



Purchasing

Buying Ad Hoc Items

Version Control.....	2
Buying Ad Hoc Items.....	3
Create a Blank Requisition.....	4
Ad hoc request.....	5
Delivery Point.....	7
Categorisation.....	8
Procurement Policy.....	9
Cost Account.....	9
Settings.....	11
Attachments.....	12
Submit a Requisition for Approval.....	13
Authorisation History.....	13
Recalling a Submitted Requisition.....	15
Unapproved Requisition.....	15
Cancelling a Requisition.....	15
Approved Requisition.....	15
Create Amendment.....	18

Version Control

Date	Description of Change(s)	Owner
30/03/2020	- Added a section on Settings (page 11) regarding transmission options and display amount options.	Daniel Bullimore

Buying Ad Hoc Items

This guide explains how to buy goods and services which are not in the internal catalogue or web catalogue held on OneFinance.

Other purchasing guides are linked below.

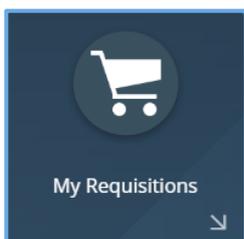
- [Buying from the Internal OneFinance Catalogue](#) – frequently purchased items held in the internal OneFinance catalogue.
- [Buying from the Web Catalogue](#) - Office Depot Purchases
- [Raising a Blanket Order](#) - for regularly delivered products or services
- [How to Approve or Reject a Requisition](#)
- [How to Receipt Goods and Services](#)

A requisition is a request for purchase. When a requisition is approved, it becomes a purchase order and is sent to the supplier.

1. Login to OneFinance.
2. In the **Home** page click **My** on the role's navigation bar at the bottom of the screen.



3. Click on the **My Requisitions** tile.



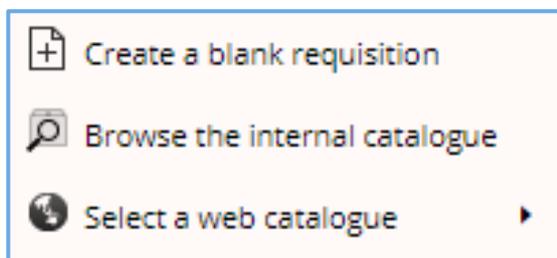
A list of the requisitions you have previously created is opened.

The screenshot displays the 'My Requisitions' interface. At the top, there is a navigation bar with 'HOME', 'MENU', and 'Enterprise search'. Below this is a search bar and a red '+ Add' button. The main content area shows a list of requisitions under the 'Requisitions' tab. The list includes three items: a milk requisition (submitted, GBP 0.90), a freezer requisition (submitted, GBP 352.80), and a finders fee requisition (completed, GBP 5,673.60). A right-hand panel shows details for 'Event 123'.

4. Click on the  button.

Create a Blank Requisition

5. Select **Create a blank requisition** from the list of options.



The **Add New Requisition** page will appear.

6. For a standard requisition, you **do not** have to record any information in this page. Any fields you complete, such as the Comments, Reference 1, and Reference 2 fields, will remain internal and will **not** be transferred across to the purchase order.

Once you are ready to proceed, please click  in the top right corner.

Add New Requisition

General

Requisition Type
Requisition

Purchasing System *
UUK1

Purchasing Location *
LSE (LSE)

Comment

Reference 1

Reference 2

Date Required *
26-Jul-2019

Purchase Order Type *
Standard

Requisition User
Daniel Bullimore

VAT Entry Mode *
Exclusive

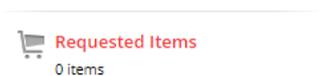
Template

Exchange Rate

Exchange Rate Table *
UUKSPOT (Spot Rates)

Exchange Rate Date *
19-Jul-2019

Ad hoc request



7. Please ensure the **Requested Items** tab on the left panel is selected.

8. Click on the **+ Add** button.

- From the list of options click **Ad hoc request** from the list of options.

- Ad hoc request
- Browse the internal catalogue
- Select a web catalogue

9. You will then need to complete the fields which should reflect (in detail) the service or goods you are purchasing. If you have been provided with a quote, the requisition should replicate the information on the quote.

- Any fields with a * will need completing to submit your requisition.

← Requested Items
Add New Requested Item

Supplier

Supplier *
10019 (Clarendon Training Limited)

Currency: British Pounds Sterling (GBP) | Address: 001 (Primary Address)

Supplier Ledger: AP - LSE (P1) | Account: 10019 (Clarendon Training Limited)

Item

Description *
Health & Safety Training

Long Description
Health & Safety 1-day training course for the Procurement Team.

Supplier Product

Comment 1942
Quote reference: [LSE/123](#).
[LSE Contact: Daniel Bullimore](#).

Goods/Service *
Service

Due *
08-Aug-2019

VAT Rate *
5 (Standard Ra...)

Unit Amount (Exclusive)
500.00

Line Amount (Exclusive)
500.00

Delivery Point Type *
UUKGEN (LSE Delivery Poi...)

Delivery Point *
478 (Finance Division)

Purchase Type *
General Purchase

You can search for the Supplier by typing their name. Please bear in mind a Supplier must be set up on the system if you want to raise a requisition relating to their goods or services.

Short description appears on the PO.

Long description appears on the PO.

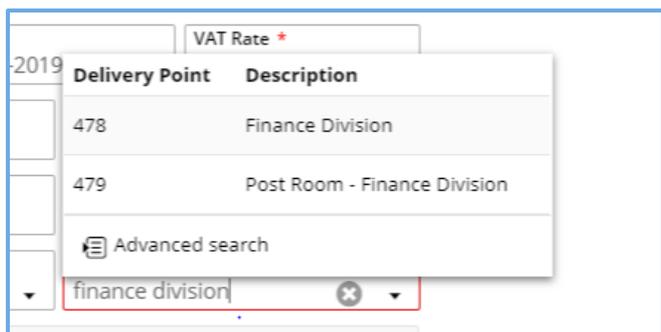
Comments field appears on the PO.

Change the **Goods/Services** field based on whether you are purchasing Goods or Services.
 The **Due Date** is when you want to receive the Goods or Services.
 The **VAT Rate** will default to Standard.
 The **Unit Amount** should be Exclusive of VAT.
 The **Purchase Type** will default to General Purchase. You should only change this field to Asset Purchase if you are purchasing IT Equipment.

Delivery Point

10. Delivery Point: The item will be delivered to the post room address by default. If you wish to change the Delivery Point, you can search in the field for your Team/Division/Department.

Any Delivery Point that doesn't have '**Post Room**' in the description will be delivered direct to that Team/Division/Department. For example, if you select 'Finance Division', the order will be delivered to 5th Floor, Lionel Robbins Building, 10 Portugal Street, London, WC2 2HD.



Changing the Delivery Point does affect how the item is costed as it is links to the cost centre element in the Cost Account. If you want to know what cost centre a Delivery Point is linked to, select on the Delivery Point field and select Advanced search _____.

Delivery Point	Description
100	Post Room-Inter Academic Dept
101	Post Room-Inter Academic Dept
102	Economic History
103	Post Room-Inter Academic Dept
104	LSE Health
105	Economics
106	Post Room-Accounting
107	Post Room-Accounting Admin

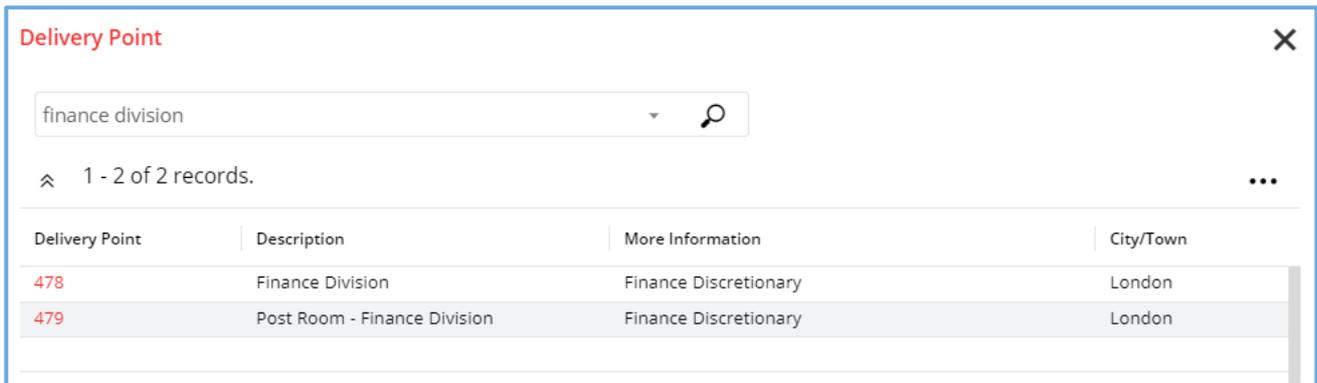
Advanced search

479

In the Delivery Point Advanced Search screen, you can search for the Delivery Point you want to use, and the cost centre description will be displayed in the '**More Information**' column.

Each cost centre has two delivery addresses – the post room delivery address and a direct delivery address (which should be used for Office Depot orders, for example).

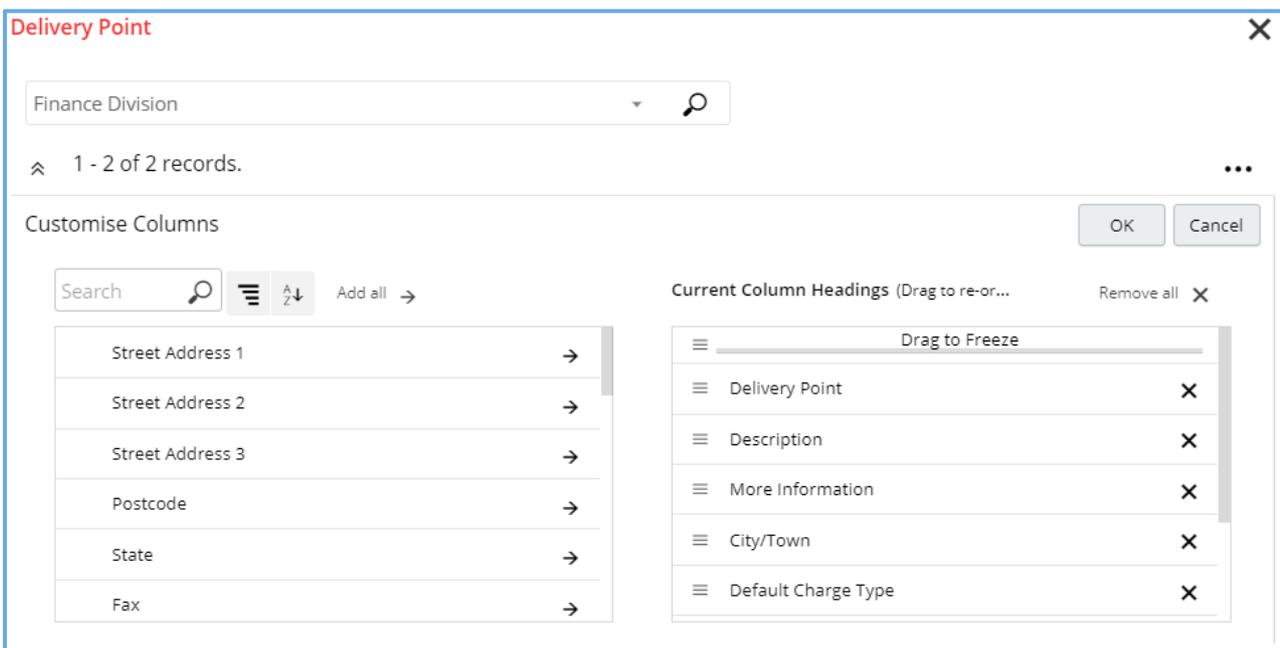
If the Delivery Point you choose is linked to a different cost centre, this can be changed later at the **Cost Account** section of the requisition (see step 13).



To view the exact address of the Delivery Point, please select **...** in the top right corner and then select Customise columns.

You can then incorporate any information from the left side of the screen into your table by clicking on and then click .

(e.g. Street Address 1, Street Address 2, Street Address 3, and Postcode).



When you scroll across, the new columns will show in your table.

Categorisation

11. Scroll to the **Categorisation** section and search for the most appropriate **Commodity Code**.

The Commodity Code is the categorisation of spend and links to the nominal code in the **Account String**. In this example, we are purchasing a health & safety training course, so the Commodity Code would be Safety Training Services.

^ Categorisation

Commodity Code *
86101709 (Safety training services) ▼

Please note that there may be several commodity codes that you could select for your requisition. As long as the code you select is semi-accurate, then the correct nominal will default in the Account String.

Procurement Policy

12. Scroll down to the **Procurement Policy** section and click on the ▼ in the **Procurement Procedure followed** field.

The cost of the requisition and the route to market will determine which procurement procedure you need to select. Please see the [Introduction to Procurement Guide](#) for more guidance on on the procurement procedures.

In this example, as my requisition is under £8,000 (excluding VAT), the correct procedure is 1SS (Single Source <£8k).

Procurement Procedure followed *
1SS (Single Source <£8K) ▼

Cost Account

13. The **Cost Account** section shows the account string where the item will be charged. The account string is made up of:

Entity - which will default based on the cost centre selected

Activity - which will default based on the cost centre selected

Cost Centre - which will default based on the Delivery Point selected

Nominal - which will default based on the Commodity Code selected

^ Cost Account

Charge Type *
UUKDEFAULT (Default Ite... ▼

Charge Code *
101036 (1036-Finance - Ad... ▼

Ledger *
GL (19GLACT) ▼

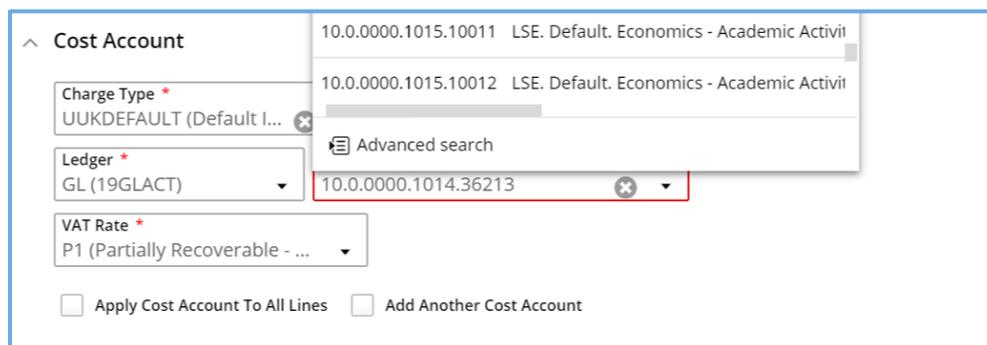
Account *
10.0.0000.1036.36213 (Office Con... ▼

Apply Cost Account To All Lines Add Another Cost Account

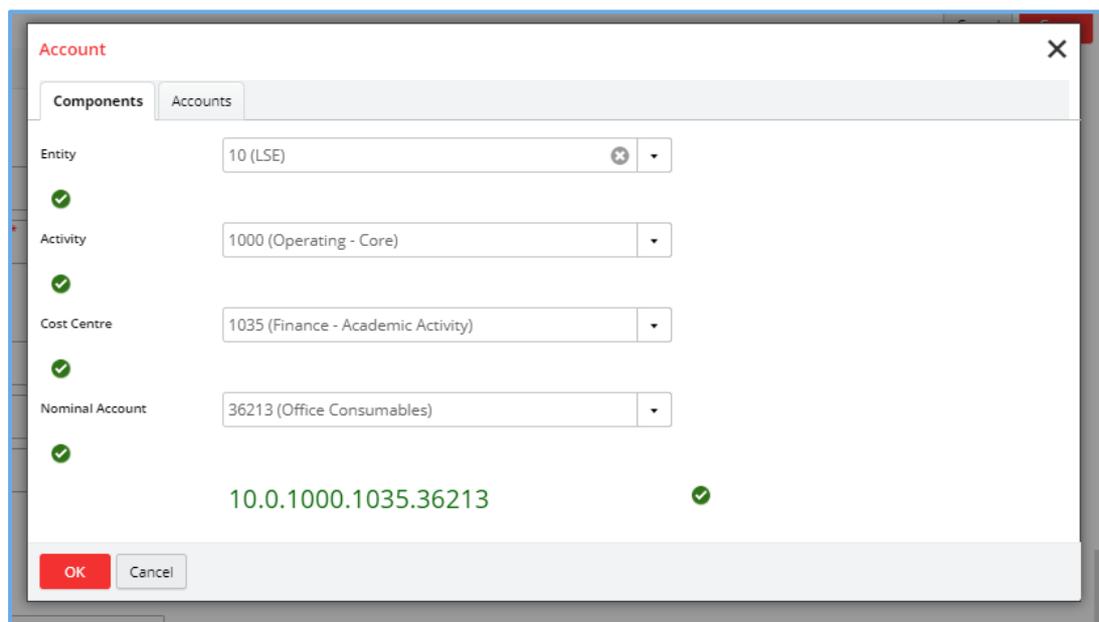
Each element of the account string (Entity, Activity, Cost Centre, and Nominal) can be changed, and we advise all staff to check the account string before submitting a requisition.

You can check the account string by selecting  on the **Account** field and selecting

 Advanced search



From the **Components** tab, you are able to change the elements of the Account string. You do this by searching in the fields or by selecting the dropdown arrow.

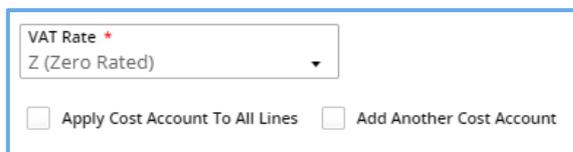


Situations where you may change your account string include:

- You want to use a different Cost Centre to the one that is linked to the Delivery Point
- You are raising a requisition for a cost centre other than your own
- The item cost is to be divided between two or more cost centres

If you change your account string, you may receive a warning that states **You do not have Ledger security to access this account.** Please bear in mind that this is **just a warning** and you can continue to place your order.

14. For the vast majority of your orders, you should **not** change the **VAT Rate**. This is defaulted based on your Division/Department. The **only** time you should amend the VAT is if the order does not include VAT, in which case it needs to be amended to **Z (Zero Rate)**.



VAT Rate *
Z (Zero Rated)

Apply Cost Account To All Lines Add Another Cost Account

15. Click the **Save** button and the requisition returns to card view.

Repeat steps 8 to 15 for each requisition line item.

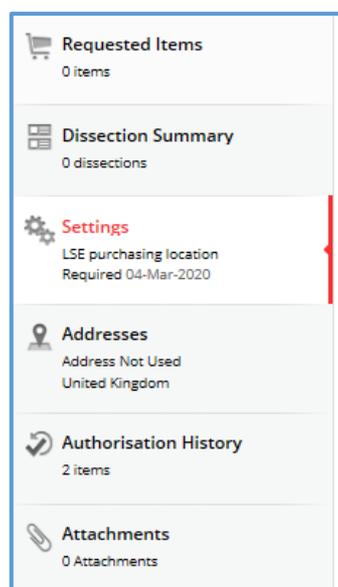
Settings

Within the **Settings** tab, you can dictate whether you want:

- The purchase order **sent** to the supplier or not. This will override the decision that the budget approver makes in relation to whether to transmit the order or not.
- The **amount** of the purchase order shown on the document that is sent to the supplier. The amount of the purchase order will still be visible in OneFinance even if you choose to hide it from the supplier.

Both options are defaulted to **Y (Yes)** as typically you want to send your purchase order to the supplier and you want them to know the amount of the order. If you want to change the default, please see steps 16 and 17.

16. In the requisition pane, click on the **Settings** tile.



17. Scroll down to the bottom of the page to the **Transmission Options** section. Click on the **▼** and change the option to **N (No)** if you do not want to send the purchase order to the supplier and/or you don't want to show the amount of the purchase order to the supplier.

Transmission Options

Do you want to Transmit Purchase Order(s) to the Supplier *

Y (Yes)

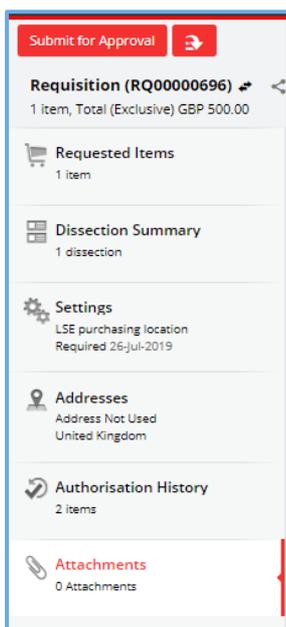
Display Amounts on Purchase Order(s)

Y (Yes)

Attachments

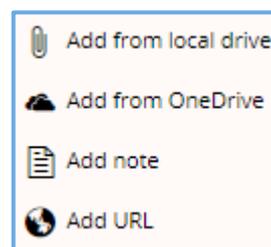
If applicable, add an attachment to support the request. Attachments are **not** sent to the supplier and are kept internally on OneFinance.

18. In the requisition pane, click on the **Attachments** tile.



19. Click on the **+ Add** button.

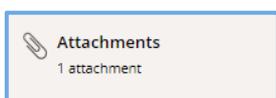
20. Click the applicable option to upload the attachment. In this example “Add from local drive” has been selected.



21. Navigate to the location where the supporting information is stored and upload it.

22. Add information in the Notes box to help the Approver when the requisition is reviewed.

23. Click on the **OK** button
In the **Attachments** tile a number appears to indicate the number of attachments uploaded.



- When the requisition is complete it can be submitted to the budget holder to review and approve – see **Submit a Requisition for Approval** below for information.

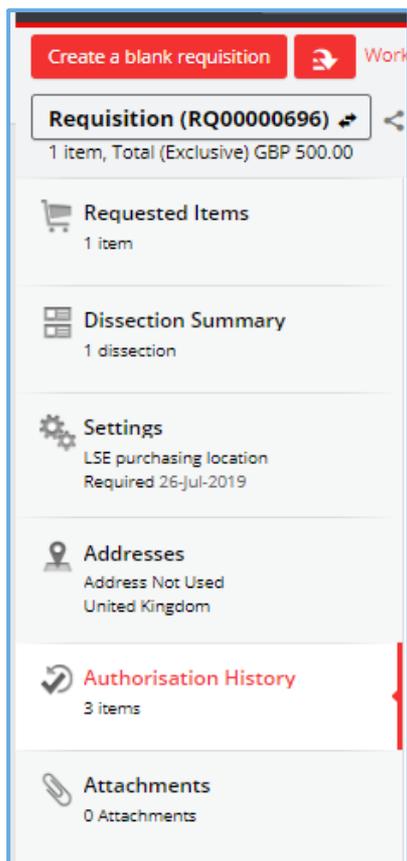
Submit a Requisition for Approval

When the requisition is complete it can be submitted to the budget holder to review and approve.

Some requisitions will workflow to other teams before the budget holder, for example:

- **Procurement Pool** – any requisitions over £8000 will workflow to Procurement so they can check that you have attached either: three quotes, or single-source approval email, or a supplier contract.
- **IT Pool** – any requisitions where you are purchasing IT-related goods will workflow to DTS as they need to be made aware of equipment being delivered to their central store for asset tagging.
- **Payroll Pool** – any requisitions with a supplier who is self-employed or where the person is the Sole Director of their own personal service company will workflow to Payroll to check they have completed HMRCs Employment Status Questionnaire. This should be completed by the supplier prior to a requisition being raised.

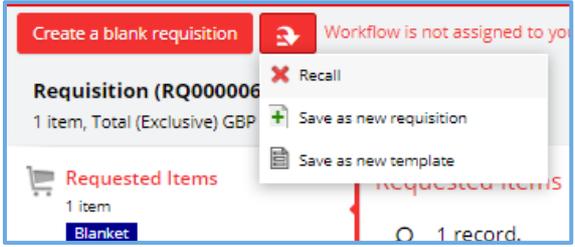
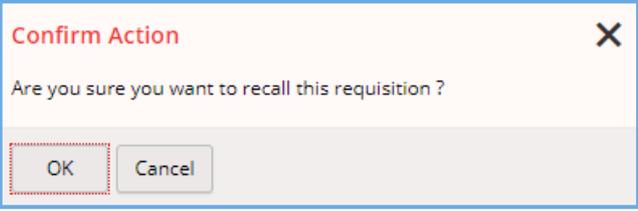
<p>1. Click on the  button.</p> <p>At the top of the screen a message is displayed which means the requisition has been automatically routed to the budget holder.</p> 	<ul style="list-style-type: none"> • The budget holder is sent an email notification to respond to the approval request. If there is more than one budget holder required to approve the requisition (e.g. for split budgets across one requisition), it will be routed to both budget holders. Everyone in the approval chain is notified in sequence via email when it their turn to authorise it.
<p>Authorisation History</p> <p>2. In the requisition card view, the requestor can click on the Authorisation History tile to check the status of the requisition in the approval chain.</p>	<p>3. Click on the  button in the header The Home page is reopened.</p> <ul style="list-style-type: none"> • When the requisition is approved a purchase order is automatically generated and transmitted for each supplier the items have been requested from. The requisitioner also receives an email to confirm that the requisition has been authorised. • Once the supplier has delivered the goods or services the purchase order can be receipted. See the guide Goods Receipting for details.



Recalling a Submitted Requisition

Unapproved Requisition

- If you have submitted a requisition for approval, and it has not been approved, it is possible to recall it:

<p>1. If applicable re-open the requisition.</p> <p>2. Click on the  button at the top left of the page.</p>	<p>3. Click on Recall in the list of options.</p> 
<p>The Confirm Action prompt is displayed.</p>  <p>4. Click on the  button.</p>	<p>5. The button at the top of the page reverts to Submit for Approval</p>  <p>5. Make the necessary amendments and re-submit the requisition when required.</p>

Cancelling a Requisition

Note that a requisition cannot be cancelled as it is just a request and not a purchase order. The requisition can be recalled (as per the above section), and the requisition number recycled again when you want to raise a new order next time.

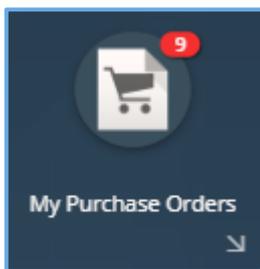
Approved Requisition

When a requisition is approved it cannot be amended as a purchase order (PO) is automatically generated. You can however amend the corresponding PO and submit it to the budget holder to approve. It would also be a good idea to contact the Supplier to let them know as well if you intend to amend a PO.

1. Login to OneFinance.
2. On the **Home** page click **My** on the role's navigation bar at the bottom of the screen.



3. Click on **My Purchase Orders** tile.



A list of your purchase orders opens in card view.

Vendor	PO Number	Created	Receipt Amount (Inclusive)	Invoice Amount (Inclusive)	Status
Not Just Cleaning Ltd	PO00000092 10028	Created 25-Jun-2019 by Daniel Bullimore	14.04	0.00	FULLY RECEIVED AMENDMENT IN PROGRESS GBP 14.04 11.70 (Ex) 1 LINE
Not Just Cleaning Ltd	PO00000089 10028	Created 25-Jun-2019 by Daniel Bullimore	14.04	0.00	FULLY RECEIVED GBP 14.04 11.70 (Ex) 1 LINE
Clarendon Training Limited	PO00000062 10019	Created 24-Jun-2019 by Daniel Bullimore	1,200.00	1,200.00	PARTIALLY INVOICED ORDER INVOICE IN PROGRESS GBP 14,400.00 12,000.00 (Ex) 1 LINE
Office Depot					ON ORDER

4. Click on the applicable order line that you would like to amend.

A natural view of the order is displayed on the right like the example shown.

PURCHASE ORDER		ON ORDER	
Fruit For The Office Ltd Suite 135, 176 South Street Essex Romford RM1 1BW		Order	LS10000035
Attention Victoria Harden		Vendor	10027
		Issued	28-Jun-2019
		Required	29-Jun-2019
		Currency	GBP
		Requisition User	General User

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Fruit Box -The Fresh 20 FRESH20	3.00	107.97	0.00	0.00	0.00	0.00
Total		107.97		-		-

5. Click on the  button in the top right corner of the screen.

The requested item that you would like to amend is displayed like the example shown.

Requested Items 🗖

🔍 1 record. 🖨 ...



Fruit Box -The Fresh 20
 RQ00000147 | General User | FRESH20

Unit Amount (Inclusive) 43.19
 Receipt Amount (Inclusive) 0.00
 Invoice Amount (Inclusive) 0.00

📅 REQUIRED 26-JUN-2019

GOODS **ON ORDER**

GBP 129.56
 107.97 (Ex)
 EACH

☰ 1 DISSECTION

View

- If required, in the natural view (on the right side of the screen), you can switch between the purchase order and corresponding requisition by clicking on the relevant button.

PURCHASE ORDER **ON ORDER**

Fruit For The Office Ltd **Order** PO00000077

Suite 135, 176 South Street
Essex
Royston RM1 1BW Vendor 10027

Attention: Victoria Harden Issued 25-Jun-2019

Required 26-Jun-2019

Currency GBP

Requisition User General User

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Fruit Box -The Fresh 20 FRESH20	3.00	107.97	0.00	0.00	0.00	0.00
Total		107.97				

Requisition Purchase Order

Create Amendment

6. Click the **Create amendment** button.

The **Create a new amendment** prompt is displayed.

Create a new amendment

Amendment Details

Amendment Comment * 223

Amendment created on 28-Jun-2019

7. Enter an explanation to help the budget holder to approve the purchase order when it is resubmitted.

Create a new amendment

Amendment Details

Amendment Comment *

Amendment created on 28-Jun-2019

Increased quantity is required

8. Click the **Save** button. The order line is reopened in card view and ready for alterations to be made.

Ordered Items + Add

1 record.

Fruit Box -The Fresh 20 **GOODS ON ORDER**

RQ00000301 | General User | FRESH20 **GBP 129.56**

Unit Amount (Inclusive) 43.19 107.97 (Ex)

Receipt Amount (Inclusive) 0.00 EACH

Invoice Amount (Inclusive) 0.00 1 DISSECTION

REQUIRED 29-JUN-2019 Edit

9. Click the  button to amend the order line.

The purchase order is displayed on the right-hand side in natural view, and indicates that an amendment is in progress.

PURCHASE ORDER AMEND IN PROGRESS

<p>Fruit For The Office Ltd Suite 135, 176 South Street Essex Romford RM1 1BW</p> <p>Amendment Reason Amendment created on 02-Jul-2019</p> <p>Increased quantity is required</p>	<p>Order Reference LS10000035</p> <p>Issued 28-Jun-2019</p> <p>Required 29-Jun-2019</p> <p>Currency GBP</p> <p>Requisition User General User</p> <p>Amendment User General User</p>
--	---

	Current Approved		Amended	Difference
Description	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Fruit Box -The Fresh 20 FRESH20	3.00	107.97	3.00	107.97
Total		107.97		107.97

	Current Approved		Amended	Difference
Ledger	Account	Amount (Exclusive)	Amount (Exclusive)	Amount (Exclusive)
GL	10.0.0000.1438.36213	107.97	107.97	
19GLACT	LSE. Default. Academic and Pr. Office Consumab			
Total		107.97	107.97	-

10. Modify the applicable field(s).

In this example the quantity will be increased from 3 to 5.

11. Click on the  button when the amendments are completed.

- The order line is reopened in card view with the added status of **Amended**.

Ordered Items + Add 

 1 record. Print ...



Fruit Box -The Fresh 20

RQ0000147 | General User | FRESH20

Unit Amount (Inclusive) 43.19 Receipt Amount (Inclusive) 0.00

Invoice Amount (Inclusive) 0.00

 REQUIRED 26-JUN-2019

AMENDED **GOODS** **ON ORDER**

GBP 215.94

179.95 (Ex)

EACH

 1 DISSECTION



The updated purchase order is displayed on the right-hand side in natural view.

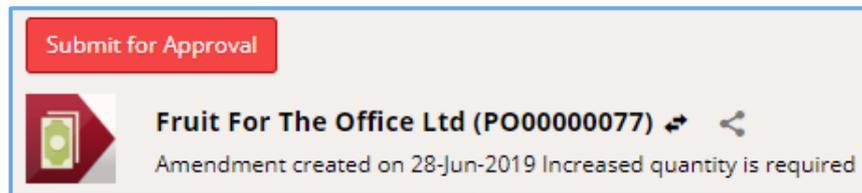
PURCHASE ORDER AMEND		IN PROGRESS					
Fruit For The Office Ltd Suite 135, 176 South Street Essex Romford RM1 1BW		Order Reference PO00000077		Issued 25-Jun-2019			
Amendment Reason Amendment created on 02-Jul-2019 Increased quantity is required		Required 26-Jun-2019		Currency GBP			
		Requisition User General User		Amendment User General User			
		Current Approved		Amended		Difference	
Description	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	
Fruit Box -The Fresh 20 FRESH20	5.00	179.95	5.00	179.95			
Total		179.95		179.95			-
Costing Summary		Current Approved		Amended		Difference	
Ledger	Account	Amount (Exclusive)		Amount (Exclusive)		Amount (Exclusive)	
GL	10.0.0000.1433.36213	179.95		179.95			
19GLACT	LSE. Default. Misc Lib. Office Consumab						
Total		179.95		179.95			-

- If desired, in the natural view, you can switch to the amended view of the order.

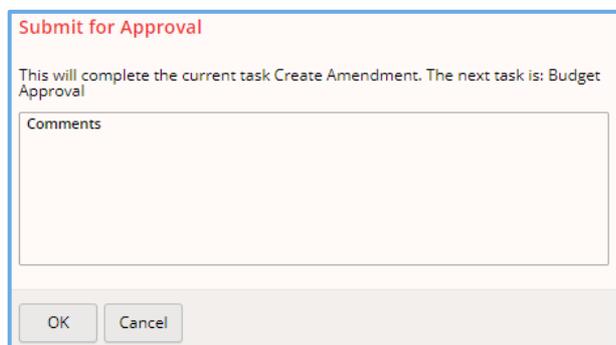
The screenshot shows a software interface for a purchase order amendment. At the top, it displays 'PURCHASE ORDER AMEND' and 'IN PROGRESS'. Below this, there are details for the supplier 'Fruit For The Office Ltd' and the order reference 'PO00000077'. The interface includes a table for the amendment details, showing the current approved and amended quantities and amounts. At the bottom, there is a navigation bar with three buttons: 'Requisition', 'Purchase Order', and 'Amendment'. A blue arrow points from the 'Amendment' button towards the right-hand side of the page, indicating the user's current view.

12. Click on the  button at the top of the page.

- The comment that you entered earlier appears just below the button.

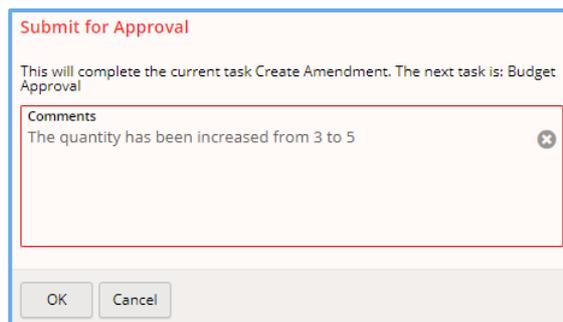


- The **Submit for Approval** box opens.



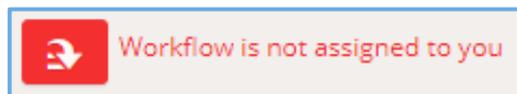
13. Enter an explanatory comment for the budget holder.

In the example the comment reflects that the quantity has increased.



14. Click on the  button.

At the top of the screen a message is displayed which means the requisition has been automatically routed to the budget holder to approve.



15. Click on the  button in the header to return to the Home page.