

Purchasing

Buying from the Web Catalogue – Office Depot

Version Control.....	2
Buying from a Web Catalogue – Office Depot.....	3
Getting Started.....	3
Select a Web Catalogue – Office Depot	4
Additional Comments	7
Delivery Point.....	7
Procurement Policy	9
Cost Account.....	9
Attachments	12
Submit for Approval	13
Authorisation History.....	14
Recalling a Submitted Requisition	15
Unapproved Requisition.....	15
Cancelling a Requisition.....	15
Approved Requisition.....	15

Version Control

Date	Description of Change(s)	Owner
30/03/2020	- Amended Procurement Policy section (page 9) which does not have to be completed when selecting a catalogue item.	Daniel Bullimore

Buying from a Web Catalogue – Office Depot

This guide explains how to buy items from Office Depot.

Other purchasing guides are linked below.

- [Buying from the Internal OneFinance Catalogue](#) – frequently purchased items held in the internal OneFinance catalogue.
- [Buying Ad Hoc Items](#) - goods and services which are not in the internal catalogue
- [Raising a Blanket Order](#) - for regularly delivered products or services
- [How to Approve or Reject a Requisition](#)
- [How to Receipt Goods and Services](#)

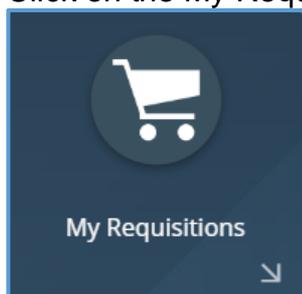
A requisition is a request for purchase. When a requisition is approved, it becomes a purchase order and is sent to the supplier.

Getting Started

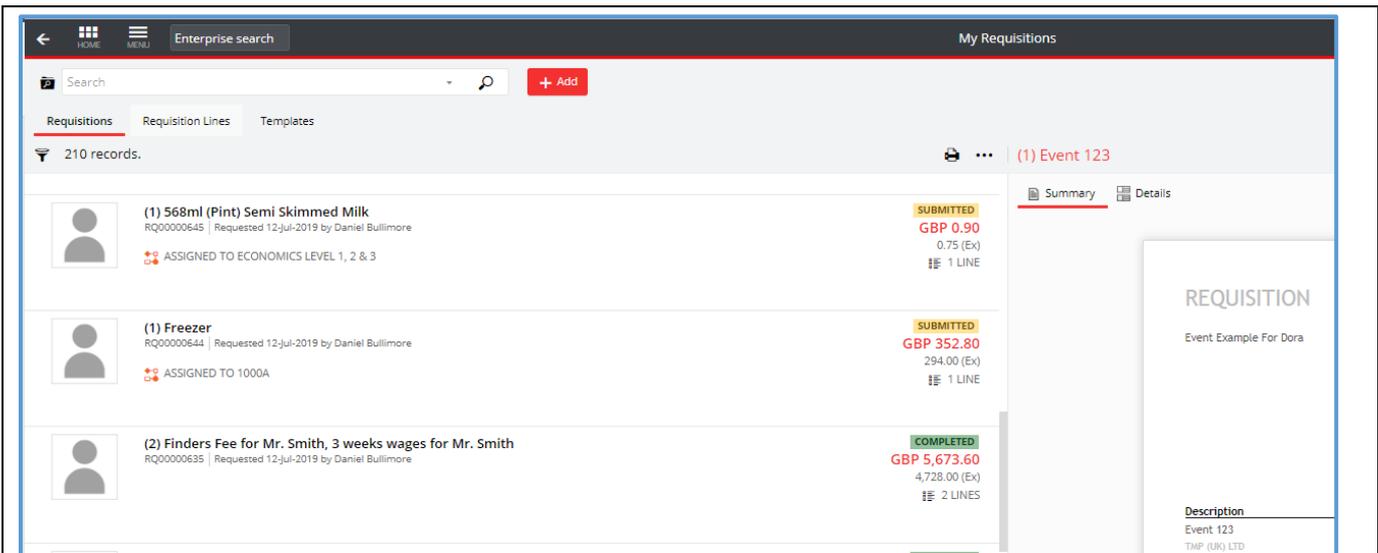
1. Login to OneFinance
2. In the **Home** page click **My** on the role's navigation bar at the bottom of the screen



3. Click on the My Requisitions tile



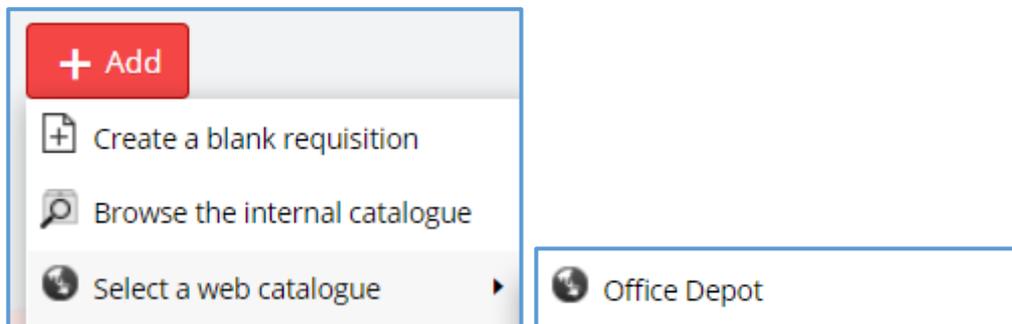
A list of the requisitions you have previously created is opened.



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

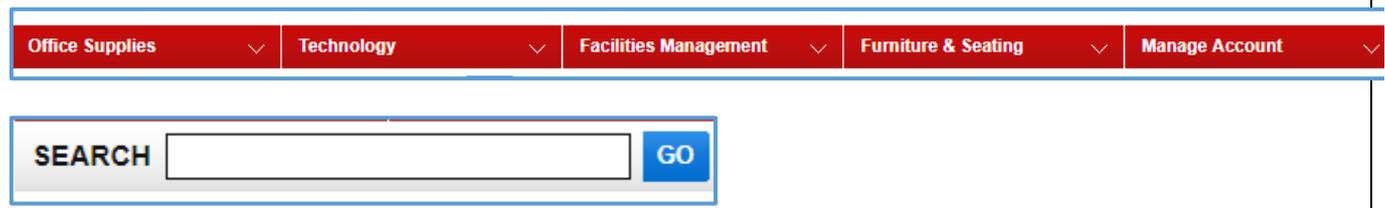
Select a Web Catalogue – Office Depot

5. Click on **Select a Web Catalogue** from the list of options and then choose **Office Depot**



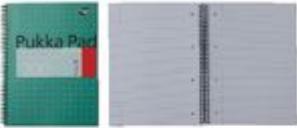
You will then punch-out to the Office Depot web catalogue.

6. Use the tabs or the search engine to find the items available to purchase.



7. Once you have found the item you want to purchase, you should enter the quantity you want to order and select **Add To Basket**.

Qty



Compare

Pukka Pad A4 Notepad Ruled 200 Pages Pack of 3
Product code 1001902

Your Price: £12.89 / pack

Qty **ADD TO BASKET**

You can review what's in your shopping basket by selecting  in the top right corner of the page.

1 item(s): £64.45 Thank you for helping to reduce the impact on the environment.

[View Basket](#) | [Checkout](#)

Company Name: London School Of Economics & Minimum Order Value: £30.00

Qty	Product	Price
5	Pukka Pad A4 Notepad Ruled 200 Pages Pack of 3	£64.45

Subtotal (1 item(s)) £64.45

[VIEW ALL ITEMS](#) **EMPTY BASKET & LOGOUT**

8. When you are ready to purchase the items you have chosen, select the

CHECK OUT

Office DEPOT 1 item(s): £64.45 Thank you for helping to reduce the impact on the environment.

[View Basket](#) | [Checkout](#)

Office Supplies | Technology | Facilities Management | Furniture & Seating | Manage Account

SEARCH [GO](#) [Proprietary Items](#) | [View All Products A-Z](#) | [Ink & Toner](#) | [Paper](#) | [Bulletin Board](#)

Home > Find Your Product

The product listed below was added to your shopping basket.

Description	Your Price/unit	Qty
 Pukka Pad A4 Notepad Ruled 200 Pages Pack of 3 Product code 1001902 entered product code 1001902	£12.89 /pack	5

[Continue Shopping](#) **SHOPPING BASKET** **CHECK OUT**

9. Then select

CONTINUE

Your order will then be transferred to the OneFinance requisition screen.

Office DEPOT

Description	Price/unit	Qty.	Estimated Delivery Date	Total
 <p>Pukka Pad A4 Notepad Ruled 200 Pages Pack of 3 Item number 1001902 entered product code 1001902</p>	£12.89 / pack	5		£64.45
Comments				

CONTINUE

- The requisition number is displayed in the banner at the top left of the screen

Submit for Approval


Requisition (RQ00000695)


1 item, Total (Exclusive) GBP 64.45

- A natural view of the requisition is displayed on the right like the example shown

REQUISITION
UNAPPROVED

Requisition	RQ00000695
Reference	
Issued	19-Jul-2019
Required	26-Jul-2019
Requisition User	Daniel Bullimore
Requisition Total	GBP 64.45

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Pukka Pad A4 Notepad Ruled 200 Pages Pac Office Depot - 1001902	5.00	pk	12.89	GBP 64.45
Total				64.45

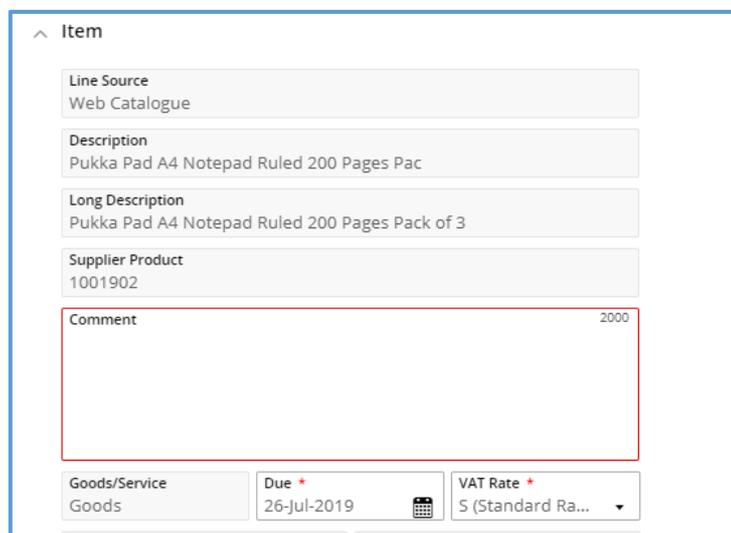
Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	10.0.0000.1014.36213	64.45	GBP 64.45
19GLACT	LSE. Default. Narrative Scien. Office Consumab		
Total			64.45

Additional Comments

Before the requisition can be submitted for approval, it is advised that you check the **Delivery Point** and **Cost Account** to be sure they are correct. This is also an opportunity for you to **add comments** to the requisition which will appear on the purchase order to the supplier.

10. Click on the  button in the first requisition line item. The requisition line opens and amendments can be made to the fields which are not greyed out.
11. If desired enter text in the **Comment** field to provide information for the Supplier which will appear on the Purchase Order when the requisition is approved



Item

Line Source
Web Catalogue

Description
Pukka Pad A4 Notepad Ruled 200 Pages Pac

Long Description
Pukka Pad A4 Notepad Ruled 200 Pages Pack of 3

Supplier Product
1001902

Comment 2000

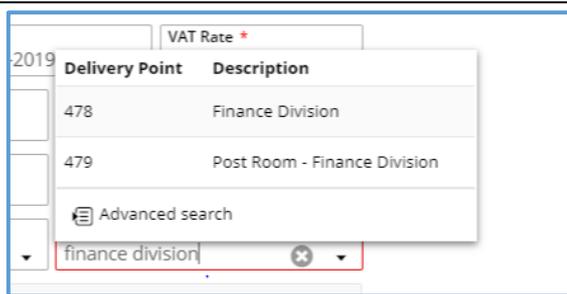
Goods/Service: Goods Due: 26-Jul-2019 VAT Rate: S (Standard Ra...)

Delivery Point

12. **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.

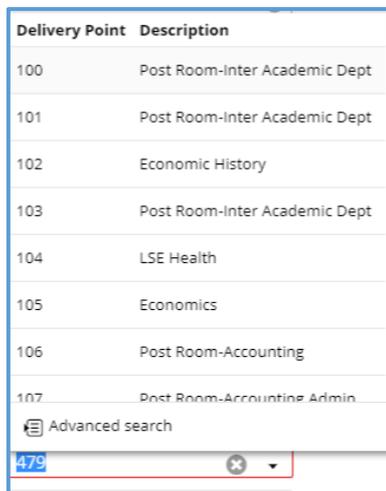
Please note, **ALL** Office Depot orders need to go direct to your Team/Division/Department rather than the Post Room. Therefore, you will have to change your Delivery Point.

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,

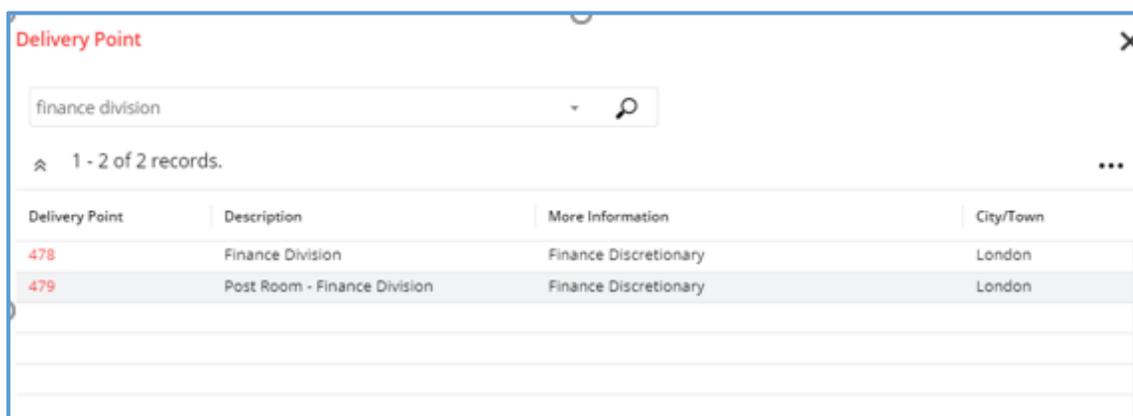
select  on the Delivery Point field and select  Advanced search _____



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.

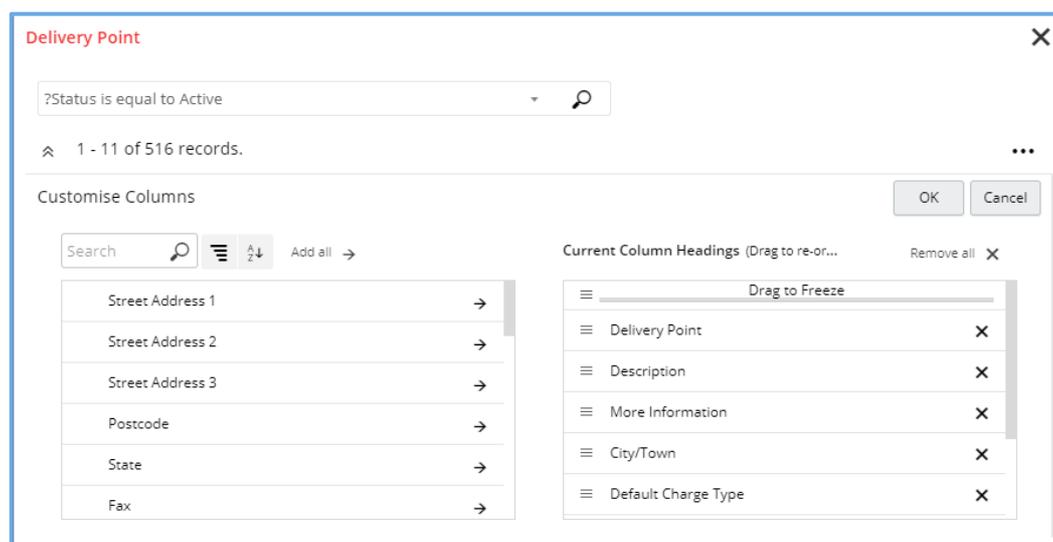
Each cost centre has two delivery addresses – the post room delivery address and a direct delivery address (which should be used for Office Depot orders, for example).

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 point 18.).



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.

Procurement Policy

As you are raising a purchase order for a catalogue item, you **DO NOT** have to complete the **Procurement Procedure followed** field. However, if you want to please see step 13 and 14. If you don't want to complete the field, please skip to step 15.

13. Scroll to the **Procurement Policy** section and click on the  in the **Procurement Procedure followed** field

14. As you are creating an requisiton for goods from the web catalogue, select **Catalogue Order** to indicate the procedure that was followed



Cost Account

15. 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 (already populated for web catalogue items)

The screenshot shows a 'Cost Account' section with the following fields and values:

- Charge Type ***: UUKDEFAULT (Default It...
- Charge Code ***: 101036 (1036-Finance - Ad...
- Ledger ***: GL (19GLACT)
- Account ***: 10.0.0000.1036.36213 (Office Con...

Below the fields are two checkboxes: Apply Cost Account To All Lines and 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

This screenshot shows the 'Cost Account' form with the 'Account' dropdown menu expanded. The menu lists several account strings:

- 10.0.0000.1015.10011 LSE. Default. Economics - Academic Activi
- 10.0.0000.1015.10012 LSE. Default. Economics - Academic Activi
- 10.0.0000.1014.36213

The 'Advanced search' option is also visible in the menu. The 'Account' field in the form below the menu is highlighted with a red border and contains the value '10.0.0000.1014.36213'.

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

Account

Components Accounts

Entity 10 (LSE)

✓ Activity 1000 (Operating - Core)

✓ Cost Centre 1035 (Finance - Academic Activity)

✓ Nominal Account 36213 (Office Consumables)

10.0.1000.1035.36213 ✓

OK Cancel

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

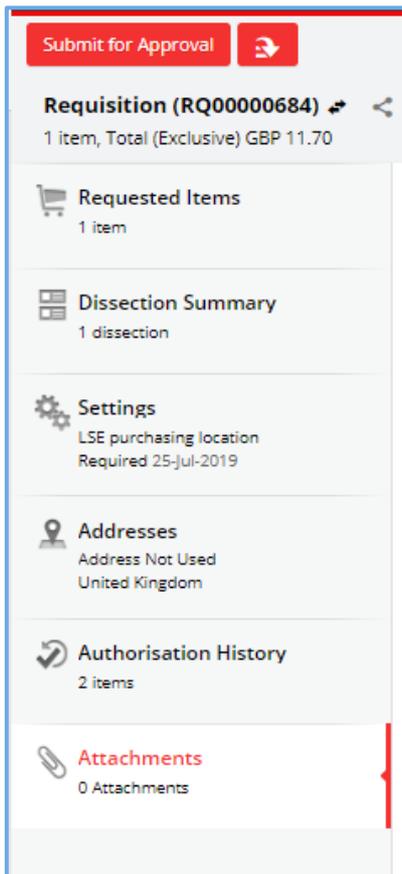
16. Click the  button and the requisition returns to card view

Repeat steps 10 to 16 for each requisition line item

Attachments

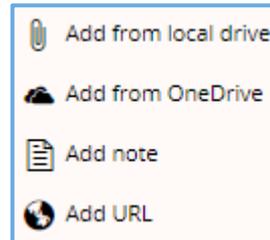
If applicable, add an attachment to support the request. Attachments are **not** sent to the supplier and are kept internally on OneFinance.

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



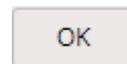
18. Click on the  button

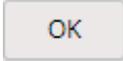
19. Click the applicable option to upload the attachment. In this example “Add from local drive” has been selected

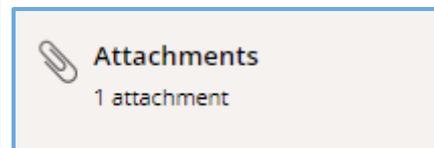


20. Navigate to the location where the supporting information is stored and upload it

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



22. Click on the  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 for Approval

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

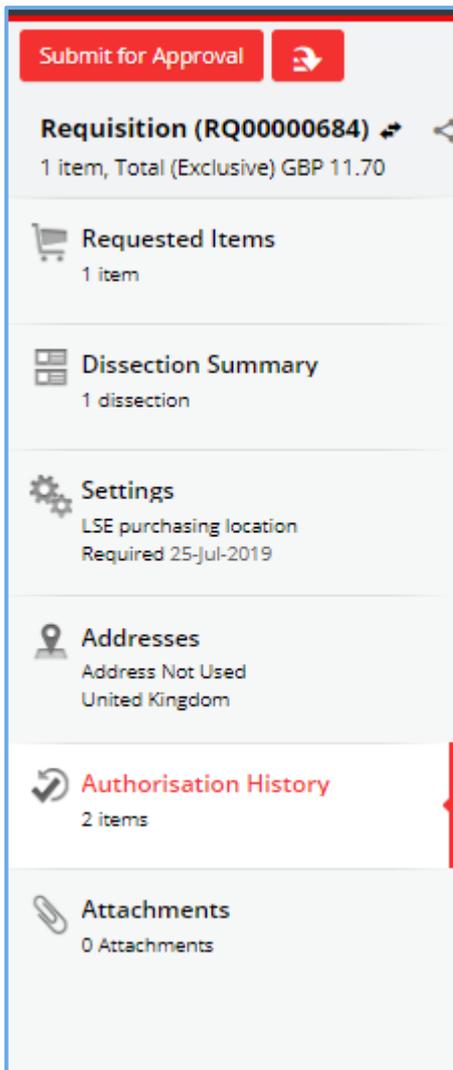
Some requisitions will workflow to other teams before the budget holder, for example:

- **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.
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Authorisation History

- 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

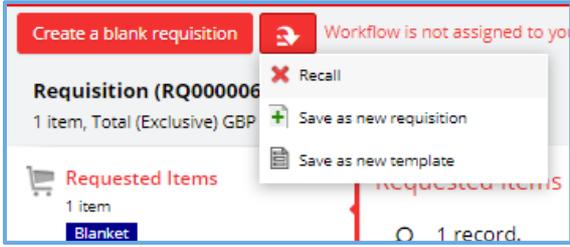
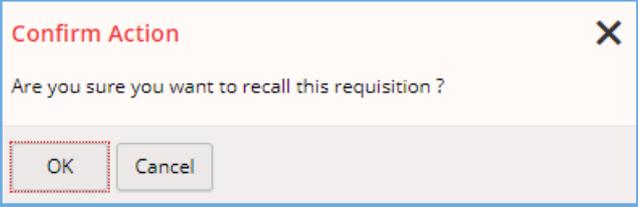
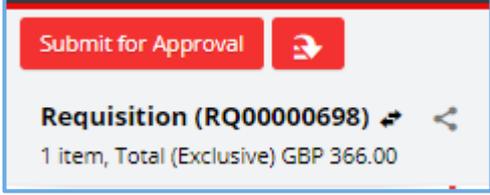


- Click on the  button in the header
The Home page is reopened
 - When the requisition is approved a purchase, order is automatically generated and transmitted for each supplier the items have been requested from. The requisitioner also receives an email to confirm that the requisition has been authorised.
 - 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>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>

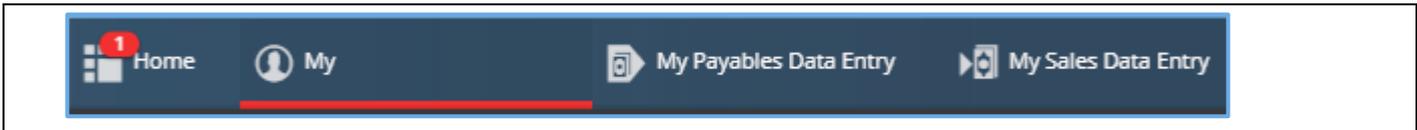
Cancelling a Requisition

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.

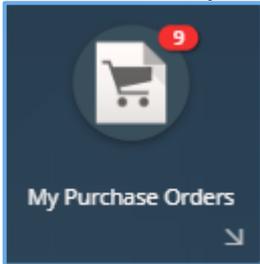
Approved Requisition

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.

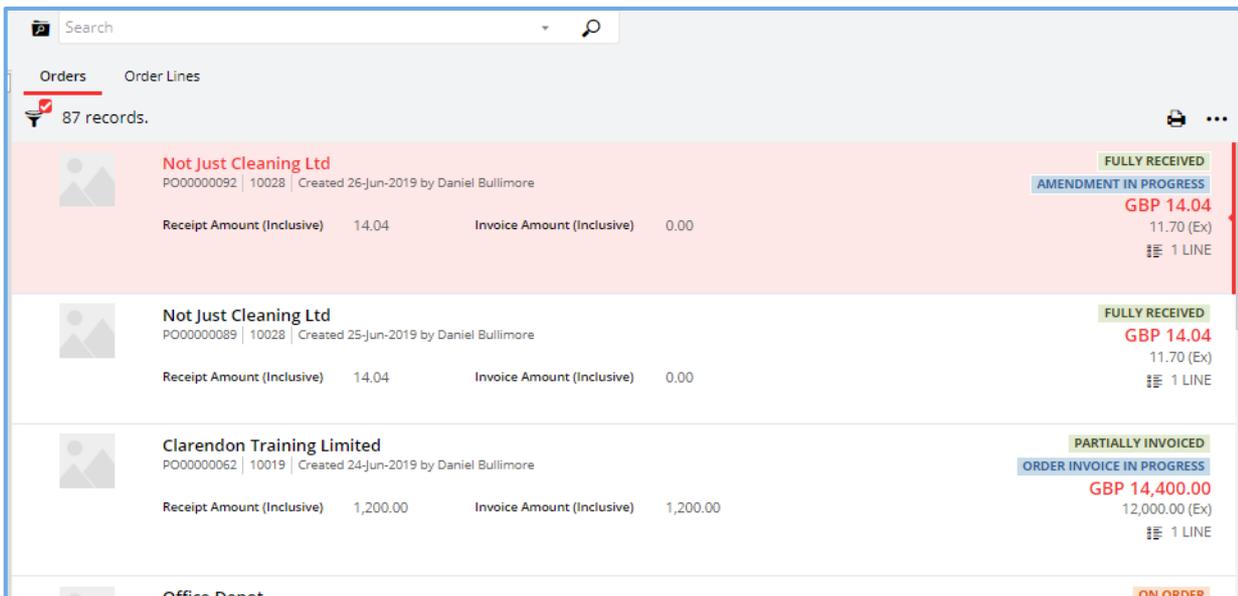
<ol style="list-style-type: none"> Login to OneFinance In the Home page click My on the role's navigation bar at the bottom of the screen



3. Click on the My Purchase Orders tile



A list of your purchase orders opens in card view.



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

Vendor 10027

Issued 28-Jun-2019

Required 29-Jun-2019

Currency GBP

Requisition User General User

Attention Victoria Harden

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

📅 REQUIRED 26-JUN-2019

GOODS **ON ORDER**

GBP 129.56

107.97 (Ex)

EACH

☰ 1 DISSECTION



- 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

The screenshot shows a 'PURCHASE ORDER' screen with the status 'ON ORDER'. It includes vendor information for 'Fruit For The Office Ltd' and a table of ordered items. At the bottom, there are two buttons: 'Requisition' (with a shopping cart icon) and 'Purchase Order' (with a document icon). A blue arrow points from the 'Requisition' button to the 'Purchase Order' button.

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Fruit Box -The Fresh 20 FRESH00	3.00	107.97	0.00	0.00	0.00	0.00
Total		107.97		-		-

Create Amendment

6. Click the **Create amendment** button

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

The dialog box is titled 'Create a new amendment' and contains an 'Amendment Details' section with a text area for 'Amendment Comment *' containing the text 'Amendment created on 28-Jun-2019'. A character count '223' is shown in the top right corner of the text area.

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

This screenshot shows the same dialog box as above, but with the comment 'Increased quantity is required' added to the text area.

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

RQ00000301 | General User | FRESH20

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

REQUIRED 29-JUN-2019

GOODS ON ORDER

GBP 129.56

107.97 (Ex)

EACH

1 DISSECTION

Edit

9. Click on the Edit 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

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

	Current Approved		Amended		Difference
Description	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	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)	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 Save 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.

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

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

GBP 215.94

179.95 (Ex)

EACH

1 DISSECTION

Edit

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

PURCHASE ORDER AMEND

IN PROGRESS

<p>Fruit For The Office Ltd</p> <p>Suite 135, 176 South Street Essex Romford RM1 1BW</p> <p>Amendment Reason Amendment created on 02-Jul-2019 Increased quantity is required</p>	<p>Order P000000077</p> <p>Reference</p> <p>Issued 25-Jun-2019</p> <p>Required 26-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)	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 additionally switch to the amended view of the order

PURCHASE ORDER AMEND IN PROGRESS

TWP (UK) LTD Order Reference: LS10000144
Event Example F
Issued: 18 Jul 2019
Required: 25 Jul 2019
Currency: GBP
Requisition User: District Baltimore
Amendment User: District Baltimore

Amendment Reason: Amendment created on 18 Jul 2019

Description	Current Approved		Amended		Difference	
	Qty	Amount (Excludes)	Qty	Amount (Excludes)	Qty	Amount (Excludes)
Event 123	1,000.00		1,000.00			
Total	1,000.00		1,000.00			

Costing Summary

Ledger	Account	Current Approved		Amended		Difference	
		Amount (Excludes)	Amount (Excludes)	Amount (Excludes)	Amount (Excludes)		
GL	16.0-0000-1173-36213	1,000.00		1,000.00			
PROJECT	100-000001- High Nelson, Office Consumables						
Total		1,000.00		1,000.00			

Navigation bar: Requisition | Purchase Order | Amendment

12. Click on the **Submit for Approval** button at the top of the page

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

Submit for Approval

Fruit For The Office Ltd (PO00000077) ↔ <

Amendment created on 28-Jun-2019 Increased quantity is required

• The **Submit for Approval** box opens

Submit for Approval

This will complete the current task Create Amendment. The next task is: Budget Approval

Comments

OK Cancel

13. Enter an explanatory comment for the budget holder
In the example the comment reflects that the quantity has increased

Submit for Approval

This will complete the current task Create Amendment. The next task is: Budget Approval

Comments

The quantity has been increased from 3 to 5

OK Cancel

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



Workflow is not assigned to you

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