Checking Out

Depending on your approval limit you will have one of the following checkout options:

Within limit: The requisition will approve, the system will create it into a purchase order and either the system or a colleague will approve the order.

Outside Limit: You will have to forward it to a colleague for approval. Once approved by a buyer the system will create it in to an approved order.

Either way, if the order was to a Marketplace supplier it will transmit directly, if it was a Non-Catalog order it will be printed and faxed.

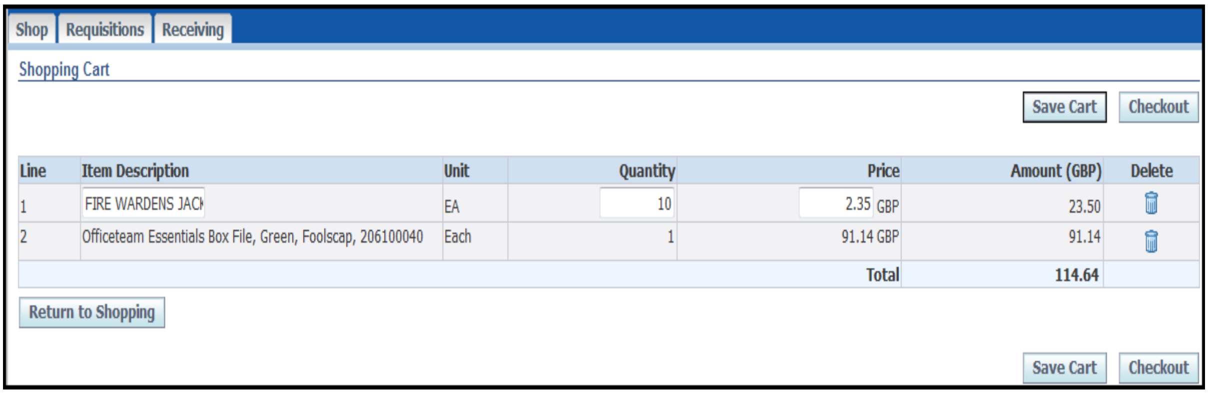
Regardless of which check out method, you must ensure that the correct account code and tax codes are used. In addition to this you can also specify different Need-By dates, location codes, split cost of an item over a variety of codes, add notes to Non-Cat suppliers and add attachments.

Pre-Requisite **Items in your shopping cart**

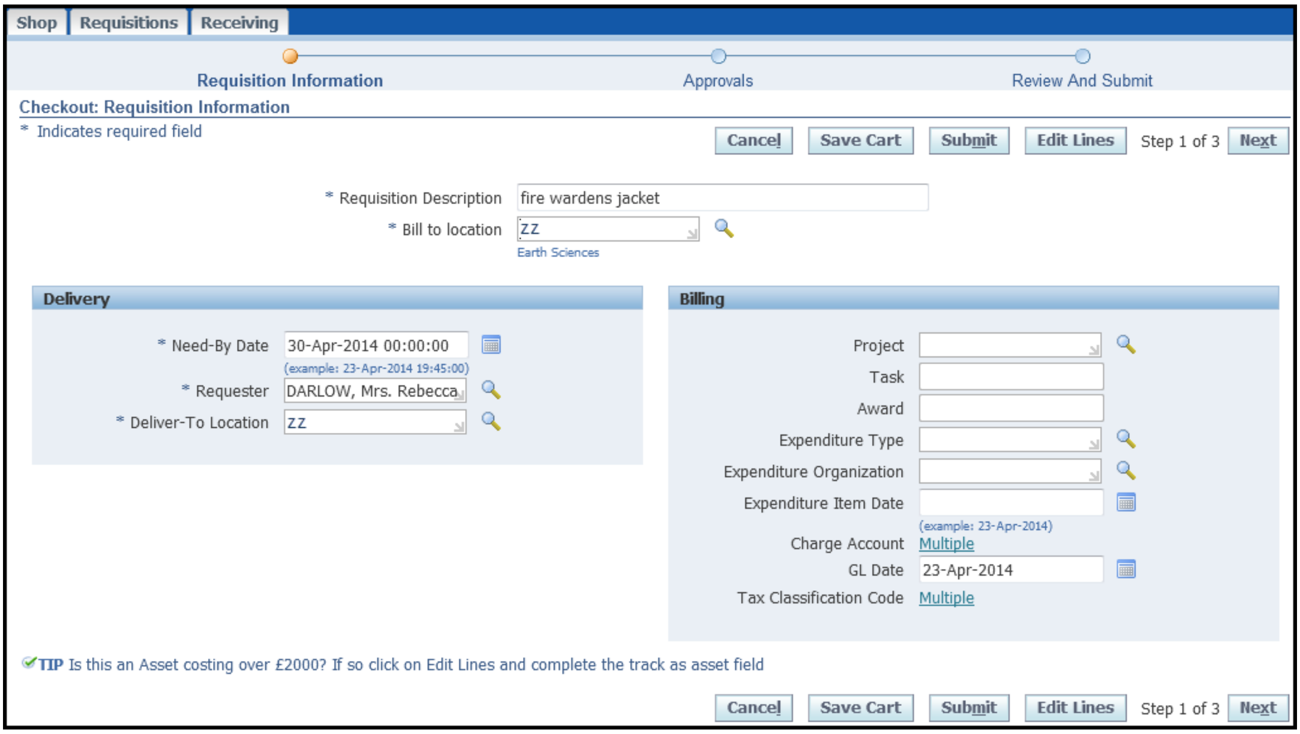
Please note:

Marketplace suppliers systems are unable to cope with the direct transmitting of Marketplace orders where there is more than one type of VAT e.g. paper at SR20% and a book at NO-UK VAT to the same supplier. Please ensure Marketplace orders to the same supplier do not have mixed VAT items. A separate requisition must be raised.

1. From the shopping cart screen click on **Checkout** to display the Checkout: Requisition Information screen.



Checkout: Requisition Information



1. Amend the **Requisition Description** if need-be. It's purely for your information only.

Delivery

2. **Need-By date** will default in from Preferences set up.
3. **Requester** will default in with the name of the person raising the requisition. If you are raising on behalf of a colleague you may be able to search and enter their name (but only if they are a CUFS user).
4. **Deliver-To Location** will default in from Preferences set up. If any data needs to change then manually amend it here by entering dept code and then tabbing. **Quick select** the relevant code.

Billing

5. Information will vary here depending on whether you set codes in Preferences or Personal Profiles and whether you are coding to Projects or departmental account.

   a. **Coding to projects**

      i. If you set up **Project Information** in **Preferences** then the information will default in the Project, Task, Award, Expenditure Type, Expenditure Organization fields.

      ii. If you didn't do the preferences set up, complete the fields either manually entering the information or using the torch to search to enter the project you are coding all the expenditure of this cart to.

      iii. Complete **Expenditure Item Date**

b. **Coding to a Department account (charge account field)**

The world Multiple displays if you have more than 1 item in your shopping cart. To view the code click on the word **Multiple**

i. If you set up coding information in **Personal Profiles** then this will default in

ii. If you didn't set up codes in Personal Profiles the system generated code will default in. More often than not this will require amending. Information to enter will vary between departments.

You can split the cost of an item/service over more than one code. Refer to guidance on splitting costs.

6. **Tax Classification Code** More often than not it will say SR20%, which relates to all items in your cart. If tax code varies for the items in your cart, refer to **Edit Lines** on page 4. Refer to separate guidance on tax codes.

7. Once you have completed this screen, the following table will guide you through the next step.

If data is correct for all items in your cart as they:	**If data differs for the items in your cart e.g items are of different tax codes or going to different account codes or need to add attachments or track an item as an asset:**
• are being delivered to the same location	• Follow steps on **Edit Lines** page 4
• have the same account code	
• have the same tax code	
• have no attachments	
• if within your limit you can **Submit** (refer to step 7)	
• if outside your limit **forward for approval** (refer to step 8)	

Submitting Requisition: Within your Approval limit

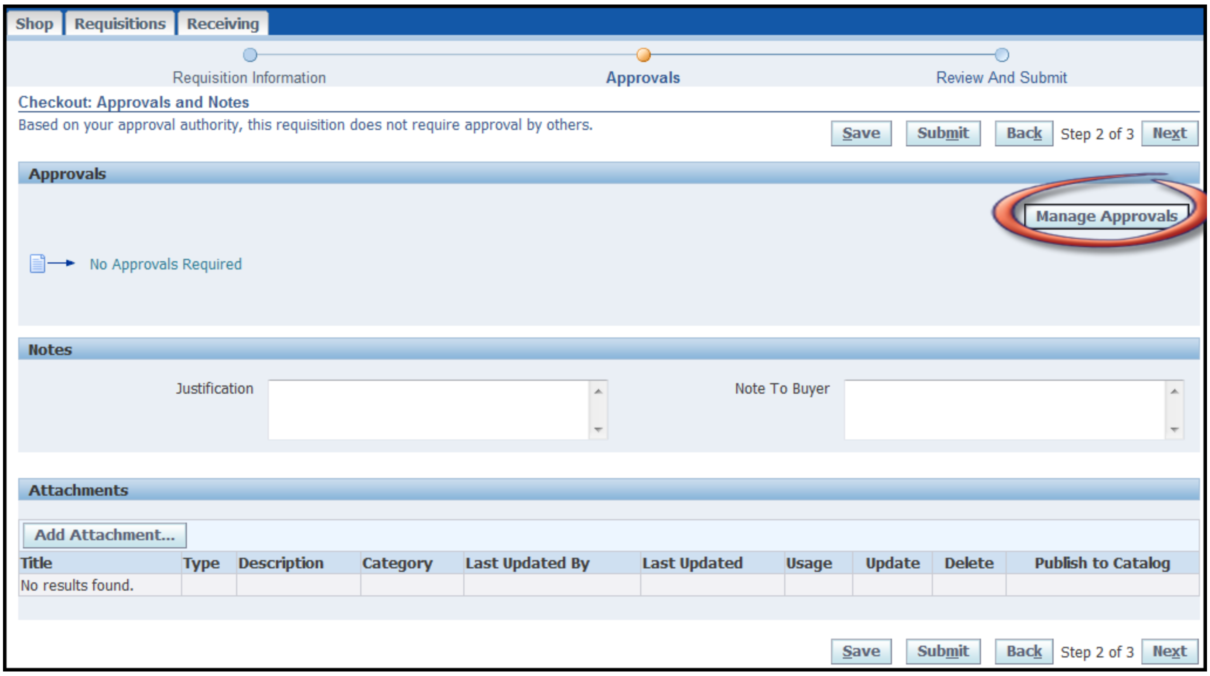
Once you have clicked on **Submit,** the requisition will approve and either a colleague will autocreate it into an order or the system will create a purchase order per supplier in your cart. If it is to a Marketplace supplier the system will transmit it directly. If it is a Non-Catalog supplier the system will print it, as long as the Personal Profile set up was completed, then fax it to supplier. You will receive emails advising you of the relevant purchase order numbers.

Please note: If you receive an email advising you that the '***Requisition no longer exists'***, no action is required. This is due to the timing difference between the system generated notification emails advising you that the requisition is approved and the subsequent purchase order/s have been approved. The email can be ignored as it is has no impact on the requisition or order.

Forwarding your Requisition: Outside Approval Limit

8.1 Click **Next** to display the Checkout: Approvals and Notes.

8.2 Click **Manage Approvals** and type in the surname of the colleague you wish to send it to in the Approver field (your colleagues approval limit must be higher than yours!), tab and name will default in unless there is more than 1 individual with that name, in which case **Quick Select** the relevant name.



8.3 **Submit**

8.4 If you want to add more than 1 approver, click on **Manage Approvals** again and repeat step 8.2. You can **Add to Location** if you wish to change the order of approvers.

8.5 You can add a **Note To Buyer** and **Add Attachment** (refer to page 7) for the entire cart.

8.6 To review the requisition before you submit, click **Next** to display the Checkout: Review and Submit requisition screen. To view line information click on **Show.**

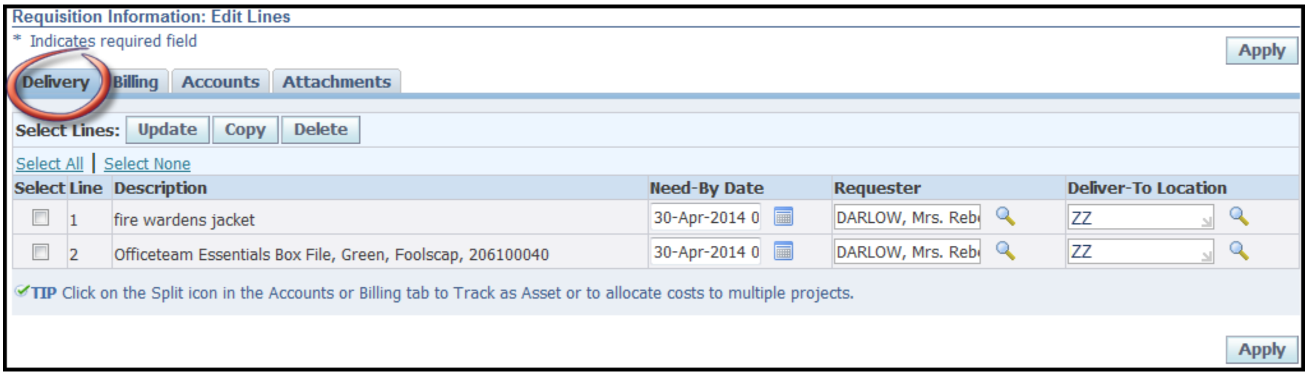
8.7 Click **Submit**. The requisition will now be sent to the relevant people in the order you stipulated for approval, they will receive an e-mail notification and it will display in their My Notification screen.

Edit Lines

Amendments can be made via this button from the Checkout: Requisition Information screen. The most common amendments are:

- the Tax code as it varies for the items in the cart
- the account codes as it varies for the items in the cart
- splitting costs over more than one code
- tracking an item as a fixed asset (item £5,000 or more remaining within the University for at least one year)
- adding attachments to a line only

Delivery Tab



You can amend the:

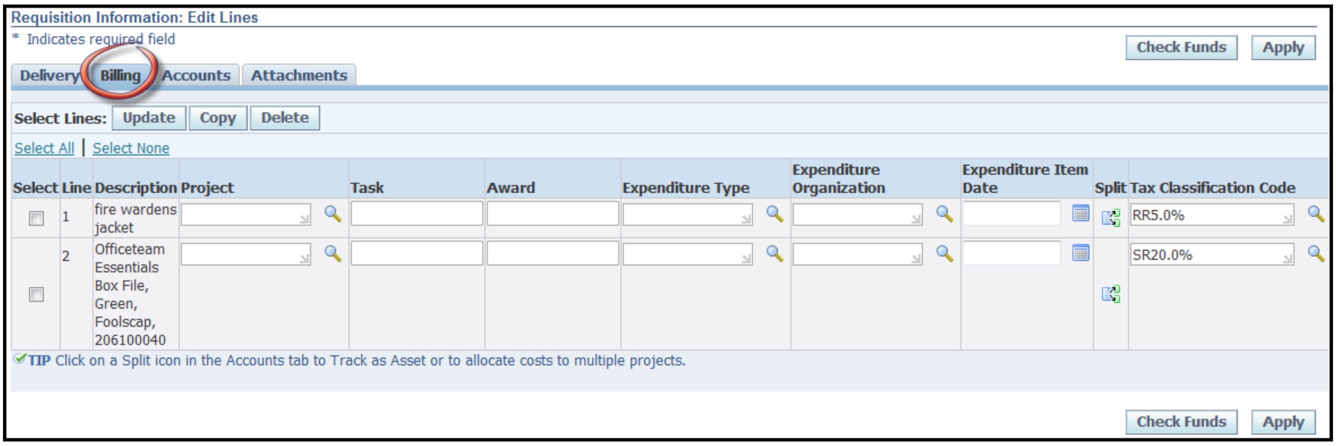
- **Need-By Date**: select a different date from the calendar icon.

- **Requester**. This will default in with your name but you can amend to a colleagues name if they are on CUFS.

- **Deliver-To Location**: Manually type in the dept code and quick select the relevant location or click on the Magnifying Glass and Quick Select the correct location code.

Billing Tab

This is where you can amend/input a project code and tax code per item line. If the project fields are left blank, then the expense will be coded to departmental accounts.



Coding an item to a Project or amending to a different project code

Use either the magnifying glass to search for information or manually enter it in.

Project	Enter your department code and tab and **Quick Select** the correct project code.
Task	Click on the **Magnifying Glass**, click **Go**, click **Quick Select** for the relevant task number.
Award	Enter **RG** and press **Tab**, if there is one award it will default in, otherwise click **Quick Select** for the relevant award number.
Expenditure Type	Partially type in a keyword e.g. Other% and press **Tab** or click on the **Magnifying Glass**, click **Go**, click **Quick Select** for the relevant expenditure type.
Expenditure Organization	Enter your department code and press **Tab**, the organisation will default in or **Quick Select** if there is a pick list.
Expenditure Item Date	Use the calendar to select todays date.

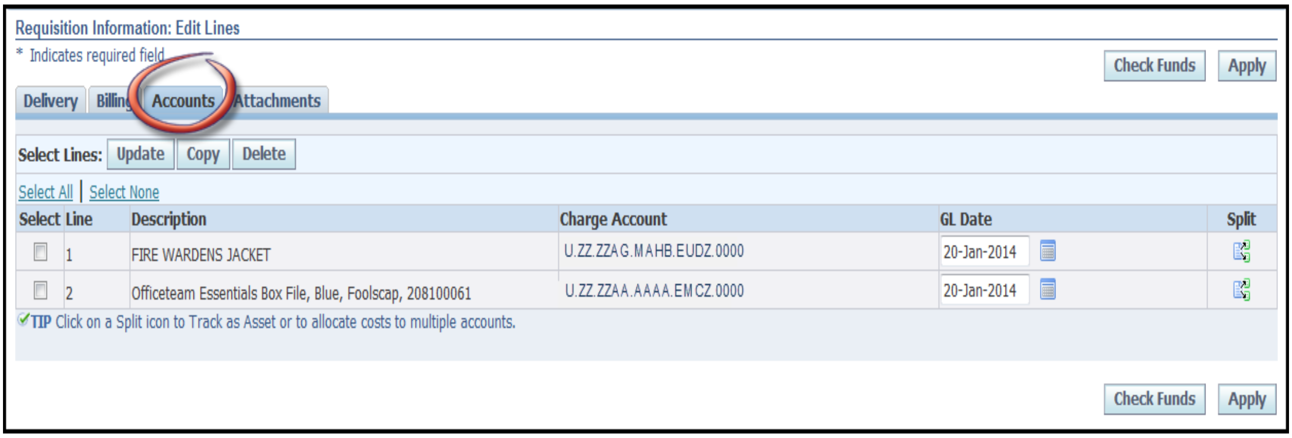
Amending Tax Classification Code

- Delete the incorrect tax code, click on the magnifying glass and click **Go.**
- **Quick Select** the correct tax code.

Accounts Tab

The screen shot below is an example of item line 1 being coded to a project (source of funds starts with an M) and line number 2 being coded to departmental funds.

The department code that defaults in will vary for individuals. If a code was set up in Personal Profiles then it will default in, otherwise the system generated code will default in.



To amend the GL code:

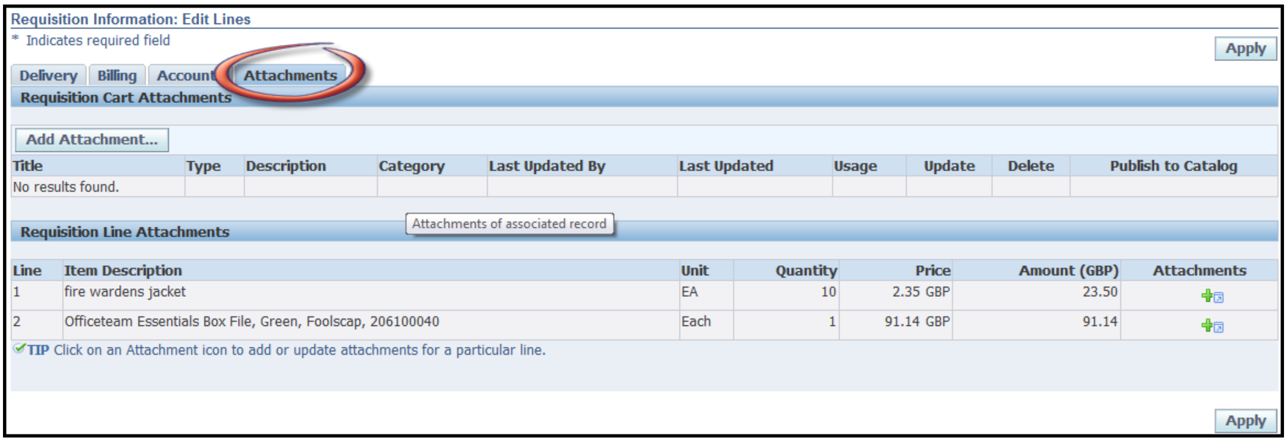
- Click on the charge account code string (ensuring you are not selecting the one that source of funds starts with an M).
- Either manually overtype the cost centre and/or source of funds or click on the Magnifying Glass icon at the end of that field and search for the correct information. <u>Do not</u> amend the E transaction code that the system has generated.

Track the item as an asset by clicking on the Split icon for the relevant line and enter Y or N in the Track As Asset field.

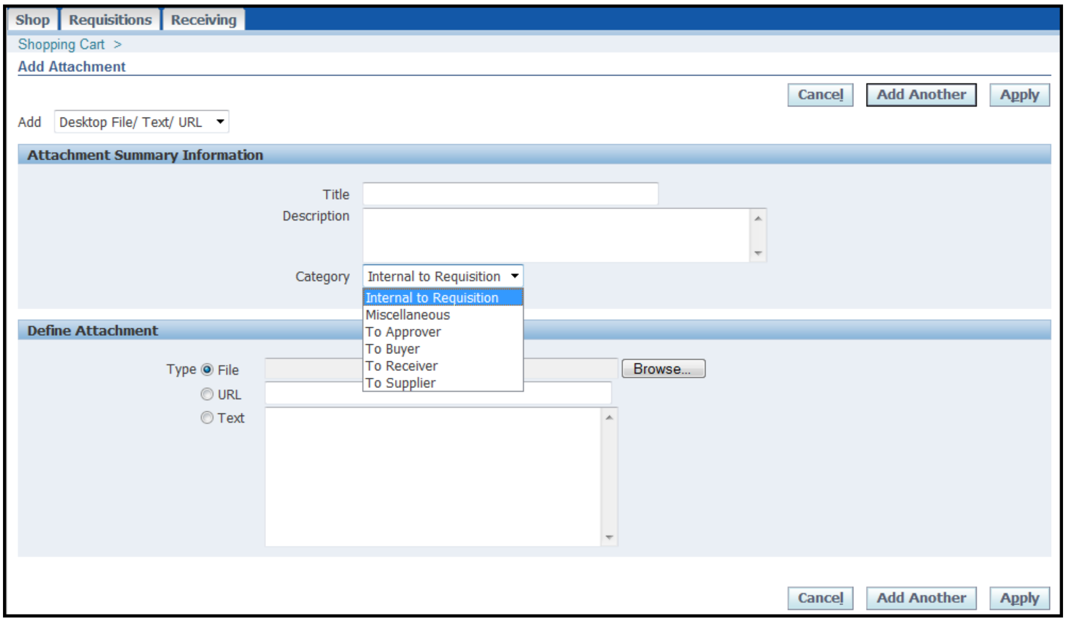
Attachments Tab

You can add an attachment to the entire cart or to an individual item line.

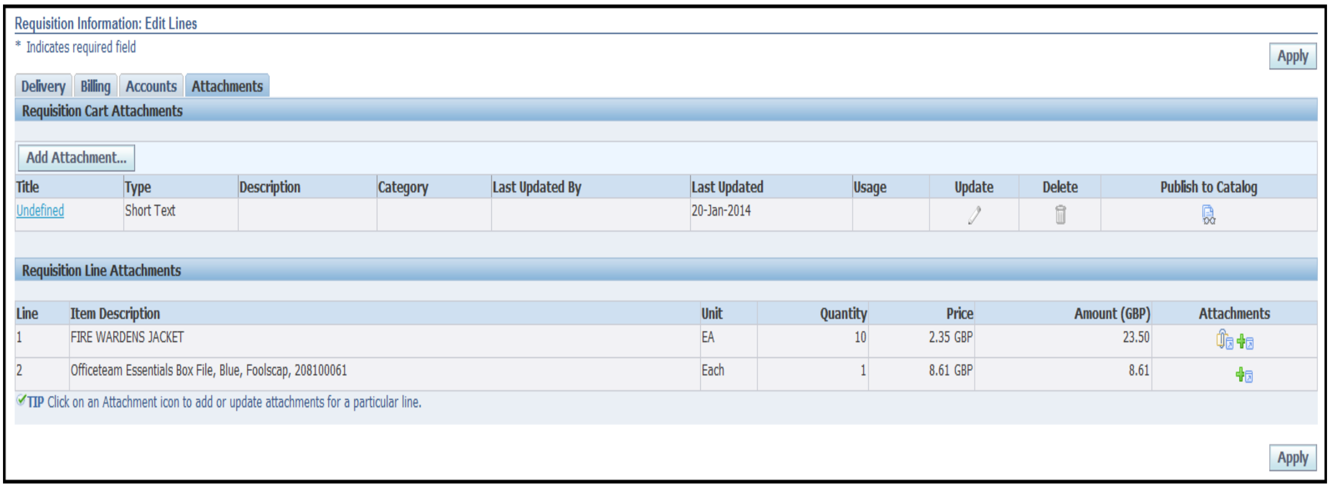
Attachments to suppliers (i.e. Category: To Supplier) can only be used for non-catalog orders. Supplier attachments for Marketplace orders will not be transmitted with the order



To add an attachment to the entire cart click on **Add Attachments** or if you want to attach to an individual item click on the  icon. Either way the following screen will display.



- Description summarises what the attachment relates to.
- Category, amend accordingly as to who the attachment is for.
- Attach either a file, URL or simply complete the text box. Please note that for marketplace orders attached files and URL will not transmit to the supplier with the order.
- You can add more than one attachment. Once completed click **Apply**
  - If attached at item line, a paperclip icon will display in the attachments column and an un-editable line in the cart attachments.
  - If attached at cart level an editable line will display.



Once changes have been made either **Submit** if within your approval limit or follow steps on **forwarding for approval**.