



Call-Off Orders

The University's iProcurement system does not have direct support for advanced order types such as blanket purchase agreements, planned orders and scheduled releases. However, these types of orders can be replicated in-part by creating Non-Catalog requests with the item type set to "Goods. I can provide description, item price and quantity".



Note: This will place a commitment against the charge account or grant specified during checkout.

Examples of such orders might include:

- A contract for 12-months of IT support to be invoiced on a monthly basis
 - The purchase order is raised for the whole value of the contract.
 - The supplier would invoice on a monthly basis for 1/12th the value of the contract.
 - The requisitioner would create a receipt once a month for the value of the invoice.
- An order for £1000 worth of diagnostic testing, to be invoiced as each diagnostic test is requested.
 - The purchase order is raised and approved for the whole value of the order.
 - Users will request diagnostic testing on a piecemeal basis (where each diagnostic test costs just a fraction of the whole order value) up to the total value of the original order.
 - The supplier will invoice as tests are provided.
 - Users will receipt in iProcurement as their diagnostic tests are performed.
 - Invoices are paid.

In the first example, an order is raised for a 12-month service contract thus creating a commitment in our accounts however; we have not had to pay for the whole contract in advance.

In the second example, an order is raised and approved to provide a total value of a product or service. Typically this would be used where low-value items or services are frequently requested and the overhead to approve many small orders would be impractical.

Raising the order

When raising these orders change the **Item Type** to **Goods or Services.I can provide description and Total Amount**

Shop Requisitions Receiving

Home Shopping Lists Non-Catalog Request

Shop: Non-Catalog Request >

Non-Catalog Request Clear All Add to Favorites Add to Cart **Shopping Cart**
Your cart is empty.

*Indicates required field

* Item Type Goods or Services.I can provide description and Total Amount ⓘ

* Item Description 12 months support contract (billed monthly)

* Category KHE ⓘ

* Amount 1800

* Currency GBP ▾

* Supplier Name SPECIALIST COMPUTER CENTRES ⓘ

* Site BIRMINGHAM ⓘ

Contact Name REMITTANCE

Phone

Supplier Item

TIP Do Not Use ZMARKETPLACE Sites



The **Amount** field should then be the total monetary value of the order. The process for adding to cart remains the same.

Checking out

When checking out, the quantity will be the monetary amount, the price will show as £1 and the amount field will be the total monetary value of that service/item.

Shopping Cart

* Description 12 months support contract (billed monthly)

* When do you need these items? 05-Nov-2021 00:00:00

* Deliver-To location AG1

TIP Home Delivery - All orders for home delivery must be placed via the non-catalog route, even if the supplier is on the Marketplace. Failing to place a DTH order via the non-catalog route will cause errors and delay receiving your order.

TIP Personal Data - Do not provide personal data via email, such as home address information, in response to supplier queries. Where suppliers request further information like this, please refer their query to Procurement Services. Personal data should only be entered at checkout when attaching the text note to supplier.

Tax Classification Code SR20.0%

TIP If manually entering a tax code, you MUST press Tab to ensure it is selected

▲ Hide Delivery and Billing

Delivery

* Requester AARONSON, Mr Aaron

Billing

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date (29-Oct-2021)

Charge Account U.AG.AGAA.AAAA.EKHE.0000

GL Date 29-Oct-2021

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	12 months support contract (billed monthly)	EA	1800	1 GBP	1,800.00	
Total					1,800.00	

TIP Is this an Asset costing over £5000? If so click on Edit and complete the track as asset field

Receipting and returning

Refer to separate 'Receipting and Returning' guidance on receipting against call-off orders.