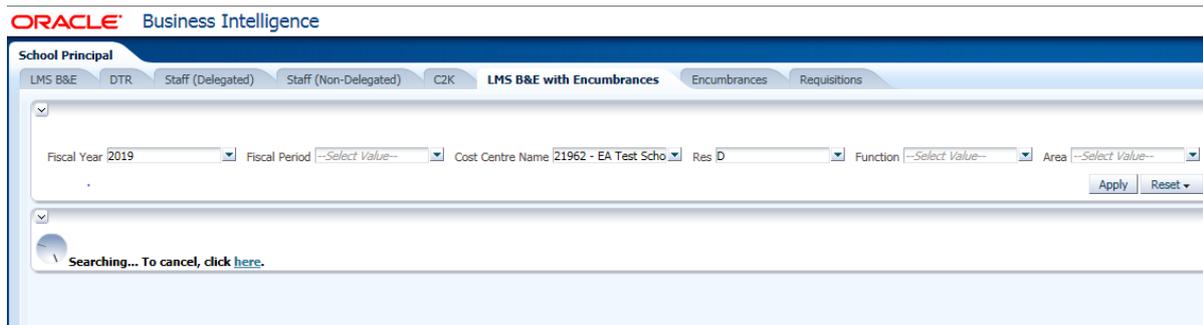
### Encumbrance reports

Navigate > Oracle Financials > EA School Principal – 12345 > OBIEE > OBIEE Dashboard > Dashboard > School Principal. The reports appear in tab form. The encumbrance & iProcurement reports have been added after the current reports.

#### 1. LMS B&E with Encumbrances Report

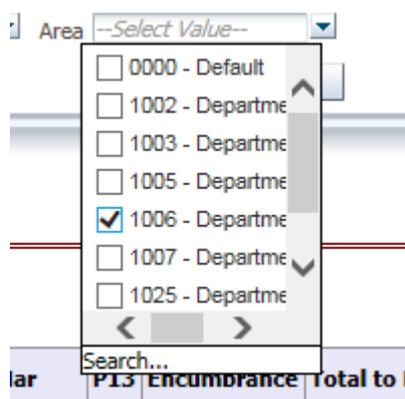
1.1 Navigate to the **LMS B&E with Encumbrances** tab. Like the standard B&E report, this report is designed to be run for the full year and, on opening, automatically runs for the current year. If your school is using iProcurement this version of the B&E is recommended for use.

Please do not select a **Fiscal Period**. Selecting **1+ Fiscal Period** returns misleading data for the **Annual Budget** and **Encumbrance** columns, i.e. data for the selected periods only, not to date.



## 1.2 To process this (or any) report by **school department**:

- allow the report to complete for the year (this retrieves the data for all the school)
- click on ↓ arrow beside the **Area** filter and the available departments will be displayed as shown below



- tick ✓ the relevant department and click on **Apply**
- To view a sample report click below



LMS B&E -  
Encumbrance TEST C

## 2. Encumbrances Report

Navigate to the **Encumbrances** tab. This report automatically runs for all open encumbrances for the school. The total **amount outstanding** should equal the **total encumbrance** on the B&E

- To view a sample report click below



Encumbrance  
report TEST DATA.xls

If you wish, this report can be filtered by Finance, Resource, Function, Project or Area (department) When you first run this report, it may show very old encumbrances. The most likely explanation for this is that a Purchase order was raised on the system, but the goods were not received and the invoice was paid without matching to the PO. We recommend that you review any old purchase orders on the

report and, unless you know that you are still expecting to receive these goods, ask Procurement to cancel the old order. This will remove it from your encumbrances on both reports.

### 3. **Requisitions Report**

Navigate to the **Requisitions** tab. This report automatically runs for all **Requisitions** that have been raised on the system since the beginning of the current financial year. It is sorted by area (department).

➤ To view a sample report click below



Requisition report  
PO TEST DATA.xlsx

This report is designed to let individual department heads monitor their in year expenditure in order to manage their budgets. Note that any requisition that has not yet been approved or has been returned by procurement will not appear on this report.

If the requisition has already been turned into a Purchase order, the details of the purchase order will also be shown on the report.

You can choose to run the report by individual area (department) or for a number of different departments (selected individually from the picklist).

### 4. **Features of OBIEE Reports**

Note the following features on all the reports:

1. All reports can be exported to Excel and sorted to suit
2. All reports are 'live' and include data in the current period, up to 6pm on the previous day. Remember that you need to wait until the next day to see transactions that you have processed.
3. The report will automatically run each time you open it. Any changes you made in the past will not be retained.