

School Orders & Invoices

**WHEN USING ORACLE IPROCUREMENT
PLEASE REMEMBER TO REQUISITION ALL GOODS & SERVICES
IN ADVANCE OF NEED AND FOR SPEED AND COMPLIANCE
USE EA CONTRACTS VIA THE “SHOP”.**

A RETROSPECTIVE REQUISITION IS ONLY PERMITTED FOR:

- Licences
- Emergency taxis

In such cases enter the Invoice details including invoice number into the iProcurement Requisition, then receipt once an order is done and forward the invoice to Accounts in Dundonald for payment, quoting the iProcurement order number

REQUISITIONS ARE NOT REQUIRED FOR THE FOLLOWING:

- Utilities invoices e.g. electric, gas, etc. (excludes EA One bill)
- Refuse collections e.g. bins (excludes EA One bill)
- Exam fees
- Phone contracts
- Home economics, tuck shop & breakfast club groceries

All Invoices in relation to the above Non Requisitions should be sent directly to local Accounts office signed by an authorised signatory and with full coding information written on it

The process for fuel oil, petty cash, postage reclaim and fuel cards has not changed, if you require further information please contact your local Accounts Office.

**To arrange for a new supplier to be setup please contact Procurement
028 9056 6499.**

Further information is provided in the Frequently Asked Questions (FAQs) within Oracle, EANI website <https://www.eani.org.uk/school-management/school-finance/integrated-financial-system> or telephone the relevant helpdesk

Requisition Queries: Tel. 028 9056 6499 or Email procurement@eani.org.uk

System/Login Queries: Tel. 028 9056 6478 or Email ifs.queries@eani.org.uk

iProcurement Accounts Queries: Helpdesk Tel. 028 9056 6233

Non iProcurement Standard Invoices: contact local Accounts office