

## 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 guantity".



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 1/12<sup>th</sup> 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.
  - o 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 Favourites Non-Catalog Request	3
Non-Catalog Request	Clear All Add to Favorites Add to Cart Shopping Cart
* Indicates required field	Your cart is empty.
* Item Type Goods or Services. I can provide description and total amount 🗸 💷 * Supplier Name SPECIALIST COMPUTER CENTRES. Q	
* Item Description 12 months support contract (billed monthly) * Site BIRMINGHAM 🔟 🔍	
Supplier Item	
* Category KHE 🛛 🖓 🤉	
* Amount 1800	
* Currency GEP 🗸	

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.

* Description	12 months support contract (billed monthly)							
* Deliver-To location								
		<u>2</u> Q						
* When do you need these items?			uppliare vi	io om	ail Dorsona	al data ak	auld aply be apter	ad at
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Tax Classification Code	R20.0%	A d						
TIP If manually entering a tax code, yo	u MUST press Tab t		ed					
Hide Delivery and Billing								
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## **Receipting and returning**

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