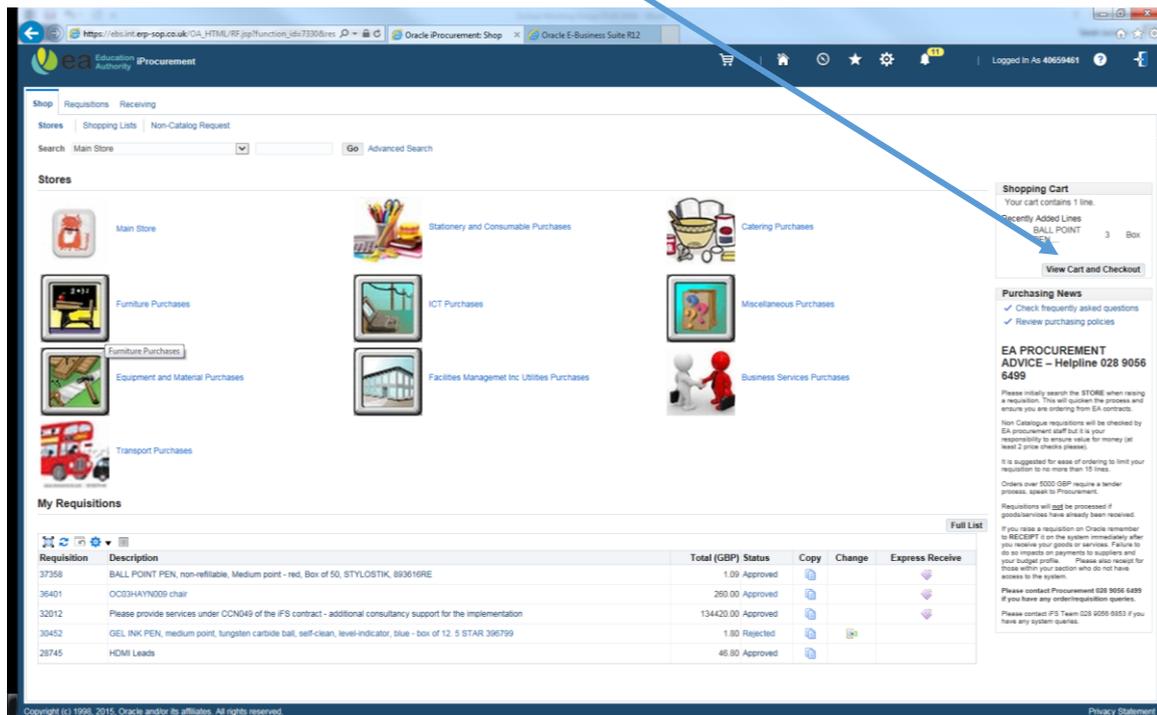
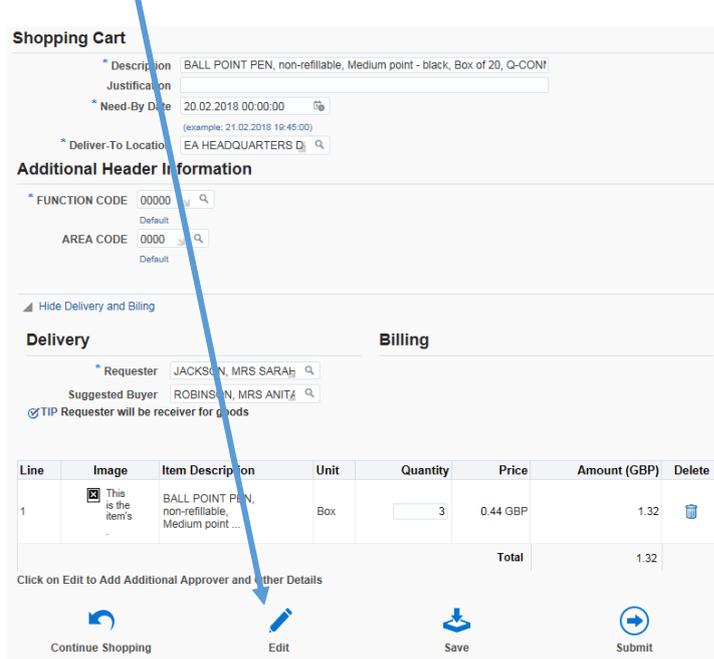


When raising requisitions on the i-procurement system, the cost centre (i.e. your school) automatically defaults from the cost centre held against the person raising the requisition. Although every effort is made to ensure that this is correct at the point of setting up, it is very important that you check this the first time you raise a requisition. This document shows how this is done. If you find that the cost centre is incorrect, please notify iFS immediately on 028-90566347, so that it can be corrected. Note that you only need to check this once – normally when raising the first requisition on the system, but if you have already been using i-procurement and have not yet checked this code, please do so now.

To view cost centre information, click on ‘View Cart and Checkout’



Click on ‘Edit’ button



Click on the Details icon on the first line.

Information  
Charge Account Re-Generated.

**Edit and Submit Requisition** Save Printable Page Submit

\* Indicates required field

Requisition 3776

Total 1.32 GBP  
\* Description BALL POINT PEN, non-refillable, Medium point - black, Box of 20, Q-COM  
Justification  
\* FUNCTION CODE 00000  
AREA CODE 0000

Select Lines:	Update	Copy	Delete									
Select All   Select None												
Select Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete		
<input type="checkbox"/>	BALL POINT PEN, non-refillable, Medium point ...	3	Box	0.44 GBP	1.32	20.02.2018 00:00:00 <small>(example: 21.02.2018 10:45:00)</small>	EA HEADQUARTEJ					
<b>Total</b>					1.32							

Your requisition will be sent to the following list of approvers.

**Approvals**  
Please click on Manage approval to add additional approver(s). Manage Approvals

**Notes And Attachments**

Notes  
Note To Buyer   
Note To Supplier-Header   
Note To Supplier-Line

View the cost centre within the Charge Account field. Your cost centre is the number after 01.

Justification  
\* FUNCTION CODE 00000  
AREA CODE 0000

Select Lines:	Update	Copy	Delete									
Select All   Select None												
Select Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete		
<input type="checkbox"/>	BALL POINT PEN, non-refillable, Medium po...	3	Box	0.44 GBP	1.32	20.02.2018 00:00:00 <small>(example: 21.02.2018 10:45:00)</small>	EA HEADQUARTEJ					

**Supplier**

Supplier: BANNER GROUP LIMITED  
Site: FOREST GROVE  
Contact Name: EAORDERS, EA  
Phone:  
Fax:  
Email: eam@banner.co.uk  
Supplier Item: 70326-490  
Manufacturer  
Manufacturer Part Number

**Delivery**

Urgent: No  
Need By Date: 20.02.2018 00:00:00  
Requestor: JACKSON, MRS SARAH  
Deliver-To Location: EA HEADQUARTERS DUNDONALD  
Destination Type: Expense  
P-Card Used: No

Note To Supplier

Line	Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount
1	01.52102.N.3605.00000.0000.0000.0000							100	3	1.32
<b>Total</b>					1.32					

Your requisition will be sent to the following list of approvers.

**Approvals**  
Please click on Manage approval to add additional approver(s). Manage Approvals

**Notes And Attachments**

Notes