EDUCATION AUTHORITY

iProcurement
Requisitioner's User Guide

2023

Requisition/Order 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

This is a Training guide for the EA iPROCUREMENT module for the Education Authority.

Contents

1.   INTRODUCTION & NAVIGATION

iProcurement or IProc is short for Oracle internet procurement. It is the new method to allow you to request goods or services for your school or section in the Education Authority (EA). It uses web based forms similar to those used on many internet shopping sites.

Oracle iProcurement provides the user with more information on products and aims to be both more intuitive and faster than previous Oracle Requisitioning.

1.1   Logging On To EA Financial System
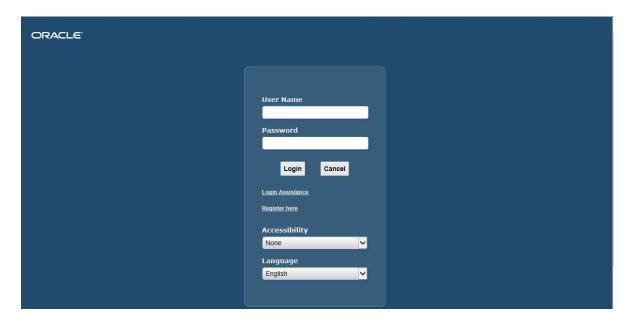
To access the EA Financial system an Oracle logon is located on your PC desktop.   For schools, the C2K Manager can add the IFS Oracle shortcut to your PC.   Click on the icon.

Alternatively open the Internet Browser and enter the URL: https://ebs.int.erp-sop.co.uk (If you accessing the system external e.g. laptop, iPad, nursery school enter https://ebs.erp-sop.co.uk)   It is advised that you save this URL to your browser favorites for quick and easy future access.

Favorites – click & add as favorite 'EA Finance HR Payroll system.
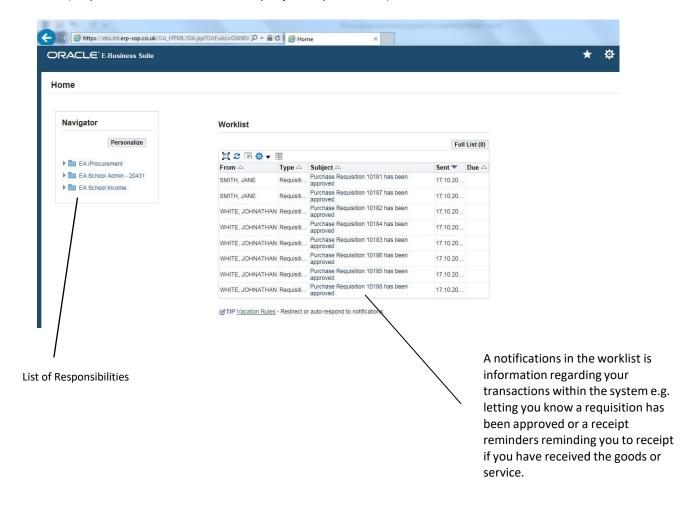
The following screen will appear:
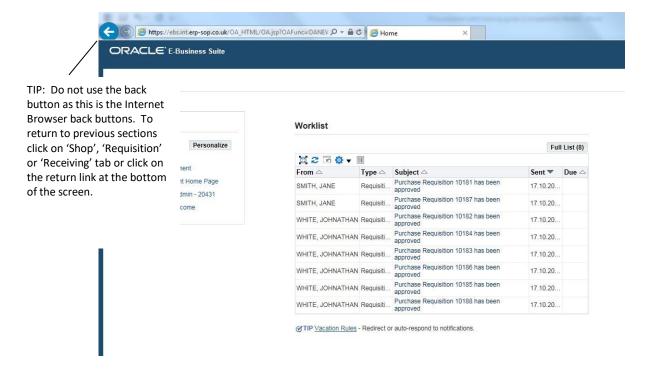
➢ Enter '**Username**'; this will be your employee number with a prefix e.g., 0679468 could be 40679468.

➢ Enter '**Password**' (passwords are case sensitive and must be 10+ characters, include capital and number). Please be aware that the EA Financial System will include your personal HR and Payroll details, therefore we advise that you keep your password confidential and do not share.

➢ Click '**Login'** or press return.

The following screen – 'Home' page will appear listing all the responsibilities you have been set up with (responsibilities are allocated as per job requirements).

List of Responsibilities

A notifications in the worklist is information regarding your transactions within the system e.g. letting you know a requisition has been approved or a receipt reminders reminding you to receipt if you have received the goods or service.
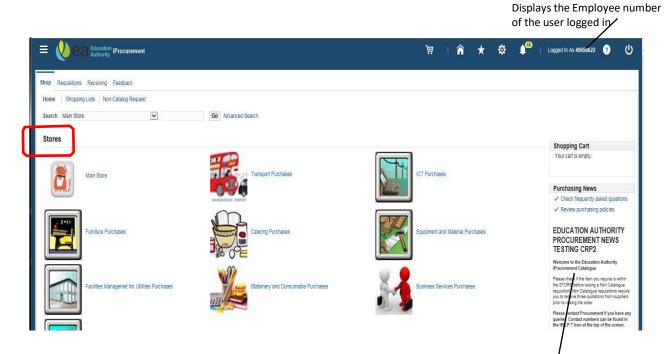
1.2 Navigating iProcurement

➢ Click on a responsibility. The menu of functions available within that responsibility will be listed

TIP: Do not use the back button as this is the Internet Browser back buttons. To return to previous sections click on 'Shop', 'Requisition' or 'Receiving' tab or click on the return link at the bottom of the screen.

➢ Click on one of the function links, e.g., **iProcurement Home Page.**

> ➢ Screen opens into Oracle iProcurement **Stores** page within the **Shop** Tab.

Displays the Employee number of the user logged in
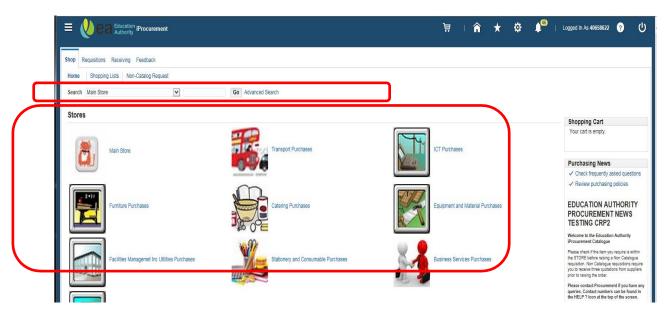
Information Section contains: Purchasing News, Frequently Asked Questions and EA Procurement policies

iProcurement icons:

🛒		Shopping Cart
🏠		Home – This icon will open the EA Finance HR Payroll System home page
🚫		Navigator – This icon allows you to navigate to another responsibility and subsequent menus e.g. School Reports
⭐		This is Oracle Favourites (not your shopping list favourites)
⚙		Settings – This icon is where you setup the preference to receive notifications by email as well
🔔99+		Worklist – This icon enables you to view your personal worklist notification e.g. notification that a requisition has been approved or notification to receipt item.
❓		Oracle Help Facility – This icon will open a Help section which includes further information and contact details
⏻		Exit/Log out

1.3 Search options within iProcurement
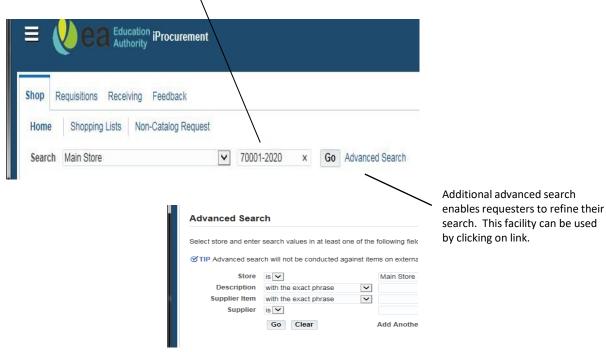
iProcurement has powerful search capabilities. There are two ways to search for an item within the Catalogue either by the Search field or the Store icons.
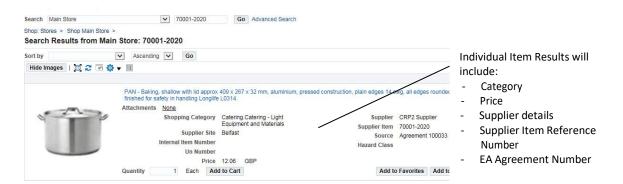
1.3.1 Search Field

The Main Store defaults into the first field of the Search facility. The search criteria is entered into the second field, this can range from partial item descriptions, categories, supplier names and contract numbers to specific product attributes (such as colour or size) and part numbers.

> ➤ Enter search criteria in search field e.g., **Supplier Item reference** from EA Contract Schedule, and click 'Go'.

Additional advanced search enables requesters to refine their search. This facility can be used by clicking on link.

➢ Item searched for will be displayed.

Individual Item Results will include:
- Category
- Price
- Supplier details
- Supplier Item Reference Number
- EA Agreement Number

Alternatively, you can use key words or parts of the item description. A useful tip is to put a % at the start and end of the word to narrow the search.
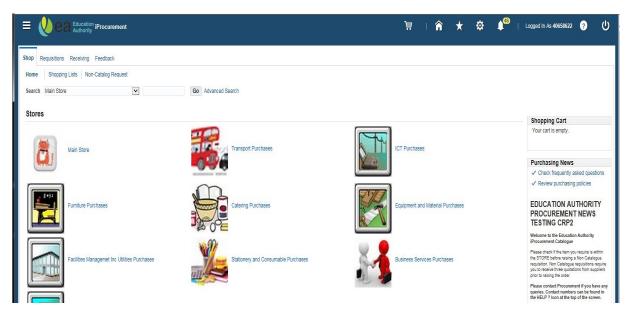
For example: **CN046AE (HP 951XL Cyan) - Cyan, HP Original Inkjet Printer Cartridge. 1,500 Pages** you can use the following searches.

- Searching only **%951%** or only **%HP%**; or

- User can further narrow down this search by using **%HP% %951%** or vice versa (use a space in between). Entered space ensures that both keywords entered between %'s i.e., HP and 951 are searched; or

- If a user is searching for Printer Cartridges, they can use **%Printer% %Cartridge%** with a space for a better search.
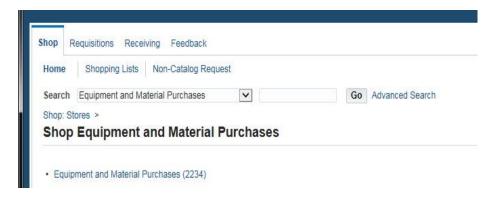
Click 'Go'.
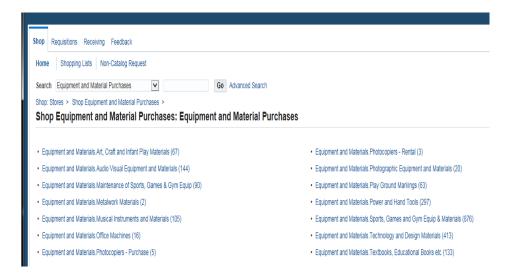
1.3.2 Store Icons

Oracle iProcurement uses the concept of Stores i.e., a Category of items. Each store includes a combination of minor categories e.g., 'Equipment and Material Purchases' store includes Sports, Games and Gym & Materials, etc.
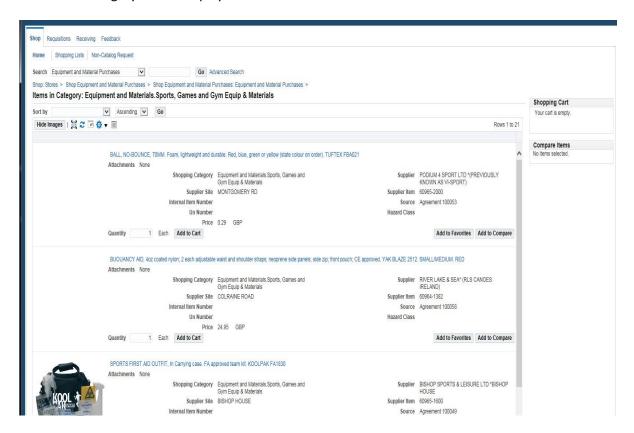
> ➤ Click on the 'Equipment and Material Purchases' store icon.

> ➤ Drill down to the relevant item by selecting the category links.

> ➢ Each store has several Minor Categories which are displayed within each Store Icon. The minor category will detail the number of items within the category in brackets.

> ➢ Click on Minor Category link and items will be displayed. Only items linked to the category will be displayed.
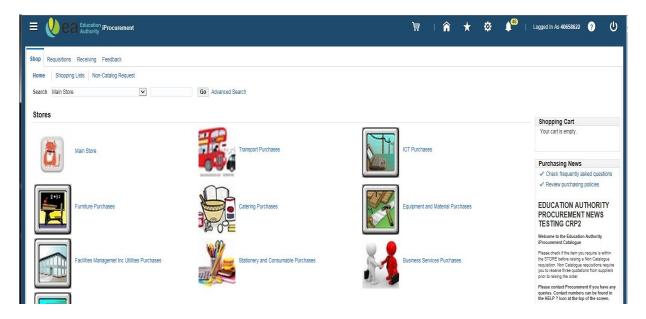
Note: The Main Store Icon contains all the other Stores and their minor categories in one place.

2. iPROCUREMENT – CREATE AND EDIT REQUISITION

2.1 Create and Edit Store (Catalogue) Requisition

The 'Stores' tab contains all the individual items and services that EA has contracts for. You should always check the Stores for the items or service you want before Requisitioning.
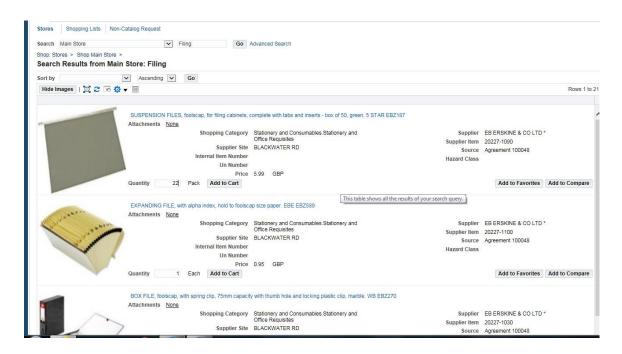
2.1.1 Enter search criteria in the 'Search' field and click 'Go' e.g., Filing or supplier item reference from EA Contract Schedule. It is quicker if you use the supplier item reference from the EA Contract Schedule as it will instantly bring you back the item you require.
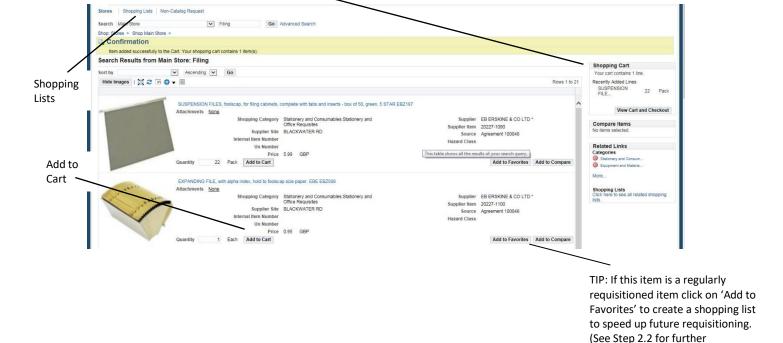
Please note if you can't find the items you are looking for within the store contact Procurement who will advise which contract reference to use or if a non-catalog request is required.

2.1.2 A list of all items matching the search criteria will be returned. Review the search results and choose the item you require and enter the desired quantity into the 'Quantity' field. Enter a valid value e.g., 22.
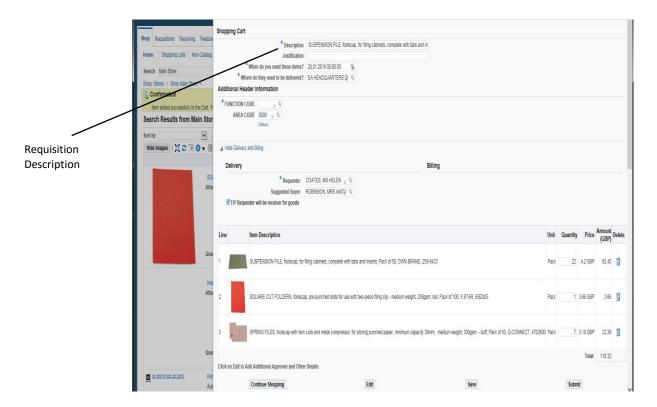
2.1.3   Click on 'Add to Cart' for required items.   The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.

Shopping Lists

Add to Cart

TIP: If this item is a regularly requisitioned item click on 'Add to Favorites' to create a shopping list to speed up future requisitioning. (See Step 2.2 for further information on Shopping List)
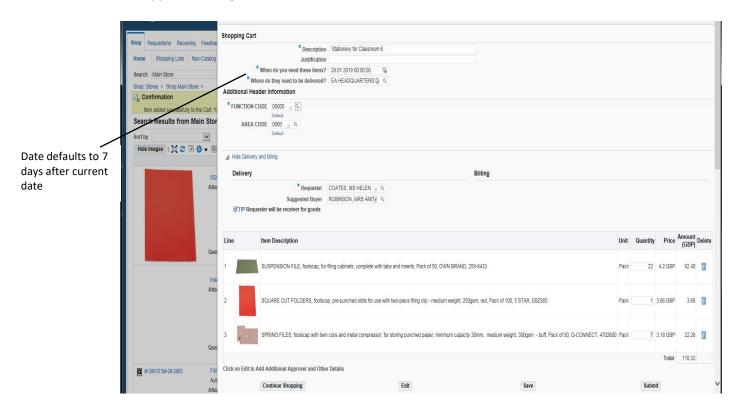
2.1.4   If the item is an item that you order on a regular basis you can click on 'Add to Favorites' to add to your Shopping Cart.   This means that when you need to order this item again, click into the Shopping List rather than search again.

2.1.5   Repeat searching for items and 'Add to Cart' until the Shopping Cart is filled with the items you require.

2.1.6   Click on 'View Cart and Checkout.

Requisition
Description
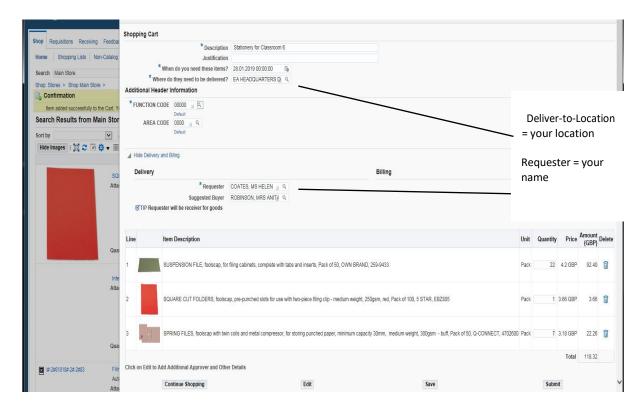
2.1.7   The requisition description will default to the first item description. We recommend you
        change it to something more meaningful by highlighting and typing in the Requisition
        Description field. E.g., from *SUSPENSION FILES, foolscap, for filing cabinets, complete with
        tabs and inserts - box of 50, green. 5 STAR EBZ187* to *Stationery for Classroom 6* or 1006
        Mrs. Smith's June 2018 requisition

2.1.8   If required, enter the reason for the requisition in the 'Justification' field. This is a note to
        the Approver (Budget holder) and is a desirable field.

Date defaults to 7
days after current
date
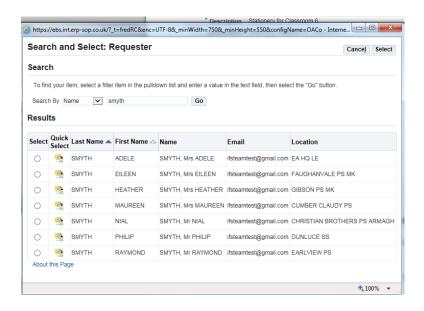
2.1.9   Click in the 'Function Code' field to enter a function code to be used for this requisition. If there is no function code to be used, enter 00000. This field is mandatory.

2.1.10   Area Code in Oracle = Department Code in Schools. If no department is required, the default Area Code 0000 should be used when raising a requisition.

2.1.11   e 'When do you need these Items' date can be changed by clicking the Calendar button. **The requisitioner should indicate a realistic date if they know the items or service is not going to be delivered for a period of time**.   This date is _internal_ to the requisition and does not go to the supplier, it helps generate the receipt reminders notifications/emails to remind you to receipt only when you have received the goods/service.

2.1.12   The 'Requester' will have defaulted as your name and the ''Where do they need to be delivered?'' as your location. It is worth noting that the cost centre defaults from your name (Requester). Normally you won't need to change any of these, and you can proceed to Step 2.1.18.
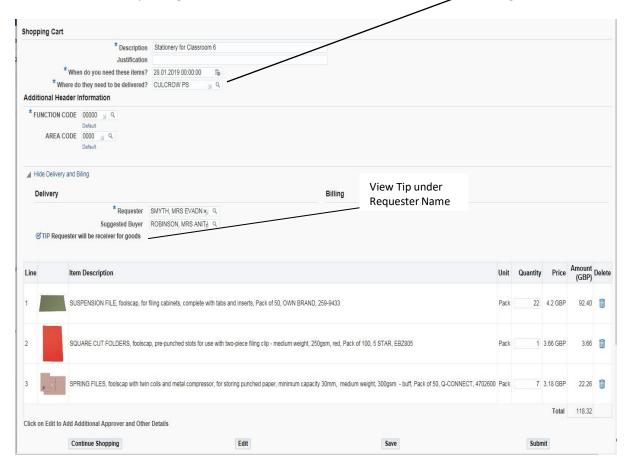
2.1.13   Change Requester by clicking on the magnifying glass to the right of Requester field.

2.1.14   In the Search and Select screen, enter the Surname or first few letters, and click 'Go'.
Click on 'Quick Select' button attached to relevant Requester.
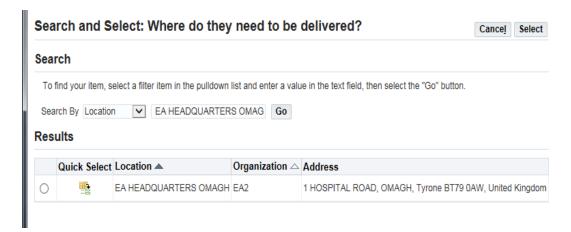
2.1.15   Returns to Delivery screen with Requester Changed. <u>Note: Deliver-to-Location will have</u>
<u>automatically changed (in addition to cost centre, resource, and area coding).</u>
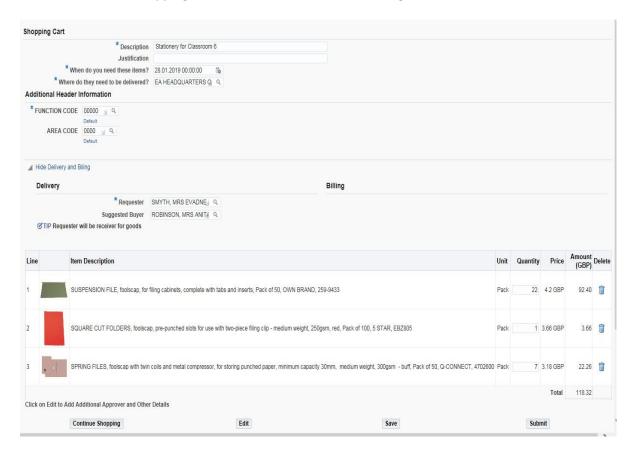
2.1.16   If you need to change the Deliver-to-Location, click on the magnifying glass to the right of
the 'Where do they need to be delivered?' field. (Please note changing the deliver to location
only changes the address not any coding).
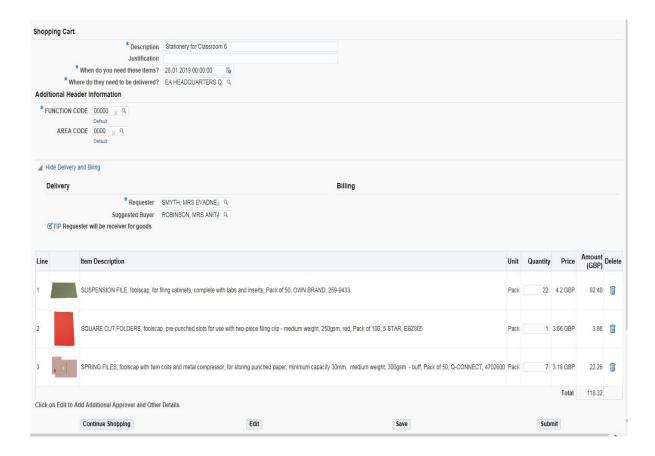
2.1.17   In the Search and Select screen, enter the first few letters of the Location required or put part of the location name with % at either end to narrow down search e.g., %PILOT% and click 'Go'. Click on 'Quick Select' button attached to relevant Requester.
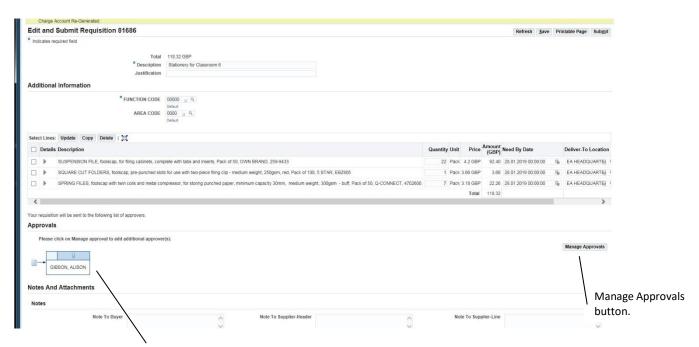
2.1.18   Returns to Shopping Cart with Deliver-To-Location changed.

2.1.19   Scroll down page to view the details of the items added to Shopping Cart. The buttons at the bottom are:

➢ 'Continue Shopping' to add more items to Cart.
➢ 'Edit' to view or amend code or code combination, split costs, change approver, insert note to supplier or add an attachment.
➢ 'Submit' sends requisition to budget holder for Approval.

Shopping Cart

* Description: Stationery for Classroom 6
Justification:
* When do you need these items? 28.01.2019 00:00:00
* Where do they need to be delivered? EA HEADQUARTERS Q

Additional Header Information

* FUNCTION CODE: 00000
Default
AREA CODE: 0000
Default

Hide Delivery and Billing

Delivery   Billing

* Requester: SMYTH, MRS EVADNE
Suggested Buyer: ROBINSON, MRS ANITA

☑ TIP Requester will be receiver for goods

| Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Delete
1	SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433	Pack	22	4.2 GBP	92.40	🗑
2	SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805	Pack	1	3.66 GBP	3.66	🗑
3	SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm, medium weight, 300gsm - buff, Pack of 50, Q-CONNECT, 4702600	Pack	7	3.18 GBP	22.26	🗑
				Total	118.32	

Click on Edit to Add Additional Approver and Other Details

Continue Shopping   Edit   Save   Submit

2.1.20   Click on 'Edit' button and view Requisition details.
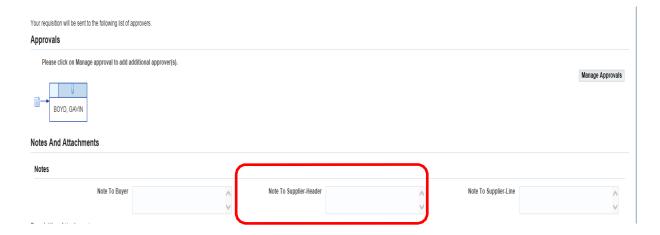

Manage Approvals button.

2.1.21   View the Approval Path. The Approvals will show your immediate Line Manager or your Line Manager with the relevant Approval limit. If you do not need to amend move on to Step 2.1.23.

17

2.1.22   To change the Approver, click the 'Manage Approvals' button. Select the relevant 'circle' for the Action e.g., Change Managerial Approver' or 'Insert Approver' if it is required that a second person should also approve the requisition. Using the Magnifying glass to search for Approver. Click 'Submit'.
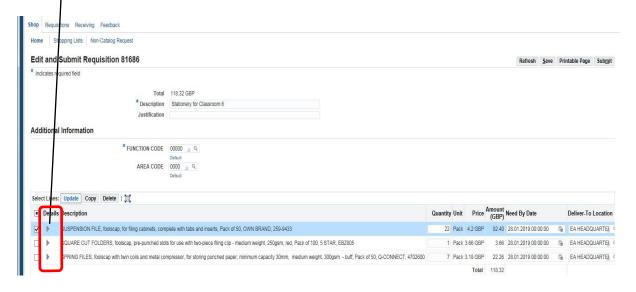

2.1.23   On some requisitions it may be necessary to add a note to Supplier. Scroll to the bottom of screen and enter the relevant information in the Note to Supplier Header' Field e.g. Please do not deliver between 1 July 2018 to 25 August 2018 or Please put on the delivery note 'For the Attention' of Mrs. Smith. The information entered in this note appears on the EA Purchase Order as a special instruction.   If this is not required move on to Step 2.1.24.

2.1.24   It may be necessary to send an attachment to the Supplier. In the Attachment section at the bottom of screen click on the 'Add Attachment' button. Enter Title, Description and add attachment file. If this is not required move on to Step 2.1.25.
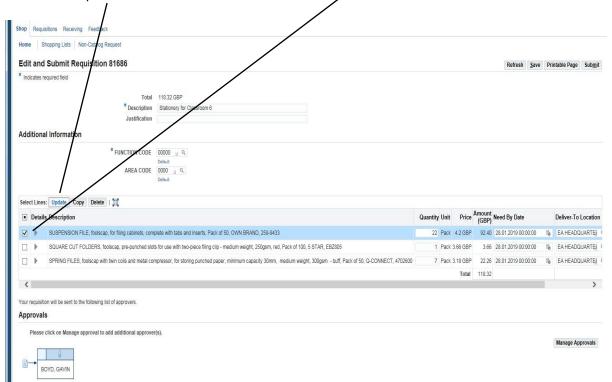
2.1.25 To view coding that is automatically generated for this requisition click on the 'Details' triangle.   The supplier details can be viewed, including the email address where the purchase order will be sent to.
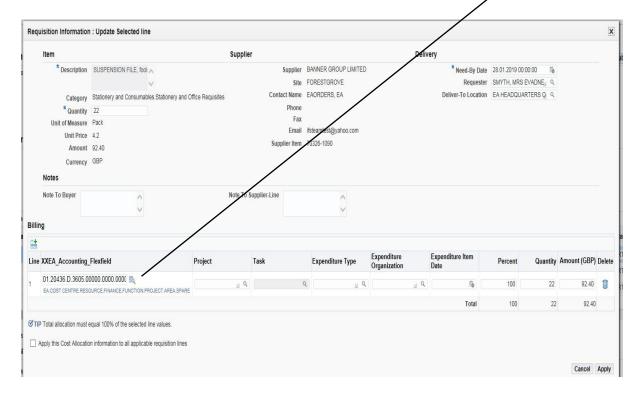

2.1.26 The coding can be amended. The charge account defaults from the name of the Requester (cost centre and resource code) and type of goods you have requested (finance code). Normally you won't need to change any of these, and you can proceed to Step 2.1.31
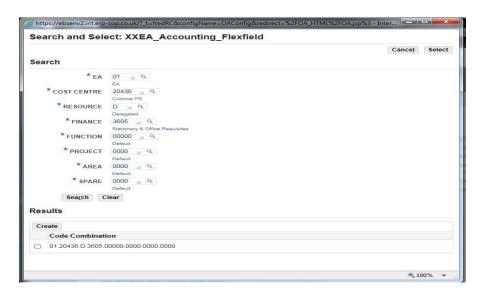
2.1.27 To add code or amend code combination click on tick box against the Line to be updated and the Update button.
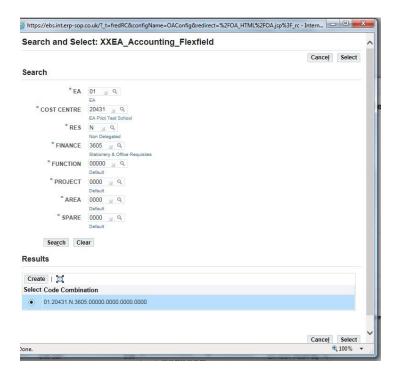
2.1.28   The Update line screen opens.   To edit coding click on magnifying glass ⊞Q to right of charge account 'EA Accounting Flexfield' field.

2.1.29   The code combination screen opens. Enter code into relevant field or click on magnifying glass to the right of the Code to be amended to use pick list e.g., Cost Centre code. Click 'Search'.

2.1.30   To accept the amended Code Combination, click on Create, click on the Select circle and
         then click on Select.

2.1.31   If all the lines in the shopping cart are to have the same coding click on the tick box
         beside 'Apply this Cost Allocation to all applicable requisition lines', then click Apply.

2.1.32   The details of the requisition are correct, click the 'Submit' button.

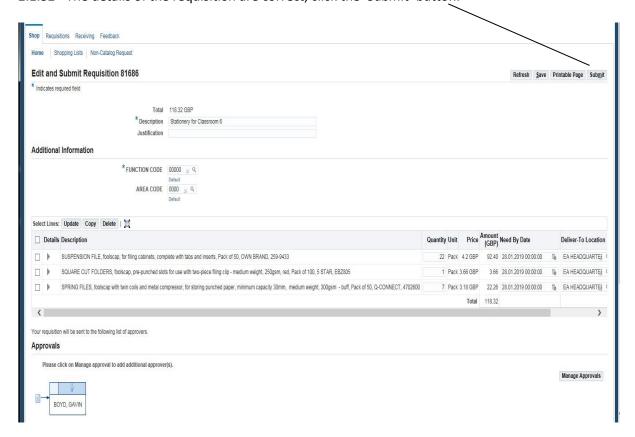2.1.33   Returns to shop Screen showing confirmation and Requisition Number and the Approver it has been submitted to. Click 'Continue Shopping'.

The requisition number is an internal number to your requisition. The requisition will automatically be sent to the approver.   Once approved by the Approver an EA Purchase Order will be automatically created with an EA Order number and sent to the supplier within minutes by email, or if the supplier receives their orders by mail, it will be posted that afternoon.
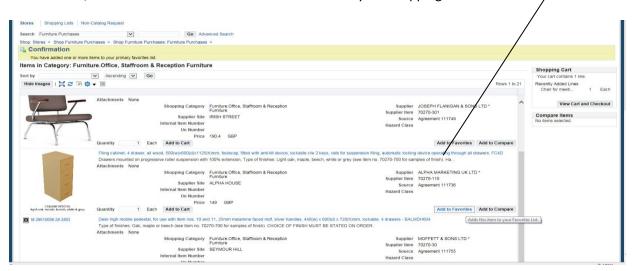
2.2   Using iProcurement Shopping List for Store (Catalogue) Requisition

If there are items that are regularly requisitioned these items can be added to a Shopping List. Using the shopping list rather than searching each time for your items will speed up your requisitioning.

If an item is updated by Procurement e.g., price, description or no longer available to requisition, this automatically updates in iProcurement including the shopping list.

Adding Item to Shopping List

2.2.1   To add an item to your shopping list search for an item that is regularly requisitioned item, click on 'Add to Favorites'. This will add it to your shopping list.
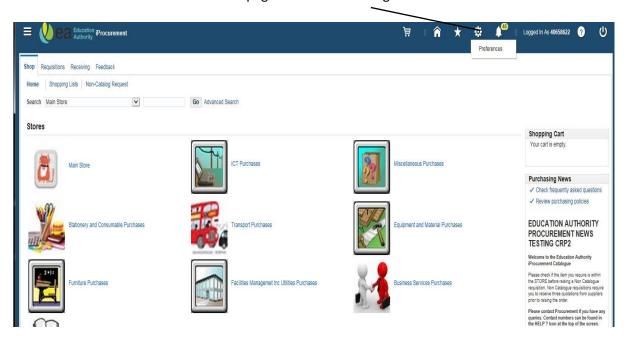
2.2.2   To view the items that you have added to your shopping list, click on the 'Shopping Lists' link within the Store tab.
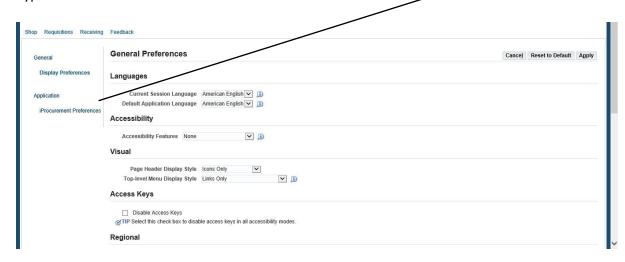
Create Multiple Shopping Lists
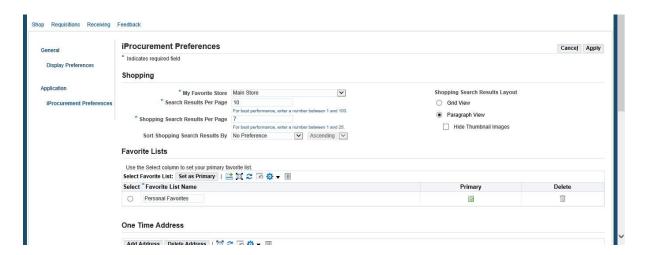
2.2.3   It may be useful to create multiple shopping lists, for example, stationery items,
cleaning items, Mrs. Smith's items, General Office Supplier, etc.

2.2.4   Within the iProcurement homepage click on the setting icon and select Preferences.
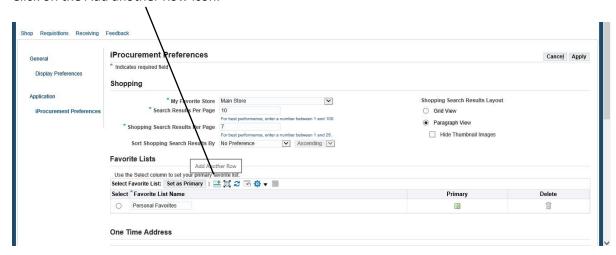
2.2.5   The General Preferences screen will be displayed. Click on the iProcurement Preferences
hyperlink.
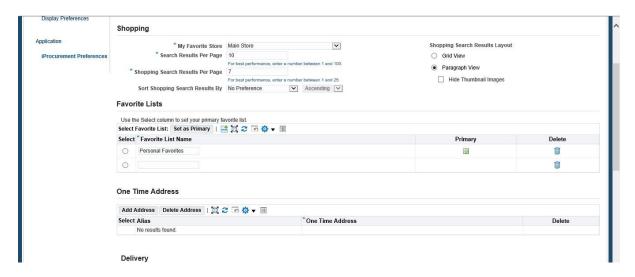
2.2.6   The iProcurement Preferences will be displayed.   Within this screen additional Shopping
Lists can be created within the Favorite Lists.
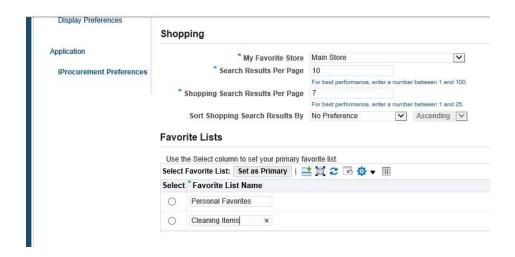
2.2.7   Click on the Add another Row icon.
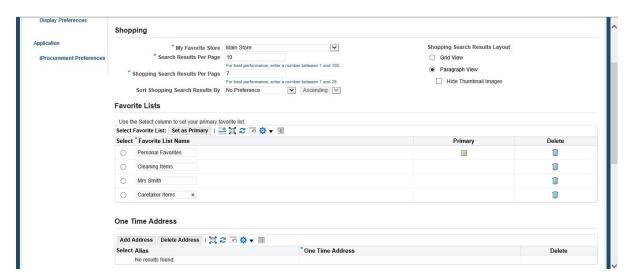
2.2.8   An additional line will be displayed.   Enter the name of the Shopping List within the 'Favorite List Name' field e.g., Cleaning Items.
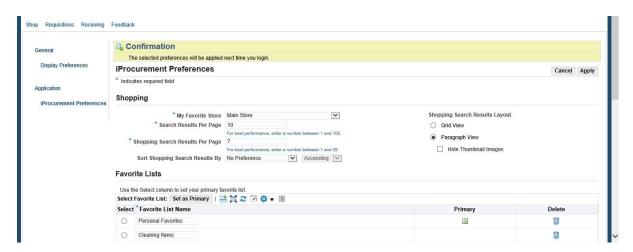
2.2.9   Additional lists can be created by adding more lines as indicated in Step 2.27.

2.2.10   Click Apply. A confirmation will be displayed.
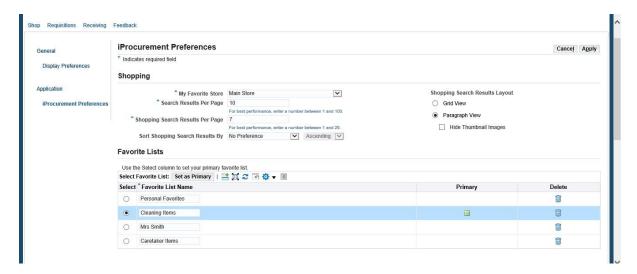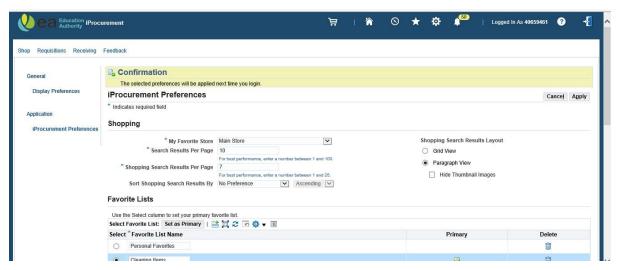
2.2.11   The Personal Favorites list is the default shopping list that your items are added to when you
         click 'Add to Favorites' within the Shop.   The default shopping that you can add to and
         view within the Store can be changed.   If you do not want to change default click Apply,
         otherwise proceed to the next step.

2.2.12   Click on the 'Select' circle to left of the Favorite List Name you wish as default.

Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary | ⊞ ✂ ⟳ ⬚ ⚙ ▼ ▥

Select	*Favorite List Name	Primary	Delete
○	Personal Favorites	🔲	🗑
●	Cleaning Items		🗑
○	Mrs Smith		🗑
○	Caretaker Items		🗑

2.2.13   Click on the 'Set as Primary' button and click Apply.   The change will be confirmed.

Shop   Requisitions   Receiving   Feedback

General

Display Preferences

Application

iProcurement Preferences

iProcurement Preferences   Cancel Apply

* Indicates required field

Shopping

* My Favorite Store   Main Store ▾
* Search Results Per Page   10
For best performance, enter a number between 1 and 100.
* Shopping Search Results Per Page   7
For best performance, enter a number between 1 and 25.
Sort Shopping Search Results By   No Preference ▾   Ascending ▾

Shopping Search Results Layout
○ Grid View
● Paragraph View
☐ Hide Thumbnail Images

Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary | ⊞ ✂ ⟳ ⬚ ⚙ ▼ ▥

Select	*Favorite List Name	Primary	Delete
○	Personal Favorites		🗑
●	Cleaning Items	🔲	🗑
○	Mrs Smith		🗑
○	Caretaker Items		🗑

ea Education Authority iProcurement   🛒 | 🏠 ⊘ ★ ⚙ 🔔⁵⁰ | Logged In As 40659461 ❓ ⏏

Shop   Requisitions   Receiving   Feedback

General

Display Preferences

Application

iProcurement Preferences

📋 **Confirmation**
The selected preferences will be applied next time you login.

iProcurement Preferences   Cancel Apply

* Indicates required field

Shopping

* My Favorite Store   Main Store ▾
* Search Results Per Page   10
For best performance, enter a number between 1 and 100.
* Shopping Search Results Per Page   7
For best performance, enter a number between 1 and 25.
Sort Shopping Search Results By   No Preference ▾   Ascending ▾

Shopping Search Results Layout
○ Grid View
● Paragraph View
☐ Hide Thumbnail Images

Favorite Lists

Use the Select column to set your primary favorite list.

Select Favorite List: Set as Primary | ⊞ ✂ ⟳ ⬚ ⚙ ▼ ▥

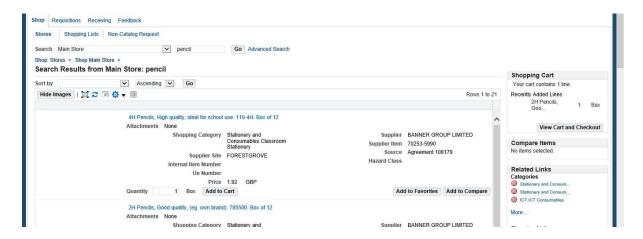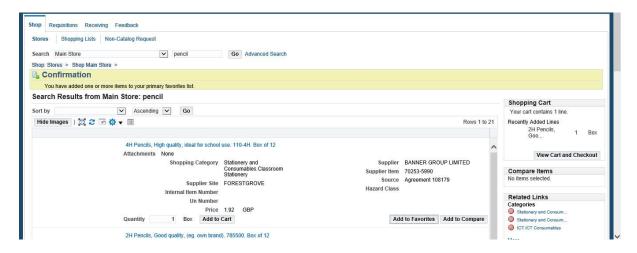| Select	*Favorite List Name	Primary	Delete
○	Personal Favorites		🗑
●	Cleaning Items	🔲	🗑

<u>Add items to different Shopping Lists</u>

2.2.14   Click on the 'Add to Favorites' button to add the item to the Shopping Lists.
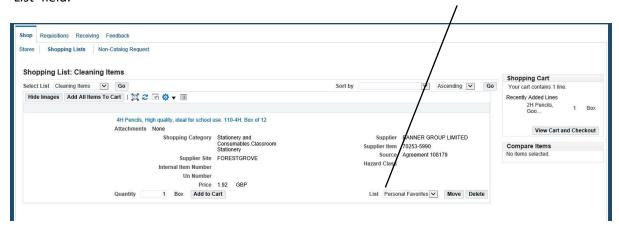
Remember: The additional favorite lists need to be setup first as in Step 2.2.3 to 2.2.10.
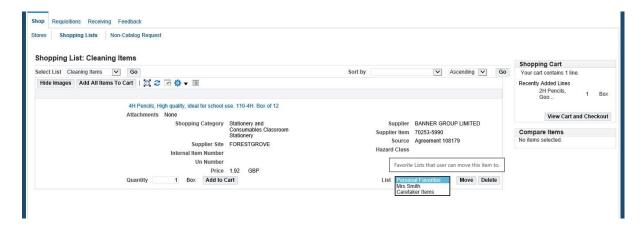
27

2.2.15   A message will be displayed confirming that the item has been added to your primary favorites list.

2.2.16   To add the list to a list other than your primary favorites list, click on the arrow beside the 'List' field.

2.2.17   Select the list you wish to move the item to e.g., Mrs. Smith, click 'Move'.
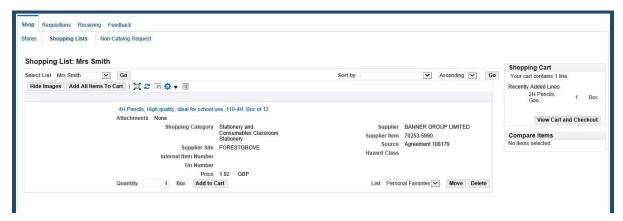
2.2.18   A message confirming the item has been moved.   The Item will no longer be available in the first shopping list.

2.2.19   The individual shopping lists and their items can be viewed by clicking on 'Select List' and 'Go', e.g. Mrs Smith.
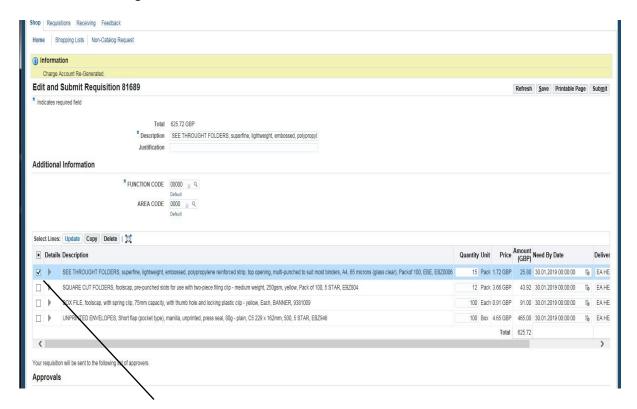
2.2.20   The items within a shopping list can be sorted by a variety of attributes, e.g. description, supplier, price, etc.   Click on the arrow in the 'Sort by' field.   Select the required attribute and click 'Go'.
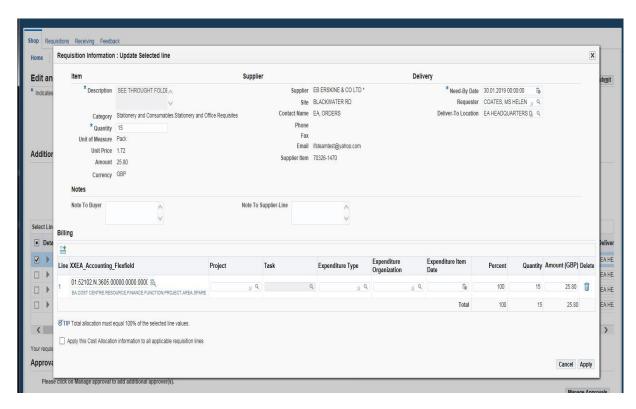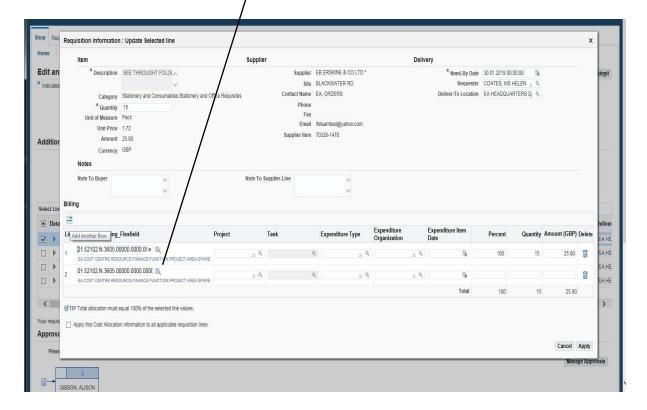
2.3   How to Split Coding within a Requisition

2.3.1   Within the 'View Shopping Cart and Checkout' screen click on EDIT to amend or change line.

2.3.2   Opens the Edit and Submit Requisition screen and save. Requisition number is allocated and showing in screen.

2.3.3   Click on the tick box for the line required to be amended or changed and click the Update button.
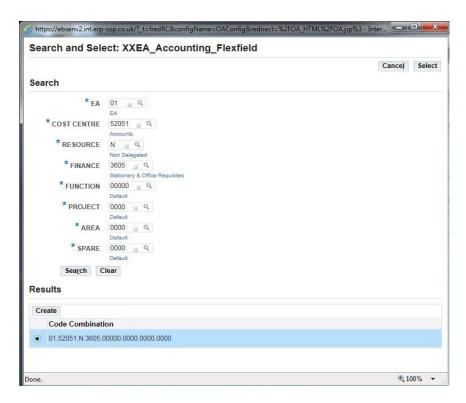
2.3.4   Opens in Requisition Information: Update Selected Line Screen. To split the coding between
         two locations, click on add another row symbol [icon] and a line will be added with the
         coding defaulted in from the line above. To split the value and change the coding to the
         correct location click on the magnifying glass to the right of the code combination line to be
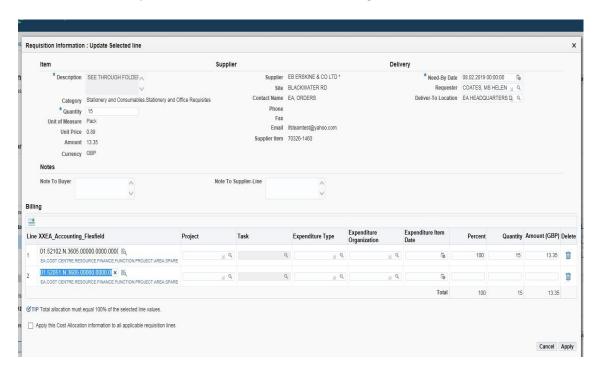   amended.

2.3.5   Click on the magnifying glass beside the code to be amended and choose the code required.
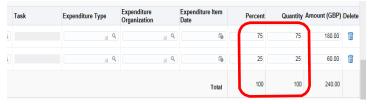
2.3.6   Click on 'Search' then 'Select'. If the combination does not appear with the Results, click on 'Create' then 'Select'.
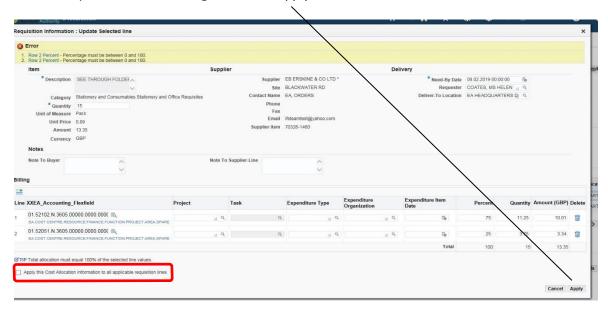

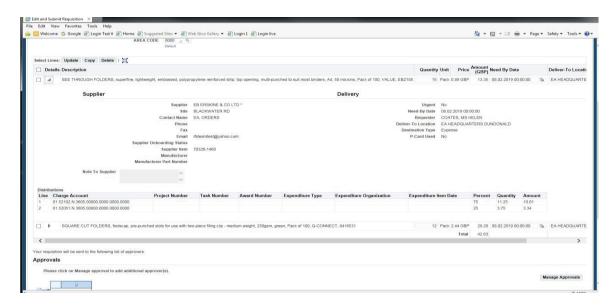2.3.7   Returns to update line screen with amended coding.

2.3.8   Move to far right of screen and input the percent split which must add to 100% or the quantity required for each location. Either the percentage or quantity field must be completed.   If you do not complete these, you will get an error message reminding you to enter percentage.

Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (GBP)	Delete
				75	75	180.00	🗑
				25	25	60.00	🗑
			Total	100	100	240.00	

2.3.9   If you have selected more than one line to be amended and these codes apply to all the lines, tick the tick box beside the 'Apply this Cost Allocation information to all applicable requisition lines' message. ▪Click on Apply.

2.3.10   Returns to Requisition screen. Click Details icon in line changed to view the split coding and costs.

2.3.11   Save and a confirmation message is shown the Requisition has been saved.

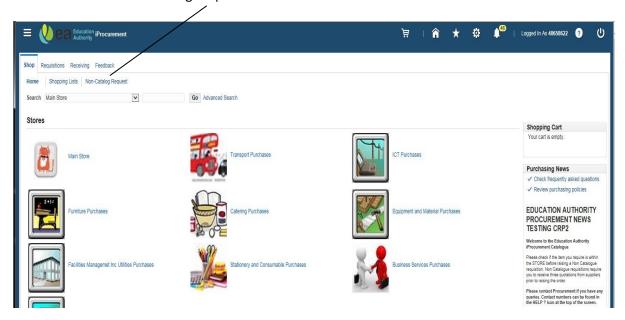2.3.12   Continue with Checkout to complete the requisition.

2.4   Create and Edit Non-Catalogue Requisition

If you need to create a Requisition for goods that aren't on contract, then follow the procedure below. You should always check the Stores for the items or service you want before Requisitioning. *Note: Depending on the goods being requested or if you are unsure how to requisition a particular type of service you should contact Procurement first.*
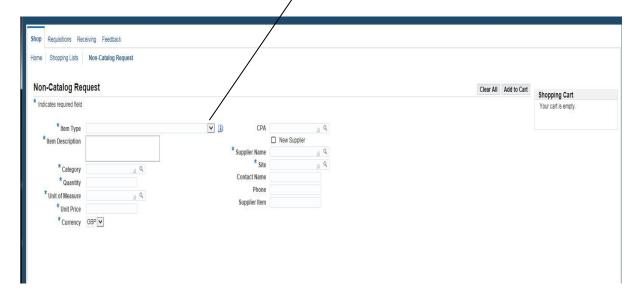
If a non-catalogue requisition is submitted for items that should have been requisitioned from an EA Contract via the store, it will not be processed by Procurement but will be returned to the requisitioner with guidance on how to proceed.

Please note: A non-catalogue requisition should only be raised for one supplier at a time.

2.4.1   Click the 'Non-Catalog Request' link.

2.4.2   Click on the arrow to the right of the Item Type field, select 'Goods I can provide description, item price and quantity'.

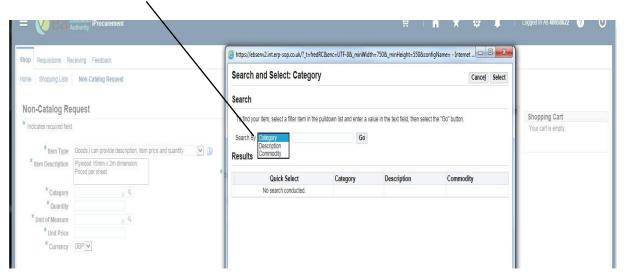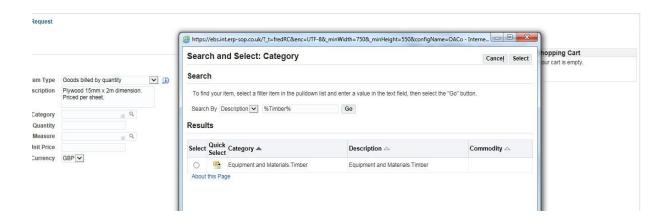2.4.3   Enter the desired information into the Item Description field giving as much detail as possible so that the supplier knows exactly what is required e.g., include description, item reference or if it is for a bus trip include all the details from date, pick up and drop locations, times, size of bus, etc.

2.4.4   Enter Category using the picklist, click on the magnifying glass to 'search and select' the relevant Category (A full category list is included in Appendix A).
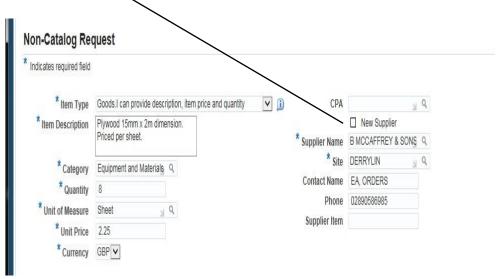
2.4.5   Choose 'Description' in the Search By field.   Enter a partial valid value e.g., "Stat" for Stationery in the adjacent field. A useful tip is to put a % at the start and end of the word to narrow the search e.g., %office% or %towel% etc. Click 'Go'.

* DO NOT USE MISCELLANEOUS *
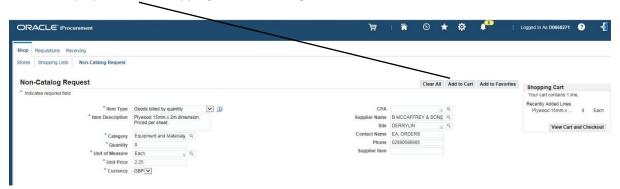
2.4.6   Click the Quick Select button against the required category.

2.4.7   The Category field will be populated.

2.4.8   Enter the quantity required in the Quantity field.

2.4.9 To change the Unit of Measure (UOM), click on the Magnifying Glass. Enter the required UOM search field e.g. Each, Pack, Session, etc., click 'Go'. Use the 'Quick Select' button against the relevant UOM.

* DO NOT USE UNIT OF MEASURE AMOUNT * To raise an Amount Based order go to Step 2.4.18.

2.4.10 Enter the price for one item (**before VAT and including any discount**) into the Unit Price field. Enter a valid value e.g., "2.25".

2.4.11 The CPA field should be left blank unless an EA department or Procurement has requested and provided a CPA number to use.

2.4.12 The New Supplier tick box does not create a new supplier, it should ignored.

2.4.13 Search for Supplier's Name by clicking on the Magnifying Glass and 'Search and Select'. A useful tip is to put a % at the start and end of the word to narrow the search e.g., search for the supplier B McCaffrey & Sons, %MCCAFFREY% o r %B%MCCAFFREY% etc. If unsure of the Supplier's name, contact the Procurement section.

2.4.14 Other details can also be entered e.g., contact name, phone number. Please do not enter any information in the Supplier Item field.

2.4.15 Click on 'Add to Cart' for required items.   The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.

2.4.16 To add further items for this requisition, highlight and delete the current item description and enter the next item's description, update category, quantity, unit of measure, unit price and 'Add to Cart' until the Shopping Cart is filled with the items you require.

2.4.17 Click on 'View Cart and Checkout.

2.4.18 Repeat Steps 2.1.6 to 2.1.33 to complete requisition.

2.4.19 To complete other types of non-catalogue requests, click the downward arrow at 'Item Type' to see choices. *If in doubt speak to your Procurement section before using these options.*

Click on '**Goods or Services I can provide description and Total Amount'** and complete in a similar manner to 'Goods billed by quantity'. However, in this case in the Amount you enter the *VALUE* of the Goods before VAT rather than the quantity, e.g. (£) 95.99 worth of goods in the amount field. Also, when you come to receipt the goods it's the value rather than the quantity that you receipt.
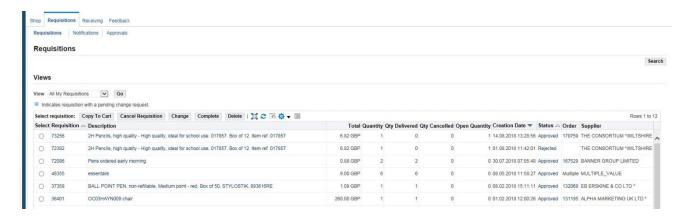
Alternatively, you can use 'Services I can provide description, rate and quantity' e.g., for photocopier charges, and complete in a similar manner to 'Goods I can provide description, item price and quantity' for Services rather than Goods.

2.4.20 There are occasions when you need to create a **Requisition for an estimated quantity of goods** that aren't on contract.   A non-catalog request should be completed as detailed above, further examples of estimated requisitions are available within Appendix C

3. USING THE REQUISITION TAB

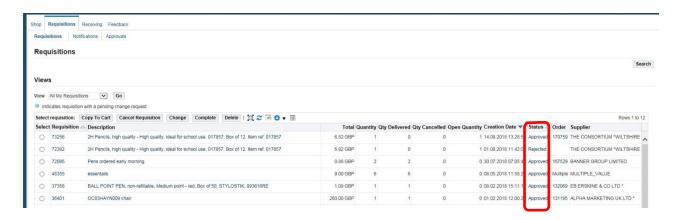All requisitions raised that a user raises via iProcurement will be viewable within the Requisition tab. Within this tab you view all the information and transactions associated with your requisition, from the order through to the invoice and payment.   Also, within this tab you can quickly recreate new requisitions from any requisitions previously raised rather than having to pick the items again or rekey.

3.1.   Navigating the Requisition tab

3.1.1   Requisition Status: Within this screen you can see the status of the requisitions that you have raised.

There is six statuses that a requisition can be in.
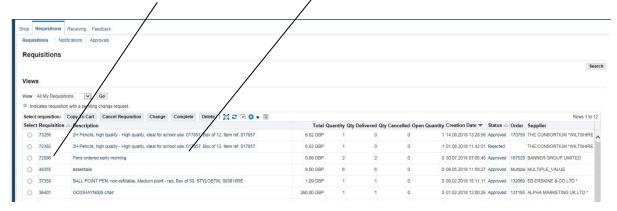
Requisition Status	Meaning
Incomplete	The requisition has been saved but not submitted. To submit an incomplete requisition, click on the Complete button.
In Process	The requisition has submitted to an Approver.
Approved	The requisition has been approved by the Approver.
Rejected	The requisition has been rejected by the Approver as not required.
Returned	The requisition has been approved by the Approver but has been Returned by Procurement. Click on the Returned status to view. the reason why returned.
Cancelled	The requisition has been cancelled.

In iProcurement where there is a hyperlink there is further information contained within the link, for example if you click on the status e.g., Approved. For example, view dates when it was submitted, approved and by whom.

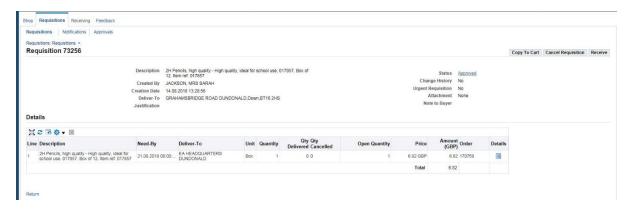| Sequence ▼	Approver	Organization Name	Action	Action Date	Notes
3	BILL, MISS JOYCE	Education Authority BG	Approved	24.08.2018 13:23:21	
2	JACKSON, MRS SARAH	Education Authority BG	Submitted	14.08.2018 13:30:23	
1	JACKSON, MRS SARAH	Education Authority BG	Withdrawn	14.08.2018 13:29:33	

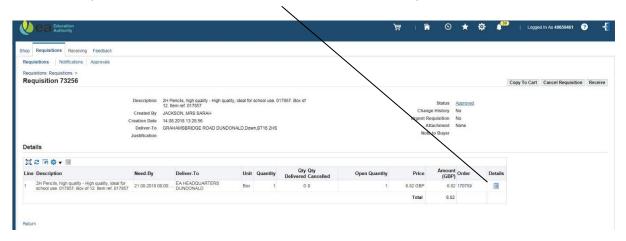3.1.2   Requisition Details: If you wish to see the details of the items contained in the requisition, click on the 'Requisition Number' or 'Requisition Description'.
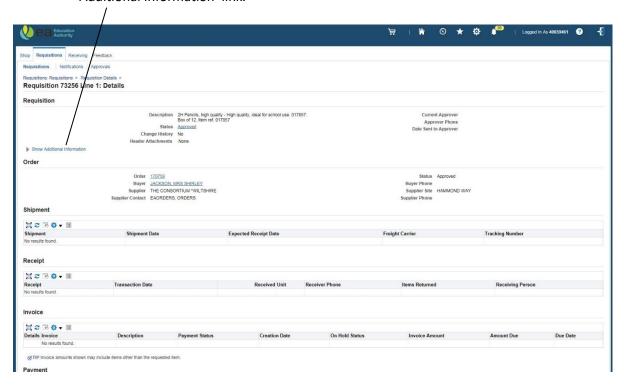

➢ The requisition information will be displayed.

➢ If you wish to view further details associated with the requisition, click on the Details icon.
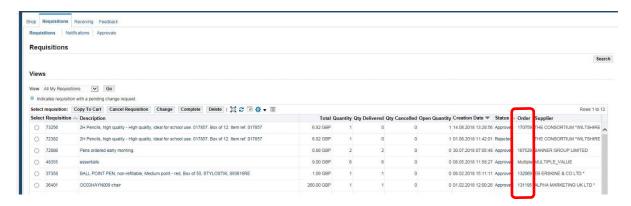

➢ To view the coding or notes to suppliers, supplier details, etc. Click on the 'Show Additional Information' link.
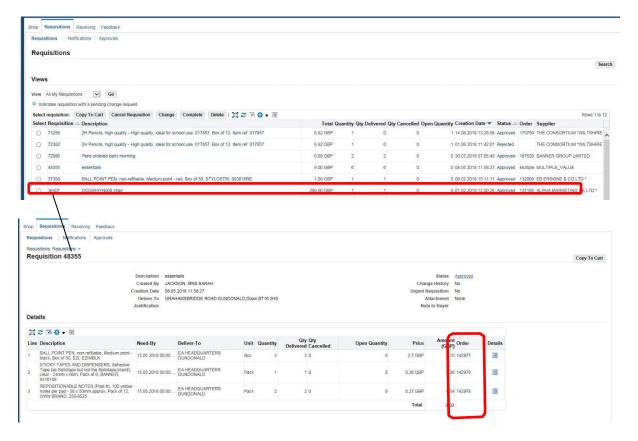
➤ Additional information is displayed e.g. procurement buyer, notes, contract reference, etc.
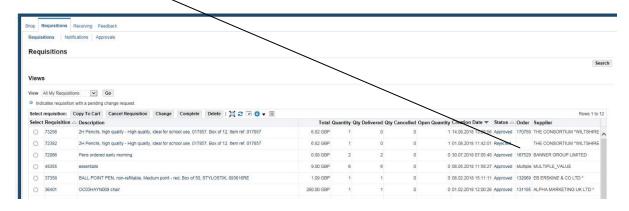
3.1.3 Purchase Order Number: When the requisition has been approved and an official EA Purchase Order created the Order number will be displayed within the Order column.   This is the number that the Supplier will receive.
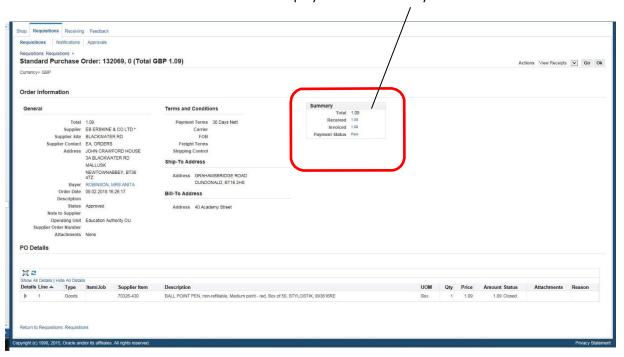
➤ If the order number is blue and hyperlinked (if you hover the mouse over the number a hand appears) this means that Order has been sent to the supplier either via email or post whichever the supplier had initially requested.   Most suppliers receive their orders via email.

➤ If the order number is black and not hyperlinked this means that a Purchase Order has been generated but it has not yet been approved and sent to the supplier.

➤ If the order number is 'Multiple', this means that the requisition created was for multiple suppliers which created multiple order numbers.   If you wish to view the individual orders numbers, click on the requisition number.

> ➤ If there is no order number displayed and the requisition is approved, it is currently with Procurement.   All non-catalogue requisitions will automatically go to Procurement to process.

3.1.4   <u>Purchase Order, Receipt, Invoice and Payment Details</u>: Within iProcurement the requisitioner can view all the transactions associated with the requisition from the purchase order through to the payment.

> ➤ Click on the order number to view the purchase order details.

➢ The Purchase Order details will be displayed. The Summary box is a useful overview.

➢ The Summary shows:
- Total value of the Purchase Order,

- Receipted: the value that has been receipted on the system. If the value is 0.00 it has not been receipted. If the requisition has been partially receipted it will show the value of the partial receipt. To view the Receipt details, click on the received value hyperlink.

This screen will show all the receipts and receipt details including receipt number, receipt amount and receipt date.

- Invoiced: the value that has been invoiced on the system. If the value is 0.00 an invoice has not been received by EA Accounts Dundonald. If a part invoice has

45
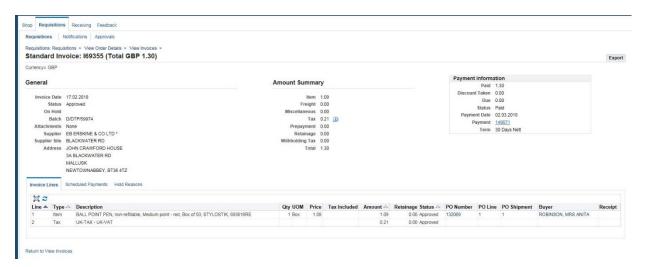
been received and enter in Accounts it will show the value of the partial invoice. To view the Invoice details, click on the Invoiced value hyperlink.
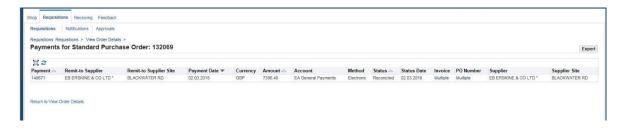
This screen will show all the invoices and invoice details including invoice number, invoice amount and invoice date and payment status.

The invoice can be viewed by clicking on the invoice number hyper link.
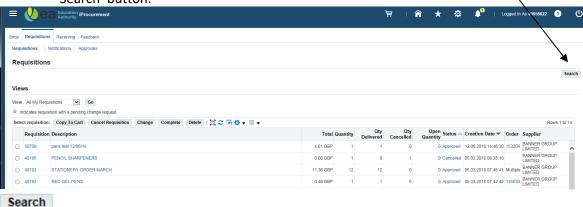
- Payment Status: This will indicate if it has been paid, partially paid or unpaid.   Click on the Payment status hyperlink to view the Payments.   The Payment details including payment date and amount is detailed.

3.2. Search within Requisition tab
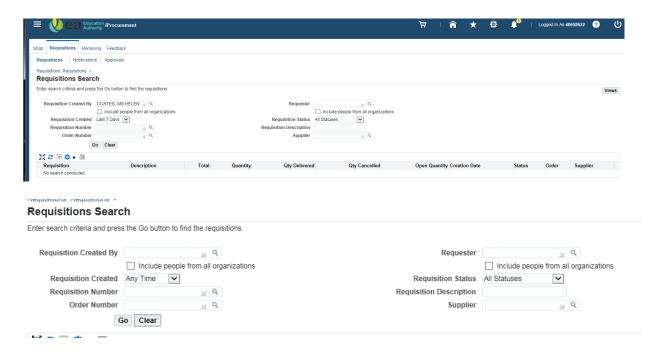
3.2.1   Within the Requisition tab you can search for previous requisitions.   Click on the 'Search' button.

3.2.2   The Requisition Search screen will be displayed. Change the 'Requisition Created' from Last 7 days to Any Time.

3.2.3   Enter the criteria you wish to search for e.g., Order Number, by Supplier or by Requisition Description (this is the description that you entered at the top of your shopping cart), or a mixture of etc. Click 'Go'.
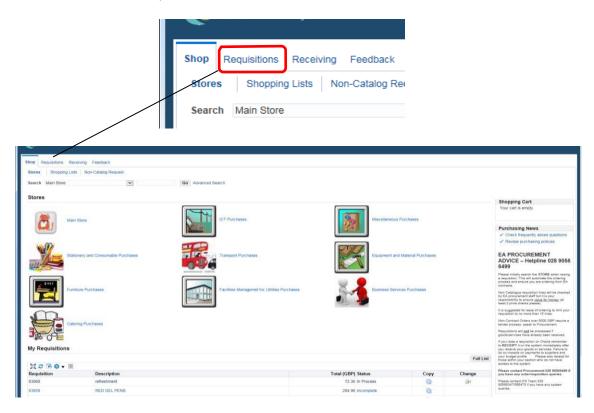
3.2.4   The requisitions that meet the criteria searched for will be displayed.
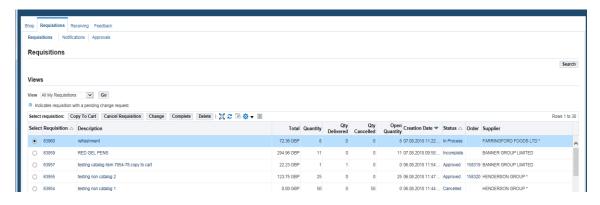
3.3.   Withdraw an 'In Process' Requisition to amend or edit.

When a requisition is submitted to the approver the status is 'In Process', this means that the requisitioner is in control of the requisition until it has the status 'Approved'. If a requisition needs to be withdrawn to be amended or deleted the Change button will be used.
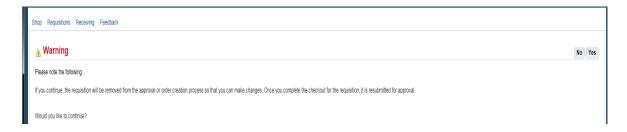
3.3.1   Click on the 'Requisition' tab.
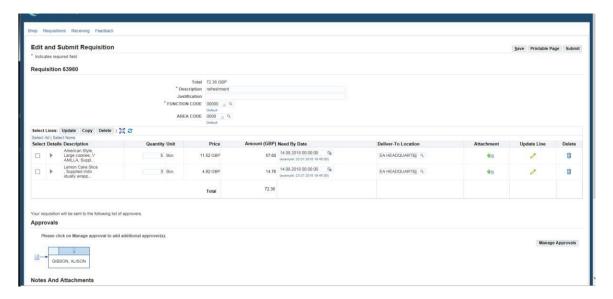
3.3.2   Click on the Select circle to the left of the requisition number with the status In Process that you wish to call back to amend. The line will highlight blue.

3.3.3   Click on the 'Change' button.

3.3.4   A warning message will appear on screen to warn that the requisition is being retrieved from the approval process. Click on Yes.

48

3.3.5   The Requisition is returned cart for amendment, with the Edit and Submit Requisition screen being displayed.

3.3.6   Amend requisition as required or click on Shop tab to add additional items.

3.3.7   When amendments are completed, click on Submit.

3.3.8   A Confirmation will be displayed detailing the requisition number and approver. Click 'Continue Shopping'.

3.4.   Cancel a Returned Requisition

There may be occasions when a requisition will be returned to the requisitioner from Procurement e.g., not enough information in the description for the supplier or the item is available on contract and should be ordered via the Store.   The requisition will be returned with the status 'Returned'.

Procurement will return the whole requisition if it is not fit to be processed or will return the individual lines on a requisition that is not fit to be processed but will process those that can.   The requisition lines returned will need to be cancelled within iProcurement before creating a new requisition.

3.5.1   Click on the 'Requisition' tab. Click on the Status 'Returned' to view the reason in the note section detailing why the requisition has been returned. Procurement will detail why it has been returned e.g., Item is available on contract please order from contract 703264 supplier item reference 703264-56.

3.5.2   Click on the Select circle to the left of the requisition number that you wish to cancel. The line will highlight blue.

3.5.3   Click on the 'Cancel Requisition' button.
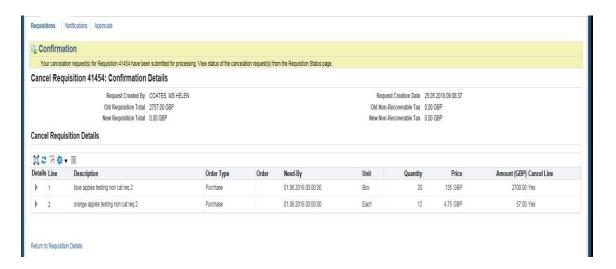
3.5.4   Click on select for each line and enter the reason then click on Continue. The Select tick box
         will only be displayed for those lines that need to be cancelled and have not been processed
         by Procurement.
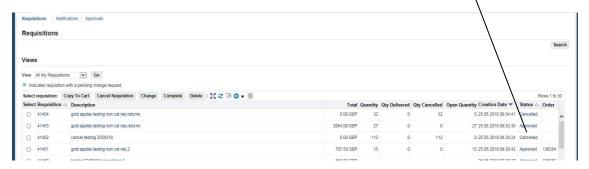
3.5.5   Review and submitted screen opens allowing a final check before clicking on Submit.
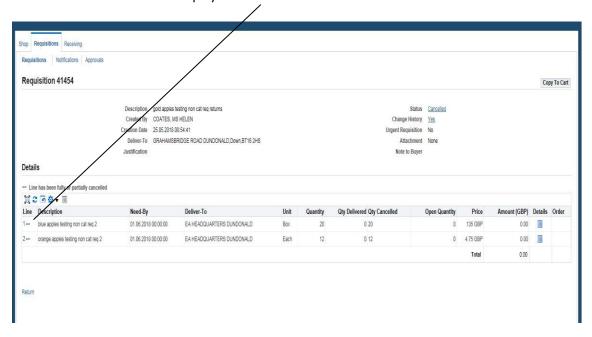
3.5.6   Confirmation will be received with the requisition number.

3.5.7 Confirmation will be received with the requisition number.

3.5.8 Click on Requisition tab and view Status which is now showing Cancelled. Click on requisition number to open requisition and view lines.

3.5.9 Cancelled lines will display with blue dashes.
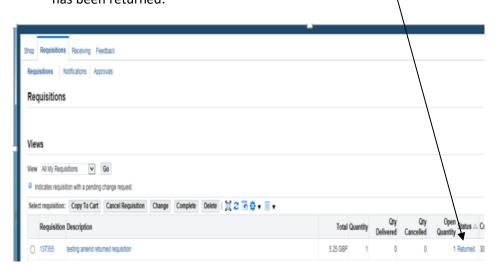
3.5.10 If the items are still required a new requisition will need to be created.

3.6. Amend a Returned Requisition
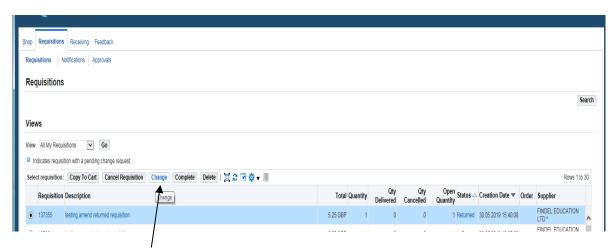
There may be occasions when a requisition will be returned to the requisitioner from Procurement e.g., not enough information in the description for the supplier.   The requisition will be returned with the status 'Returned'.

Procurement will return the whole requisition if it is not fit to be processed or will return the individual lines on a requisition that is not fit to be processed but will process those that can. The requisition lines returned will need to be either cancelled or if it is a change of information, updated within iProcurement before resubmitting.

3.6.1   Click on the 'Requisition' tab. Click on the Status 'Returned' to view the reason in the note section detailing why the requisition has been returned. Procurement will detail why it has been returned.
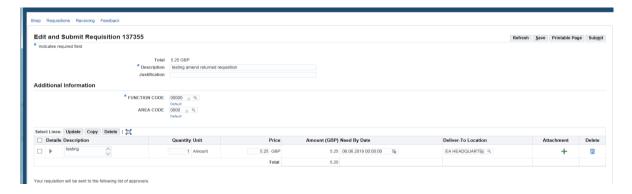
3.6.2.   Click on the Select circle to the left of the requisition number that you wish to amend. The line will highlight blue.
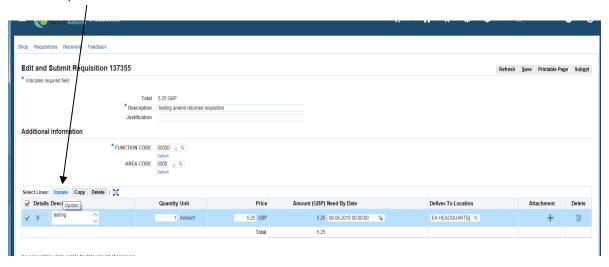
3.6.3.   Click on the Change button.
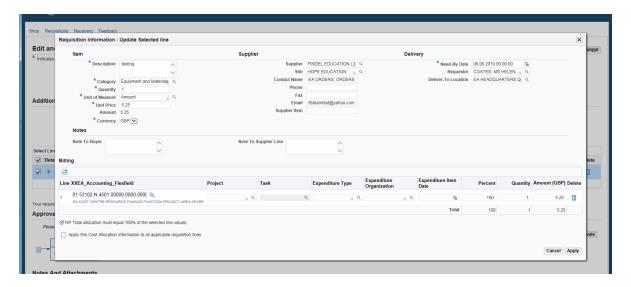
### 3.6.4. Opens in the Edit and Submit screen.

3.6.5. Tick on the square at the left of the line and the line will turn blue then click on the Update button.
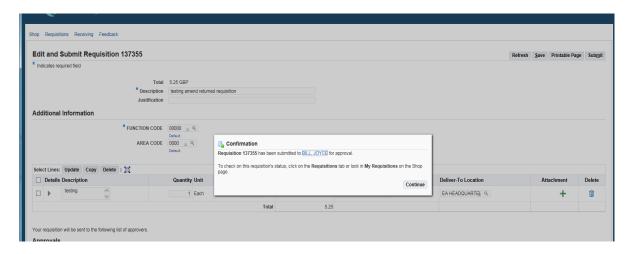
3.6.6. The Requisition information: Update Line screen opens where details can be amend e.g. incorrect supplier, details or incorrect Unit of Measure can be amended.

3.6.7.   Once details have been amended, click on the Apply button.

3.6.8.   Requisition can be resubmitted for approval by clicking on the Submit button.
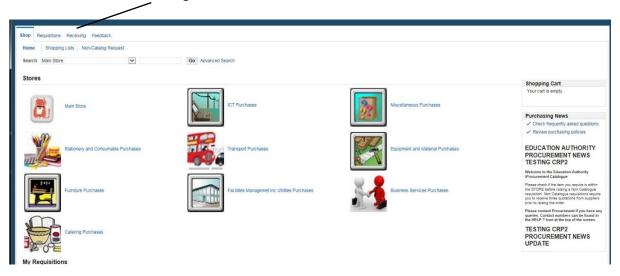
4.   RECEIPTING

All requisitions raised via iProcurement must be receipted for Accounts Payable to pay the Supplier's invoice. It is important to receipt on the system when you receive the goods or services, even if you only receive part of your order. There are several ways to receipt: express receipt, search by requisition/order number and using the Receive Items link.

4.1   Express Receipt

This is the quickest and easiest way to receipt but use only if you are sure, you have received **ALL** the goods/service you requested.

4.1.1   Click on the 'Receiving' tab.

The Receiving home page details the most recent Requisitions to Receive and completed Receipts.

Full lists can be obtained by clicking on the 'Full List' button

4.1.2   Click on 'Express Receive' icon ⬧ against the relevant Requisition within the Requisition to Receive section.

4.1.3   View Details to receipt and click 'Submit'.

4.1.4   A confirmation message will be displayed with the Receipt number. It may be useful to write this number on your delivery note.

Confirmation

Receipt 80 has been created for you.

Receive Items: Confirmation Details

Receipt Information

Receipt Date   17.10.2016 16:41:24

Received Item Details

Receipt	Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Receipt Comments	Supplier	Attachments
80	10182	DIVIDERS (BPA NUMBER OF LINES TESTINTG) SET OF 643	5	Each					EB ERSKINE & CO LTD *	

Return to Receiving

4.2   receipt using Search Method

The items to receive can be retrieved by either using the Search section of the Receiving tab or clicking on the 'Receive Items' link.
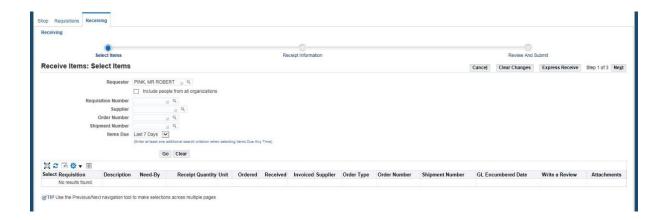
4.2.1   Click on the 'Search Attribute', select either 'Find by Requisition Number' or 'Find by Order Number'. Enter the number in the Search Value field. Click 'Go'.
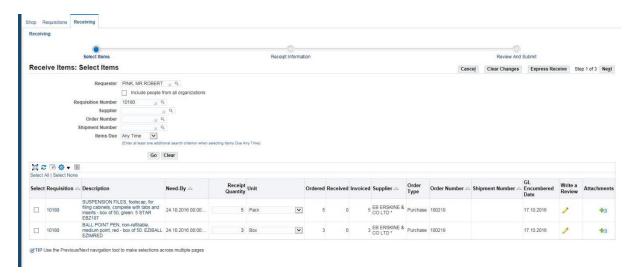
4.2.2   Alternatively click on the 'Receive Item' link.
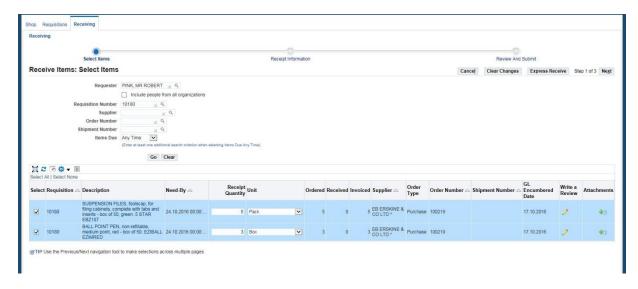
4.2.3   The Receive Items: Select Items screen is displayed. Enter search criteria, e.g. Requisition Number, Order Number, Supplier, Items due 'Last 7 days' or 'Any time', etc. Click 'Go'.

4.2.4   The items that match the criteria entered are displayed below.
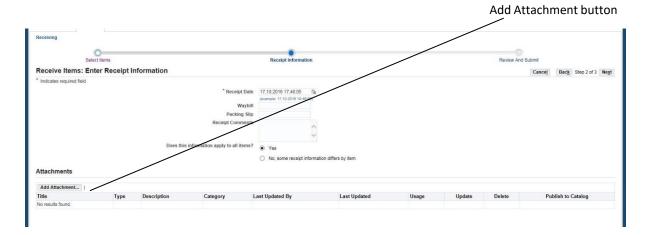
4.2.5   Review the item details to receipt. Click on the 'Select' box to the left of the lines that need to be receipted. Amend the quantity, if the quantity is less than the quantity in the 'Receipt Quantity field'.

4.2.6   Click 'Next' if you wish to enter a comment or attach a copy of the delivery note.   If this is not required, click 'Express Receive' and go to Step 4.2.10

4.2.7   Enter Receipt comments if required.   The Receipt Date can be amended to date you received the goods/services.

An attachment can be added to the receipt by clicking on the 'Add Attachment' button.

Add Attachment button

4.2.8   Click 'Next'.

4.2.9   Review details of receipt and click 'Submit'.
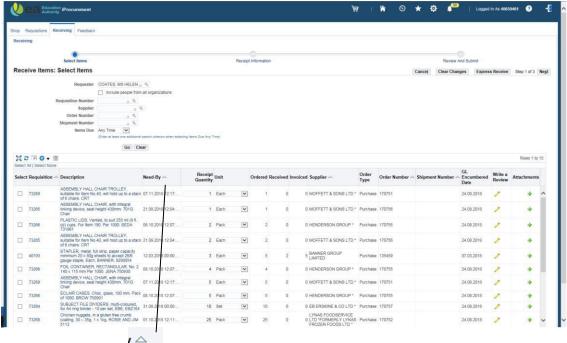
4.2.10   A confirmation message will be displayed with the Receipt Number. It may be useful to write this number on your delivery note.

4.3   Using the Receipt Items Link

The 'Receipt Items' link is useful to view all the items that you have not receipted on the system. The view can be changed to sort by need by date so that you see the oldest first.

4.3.1   Within the search criteria change the 'Items due by' to Anytime. Click Go.

4.3.2   Click on the   icon beside the 'Need By'.

4.3.3   If there is any items listed that you have received but forgot to receipt on the system, these can be receipted within this screen.   Click on the select box for the lines that you wish to receipt and updating the quantity if required.   Click Express Receipt and Submit.

4.3.4   If there is an item or items listed that you will not receive as the goods or services will not be fulfilled by the supplier, these need to be cancelled from the order. Take note of the item details and order number, contact Procurement requesting these items are cancelled off the Purchase Order.   When Procurement cancel the items these will no longer be viewable within the 'Receive Items' link and the value is returned to your budget.

4.4   Receipt Reminders

The system generates receipt reminders to remind the user to receipt items/services that they have received or if they have not received the items to follow up with the supplier.

The following reminders are generated:
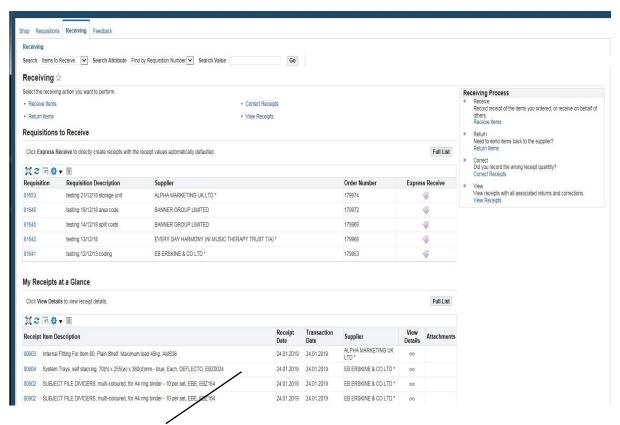
- The day after the 'When do you need these items' date on their requisition, they would receive an initial receipt reminder reminding them that if they have received the goods they need to receipt on the system. If they didn't receive them, you could ignore it.

- A week later the requisitioner would receive an email saying that the initial reminders were cancelled and an email with a first reminder is generated. This email reminds the requisitioner if they have received the goods to please receipt on the system or follow up with the supplier.

- Another week later the requisitioner would receive an email saying the first reminder was cancelled and an email with a second reminder is generated.   This again reminds them to receipt if they have got the goods.

It is important for a requisitioner to receipt the items upon delivery. If the items are receipted the system will not generate further receipt reminders with regards to this order.

If the requisitioner no longer requires the items e.g., items discontinued or service cancelled, they need to contact Procurement to cancel these off the order, this will also stop the system reminding the user to receipt.   It may take a period of time for the cancellation of the items off the order to be complete as there may be associated invoices/credits notes against the order that need to be completed first.

4.5   View Receipts
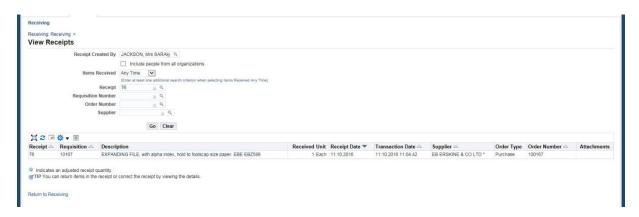
All receipts carried out within iProcurement can be viewed including the full action history.   The receipts are viewed in 'My Receipts at a Glance' within the Receiving tab.

4.5.1   The last five receipts are displayed at the bottom of the 'Receiving' tab or the full list can be viewed by clicking on the 'Full list' button.

4.5.2   The View Receipts screen is displayed.   The Item Received time can be changed to suit, e.g., last 30 days, etc. Use the scroll bar to search for Receipt or enter search criteria, e.g., Receipt number, Requisition number, Order Number, Supplier, etc. Click 'Go'.

4.5.3   The Receipt results are displayed, including the details e.g., Transaction date, Supplier, order number, etc.
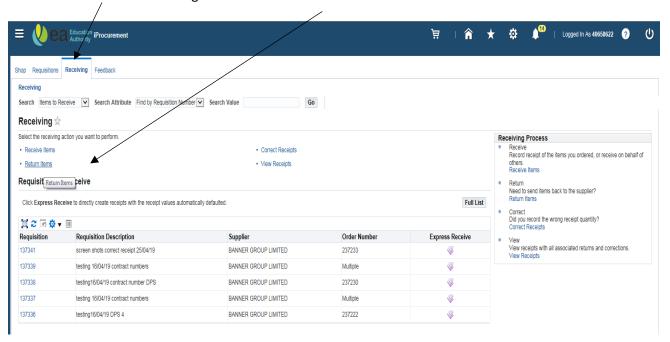
4.5.4   Click on the Receipt number to view details.   Details include Transacted by, Transaction History, any attachments if added e.g. scanned delivery note or email confirmation of delivery, etc.
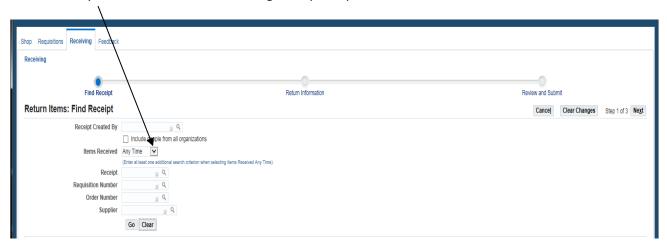
4.6   Returning Receipts

There may be occasions where you have receipted an item or items within iProcurement but the item has had to be returned to the supplier e.g. damaged, but cannot be replenished.   The item(s) will need to be returned within iProcurement and cancelled from the Purchase Order.

4.6.1   Click on the 'Receiving' tab then click on the 'Return Items' link.
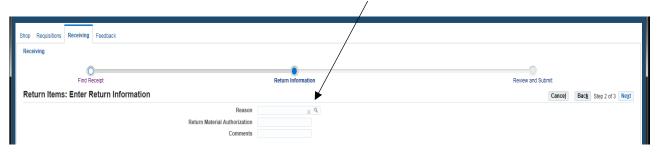
4.6.2   The 'Return Items' search screen opens. Using the dropdown arrow at 'Items Received', select 'Any Time'. Enter search detail e.g. receipt, requisition or order number. Click 'Go'.
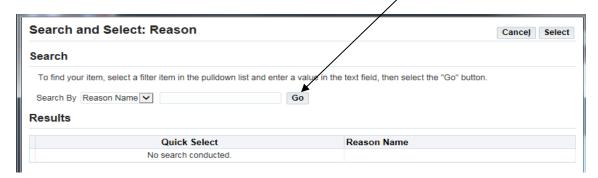
4.6.3   The Receipt(s) will be returned. Enter the quantity to be returned in the 'Return Quantity' field. Click Next.
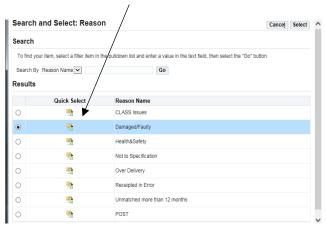
4.6.4 Enter reason for return, click on magnifying glass in the Reason field.
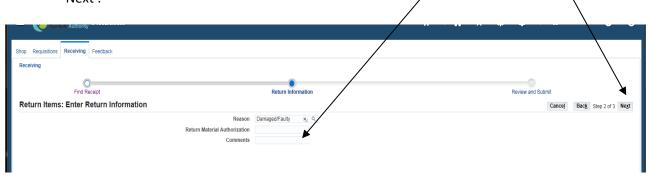
4.6.5 The Search and Select screen will be displayed, click on 'Go' to view a list of reasons to choose from.

4.6.6 Click on the 'Quick Select' button to the left of the reason why you are processing the return.

4.6.7 The Reason will be populated. There is an option to leave Comments if required. Click 'Next'.

4.6.8   The Review and Submit screen will be displayed giving an opportunity to review the returned quantity and if correct click 'Submit'.

4.6.9   A Confirmation will show that your return has been submitted.

4.6.10   If required the receipt can be re-queried to view the correct quantity received is now showing. The blue circle means that a change has been made.
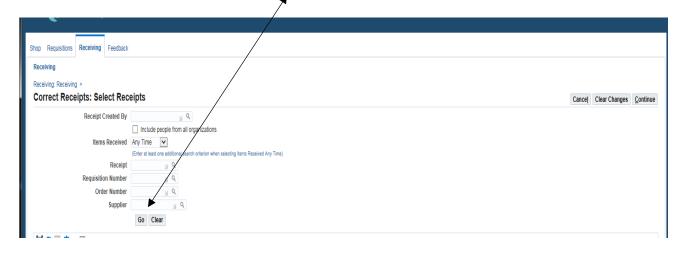
4.7   Correcting Receipts

There may be occasions where you have accidentally receipted an item or items within iProcurement. The item(s) will need to be corrected within iProcurement.   This action can only be done within a short period of time from receipting e.g. within the day.   This is because an invoice may have been pending the receipt and possibly paid prior to your correction.

4.7.1   Click on Receiving Tab then click on Correct Receipts
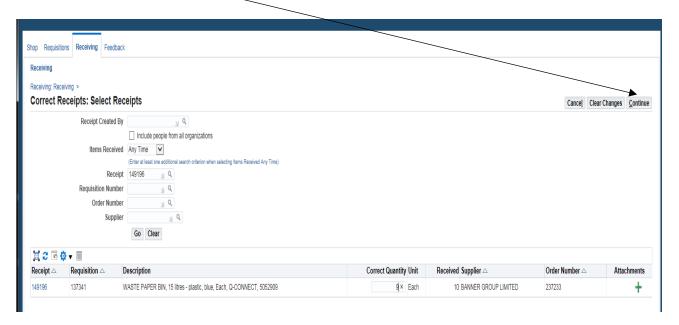
4.7.2   The Correct Receipts screen opens. Click on Go to reset to any time for items received.

4.7.3 Enter Receipt number and click on Go and the Receipt will be returned. Enter the correct quantity that should have been receipted.
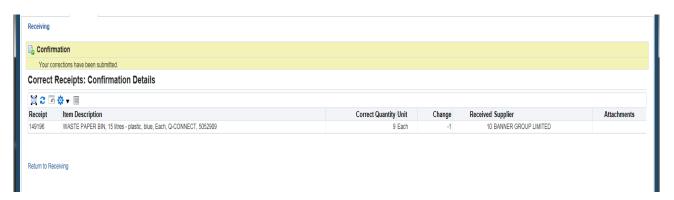
4.7.4 Enter the correct quantity which should have been receipted into the Correct Quantity box and click on Continue.
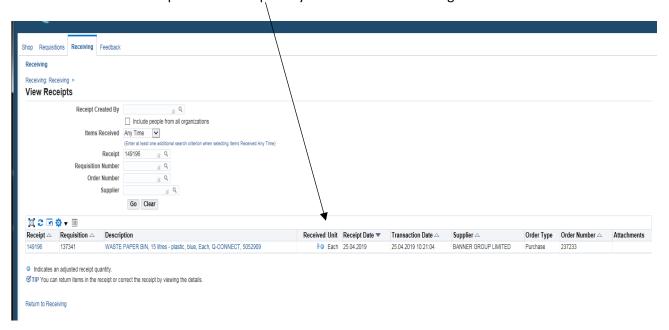
4.7.5 Review and Submit screen opens showing the amended quantity and if correct then click on Submit

4.7.6 Confirmation will show that your corrections have been submitted.

4.7.7 Call back the receipt and correct quantity received is now showing.

APPENDIX A - iProcurement Non-Catalog Requisition – Categories

For requisitions that could not be sourced from the iProcurement store (EA Contract items) a non-catalog requisition should be raised.   Part of the information required when entering the details for the non-catalog requisition is the category.   This populates the finance code in the requisition.
Full details on how to raise a non-catalog requisition is outlined in the iProcurement Requisitioner user guide.   You can search for the category using the magnifying glass beside the category field.   A useful tip is to put a % at the start and end of the word to narrow the search e.g., %office% o r %towel% etc.

Below is a full list of the categories available within the iProcurement Category search.

Full Category Code	Finance Code
Business Services.Accommodation - Office Inc Rental	3101
Business Services.Advertising- Other than Recruitment	3704
Business Services.Advertising- Recruitment	3701
Business Services.Advertising- Tenders	3702
Business Services.Agency and Temporary Staff Services	2651
Business Services.Agency and Temporary Staff Services(Teaching)	2652
Business Services.Archiving Services	3608
Business Services.Banking Services	4752
Business Services.Business Travel (Non Teaching)	2311
Business Services.Business Travel (Teaching)	2312
Business Services.Conference Expenses Inside NI	2585
Business Services.Conference Expenses Outside NI	2585
Business Services.Conference Facs & Hotel Acc Outside NI	2585
Business Services.Conference Facs & Hotel Accom Inside NI	2585
Business Services.Consultancy - Finance	3852
Business Services.Consultancy - HR, Educ & Training	3859
Business Services.Consultancy - Internal (Shared Service)	3891
Business Services.Consultancy - IT	3854
Business Services.Consultancy - Legal Services	3857
Business Services.Consultancy - Mktg & Communication	3858
Business Services.Consultancy - Organisation & Change Mgt	3853
Business Services.Consultancy - Procurement	3856
Business Services.Consultancy - Prog & Project Mgt	3860
Business Services.Consultancy - Research	3857
Business Services.Consultancy - Strategy	3851
Business Services.Consultancy - Technical	3861
Business Services.Consultancy -Design, Dev & Implem	3862
Business Services.Consultancy -Property&Construc (non cap)	3855
Business Services.Consultancy -Staff Subsitut(Specialist)	3891
Business Services.Consultancy -Staff Subsitution (Addit)	3892
Business Services.Counselling Services	3859
Business Services.Courier Services	3601
Business Services.Course and Tuition Fees	4601
Business Services.Design Services	3862
Business Services.Environmental Charges	3118
Business Services.Exhibition Services	3708

Full Category Code	Finance Code
Business Services.Legal and Insurance Services	3104
Business Services.Legal Services	8802
Business Services.Managed Services - IT	3874
Business Services.Managed Services - Contract Mgt	3882
Business Services.Managed Services - Design, Dev & Implem	3883
Business Services.Managed Services - Finance	3872
Business Services.Managed Services - HR, Educ & Training	3879
Business Services.Managed Services - Legal Services	3877
Business Services.Managed Services - Mktg & Communication	3878
Business Services.Managed Services - Org & Change Mgt	3873
Business Services.Managed Services - Procurement	3876
Business Services.Managed Services - Prog & Project Mgt	3880
Business Services.Managed Services - Property&Construction	3875
Business Services.Managed Services - Strategy	3871
Business Services.Managed Services - Technical	3881
Business Services.Ophthalmic Services	2552
Business Services.Photocopying Charges	3606
Business Services.Photography	3707
Business Services.Postage, Carriage	3601
Business Services.Printing Services	3604
Business Services.Promotion and Marketing Services	3707
Business Services.Quality Award Assessment	3608
Business Services.Room Hire	3804
Business Services.Seminar Fees	2581
Business Services.Subscriptions and Membership Fees	4505
Business Services.Training - Non Teaching	2581
Business Services.Training - Teaching	2581
Business Services.Translation Services	3859
Business Services.TV Licenses	4504
Catering.Bottled Water and Coolers	3753
Catering.Bread and Bakery	3752
Catering.Cash Registers Inc maintenance	6002
Catering.Catering - Heavy Equipment and Materials	6002
Catering.Catering - Light Equipment and Materials	6002
Catering.Catering Equipment over £1000	8301
Catering.Catering Services	3752
Catering.Chilled Chips and Potato Products	3752
Catering.Confectionery and Potato Crisps	3752
Catering.Disposable Catering Products	3754
Catering.Fish	3752
Catering.Frozen Food	3752
Catering.Fruit and Vegetables	3752
Catering.Groceries	3752
Catering.Ice Cream	3752
Catering.Maint of Cash Registers	3402
Catering.Maint of Catering Equipment	3402
Catering.Meat	3752
Catering.Milk and Dairy Produce	3751
Catering.Pork	3752

Full Category Code	Finance Code
Catering.Poultry	3752
Catering.Prepared Sandwiches	3752
Catering.Soft Drinks	3753
Catering.Vending Machines	3755
Equipment and Materials.Art, Craft and Infant Play Materials	4501
Equipment and Materials.Audio Visual Equipment and Materials	6002
Equipment and Materials.Education Equipment over £1000	8301
Equipment and Materials.Educational Visits	4610
Equipment and Materials.Electrical Equipment and Materials	6002
Equipment and Materials.Fax Machines	6002
Equipment and Materials.Gases and Accessories	6002
Equipment and Materials.Hire of Equipment and Materials	3804
Equipment and Materials.Home Economics Heavy Equip and Materials	6002
Equipment and Materials.Home Economics Light Equip and Materials	6002
Equipment and Materials.Initial Provision	6005
Equipment and Materials.Interactive Touchscreens	6003
Equipment and Materials.Interactive Whiteboards	6002
Equipment and Materials.Maintenance of Education Equipment	3402
Equipment and Materials.Maintenance of Pcopiers & Off Machines	3402
Equipment and Materials.Maintenance of Playground Equip	3402
Equipment and Materials.Maintenance of Sports, Games & Gym Equip	3402
Equipment and Materials.Metalwork Materials	4501
Equipment and Materials.Music Equipment and Materials	6002
Equipment and Materials.Musical Instruments and Materials	6002
Equipment and Materials.Office Equipment over £1000	8301
Equipment and Materials.Office Machines	6002
Equipment and Materials.Outdoor Pursuits	6002
Equipment and Materials.Photocopiers - Purchase	6002
Equipment and Materials.Photocopiers - Rental	3606
Equipment and Materials.Photographic Equipment and Materials	6002
Equipment and Materials.Pianos	6002
Equipment and Materials.Play Ground Markings	3351
Equipment and Materials.Playground Equipment and Materials	6002
Equipment and Materials.Power and Hand Tools	6002
Equipment and Materials.Printed Music	4501
Equipment and Materials.Reference and Library Books	4501
Equipment and Materials.Reprographics Equipment and Materials	6002
Equipment and Materials.Science Equipment and Materials	6002
Equipment and Materials.Sharpening of Saws,Chisels & Plane Irons	3402
Equipment and Materials.Special Needs Equipment and Materials	6002
Equipment and Materials.Sports, Games and Gym Equip & Materials	6002
Equipment and Materials.Technology and Design Materials	6002
Equipment and Materials.Textbooks, Educational Books etc	4501
Equipment and Materials.Timber	4501
Facilities Management Inc Utilities.Air Hand Dryers	6002
Facilities Management Inc Utilities.Alarms Inc Maintenance	3402
Facilities Management Inc Utilities.Bottled Gas	3111
Facilities Management Inc Utilities.Building Purchase	8101
Facilities Management Inc Utilities.Cleaning Materials, Refuse Sacks etc	3115

Full Category Code	Finance Code
Facilities Management Inc Utilities.Contract Cleaners	3802
Facilities Management Inc Utilities.Contract Services	3116
Facilities Management Inc Utilities.Electrical Accessories	6002
Facilities Management Inc Utilities.Electricity	3106
Facilities Management Inc Utilities.Facilities Management	3116
Facilities Management Inc Utilities.Facs Mgmt, Health & Safety Equip >£1000	8301
Facilities Management Inc Utilities.Fire Fighting Equipment and Materials	6002
Facilities Management Inc Utilities.Fire Safety Training	2581
Facilities Management Inc Utilities.First Aid Materials	4503
Facilities Management Inc Utilities.First Aid Training	2581
Facilities Management Inc Utilities.Floor Maintenance Machines	6002
Facilities Management Inc Utilities.Flooring	3301
Facilities Management Inc Utilities.Grounds Maint Machines & Equip >£1000	8301
Facilities Management Inc Utilities.Grounds Maintenance Equipment	6002
Facilities Management Inc Utilities.Grounds Maintenance Machines	6002
Facilities Management Inc Utilities.Grounds Maintenance Materials	3352
Facilities Management Inc Utilities.Health and Safety Training	2581
Facilities Management Inc Utilities.Heating Oil	3105
Facilities Management Inc Utilities.Lamps, Lightbulbs, Tubes and Batteries	6002
Facilities Management Inc Utilities.Land Purchase	8001
Facilities Management Inc Utilities.Laundry Services	3801
Facilities Management Inc Utilities.Lifts Inc Maintenance	6002
Facilities Management Inc Utilities.Litter Bins & Lifting Equip & Materials	3122
Facilities Management Inc Utilities.LPG	3111
Facilities Management Inc Utilities.Maint of Fire Fighting Equip & Materials	3402
Facilities Management Inc Utilities.Maintenance of Floor Maint Machines	3402
Facilities Management Inc Utilities.Maintenance of Grounds Services	3402
Facilities Management Inc Utilities.Maintenance of Laundry Equipment	3402
Facilities Management Inc Utilities.Natural Gas	3111
Facilities Management Inc Utilities.Paper Towels and Toilet Tissue	3110
Facilities Management Inc Utilities.Pest Control	3115
Facilities Management Inc Utilities.Portable Appliance Testing	3402
Facilities Management Inc Utilities.Protective Clothing	2554
Facilities Management Inc Utilities.Renewable Fuel Inc Wood Pellets	3108
Facilities Management Inc Utilities.Sanitary, Med & Clinical Waste Disposal	3122
Facilities Management Inc Utilities.Security Services	3805
Facilities Management Inc Utilities.Sewerage	3122
Facilities Management Inc Utilities.Soft Furns, Blinds, Curtains & Textiles	6001
Facilities Management Inc Utilities.Staff Uniforms	2555
Facilities Management Inc Utilities.Stationery-accident bks, H&S Law Posters	3609
Facilities Management Inc Utilities.Telephone	3501
Facilities Management Inc Utilities.Temporary Accommodation Purchase	8151
Facilities Management Inc Utilities.Washing Equipment and Materials	3110
Facilities Management Inc Utilities.Waste disposal - Chemicals and Hazardous	3122
Facilities Management Inc Utilities.Waste disposal - Confidential Documents	3610
Facilities Management Inc Utilities.Waste disposal - Electrical	3122
Facilities Management Inc Utilities.Waste disposal - General Refuse	3112
Facilities Management Inc Utilities.Waste disposal - Recycling	3120
Facilities Management Inc Utilities.Waste disposal - Skip hire	3122

Full Category Code	Finance Code
Facilities Management Inc Utilities.Water	3109
Facilities Management Inc Utilities.Window Cleaning	3113
Furniture.Assembly Hall Chairs and Trolleys	6001
Furniture.Classroom Furniture	6001
Furniture.Furniture over £1000	8301
Furniture.General Furniture	6001
Furniture.General Storage Furniture	6001
Furniture.Library Furniture and Shelving	6001
Furniture.Nursery Furniture	6001
Furniture.Office, Staffroom & Reception Furniture	6001
Furniture.Science and Technology Furniture	6001
Furniture.Special Needs Furniture	6001
Furniture.Staging	6001
ICT.Data Communications Hardware	6003
ICT.Data Communications Software	6003
ICT.ICT Consumables	3551
ICT.ICT Hardware over £200	8351
ICT.ICT Hardware under £200	6003
ICT.ICT Installation Services	6003
ICT.ICT Licences Fees (non software)	4504
ICT.ICT Maintenance, Repairs and Support	3403
ICT.ICT Software over £200	8351
ICT.ICT Training	2581
ICT.Internet Service Provision	3556
ICT.Internet Services and Websites	3806
ICT.Managed Service and Support	3874
ICT.Network Equipment and Materials	6003
ICT.Server Systems	6003
ICT.Software - Upgrades, Licenses and Media	3554
ICT.Structured Cabling	6003
ICT.Telco Data Lines	3502
ICT.Telco Voice Lines	3502
ICT.Telecommunications Services	3502
ICT.Voice Communications Hardware	6003
ICT.Voice Communications Software	3502
Stationery and Consumables.Classroom Stationery	4501
Stationery and Consumables.Examination Materials	4602
Stationery and Consumables.Examination Papers	4602
Stationery and Consumables.Examination Stationery	4602
Stationery and Consumables.Headed Paper and logo stationery	3605
Stationery and Consumables.Multimedia Materials incl DVDs and CDs	4509
Stationery and Consumables.Npapers, Journals, Periodicals & Mags	3607
Stationery and Consumables.Paper	3605
Stationery and Consumables.Stationery and Office Requisites	3605
Transport.Bus Runs Home to School	4212
Transport.Diesel and Petrol	4202
Transport.Garage Consumables	4205
Transport.MOT Servicing	4204
Transport.MOT Testing	4204

Full Category Code	Finance Code
Transport.Other Statutory Vehicle Charges	4203
Transport.Private Hire of Buses	4212
Transport.Private Hire of Taxis	4210
Transport.Satellite Navigation Systems	4205
Transport.Special Transport	4212
Transport.Taxi Runs Home to School	4211
Transport.Translink Home to School	4208
Transport.Transport Equipment over £1000	8301
Transport.Vehicle – Repairs	4204
Transport.Vehicle Hire - Other	4212
Transport.Vehicle Hire - Private contractors	4212
Transport.Vehicle Hire - Translink	4212
Transport.Vehicle Oil, Anti-freeze,Lubs etc	4204
Transport.Vehicle Parts tyres,tubes,batteries etc	4205
Transport.Vehicle Servicing	4204
Transport.Vehicle Tax	4201
Transport.Vehicles Single Purchase	8401
Transport.Windscreen Services	4204

APPENDIX B – Area Department Code Guidance - Schools

Area Code (Oracle) = Department Code (School)

Please see notes at end (pages 4-7) re using the Area code in iProcurement

The Area code has been set up in Oracle to facilitate raising requisitions and monitoring expenditure at department level within schools.

The Area (Department) code can be used to identify the school department you require a requisition to be coded to, such as the English department, Primary 1, Mrs. Smith, etc.

If no department is required, the default Area code 0000 will be used when raising a requisition. You cannot use area codes 9995 to 9999 for delegated requisitions.

There are currently 100 Area (department) codes setup within Oracle (contact ifs.queries@eani.org.uk if more are required). These codes are generic, in that they have been set up as numbered departments, as schools do not have a common departmental structure. Schools can assign Area codes to departments at their discretion – see examples below. The department allocated to an area code can be different in every school. Each school should maintain their own internal list of the departments assigned; this list will be known to the school only and will not be held at HQ.

The Area code is ready to use once you decide how many your school wishes to use and your internal descriptions; IFS do not need to be informed.

Example 1:

Area Code	Area Code Description	School Internal Description
1001	Department 1	ENGLISH
1002	Department 2	MATHS
1003	Department 3	FRENCH
	Etc	

Example 2:

Area Code	Area Code Description	School Internal Description
1001	Department 1	PRIMARY 1
1002	Department 2	PRIMARY 2
1003	Department 3	PRIMARY 3
	Etc	

Example 3:

Area Code	Area Code Description	School Internal Description
1001	Department 1	MRS SMITH
1002	Department 2	MR JONES
1003	Department 3	MISS WHITE
	Etc	

School Reports

All spending against the Area codes will be detailed in the school reports. In relation to the **B&E** (both versions) and the **DTR** allow the reports to complete first with the default parameters, then select the relevant Area code from the available picklist and click on **Apply**.

The **Encumbrance** & the **Requisition** reports both provide Area detail as well.

Invoices

Invoices related to goods requisitioned on iProcurement should be sent directly to the Accounts department in Dundonald by the supplier. If the supplier sends such invoices to the school, you should forward to Accounts in Dundonald, highlighting the PO number and that it is an iProcurement order. *Do not attach an FMS coding slip*.

If you want an area (department) code included on any non iProcurement invoices, add the area code to the coding slip and it will be processed by your local Accounts.

Function Code

Please note, when raising a requisition, the default function code 00000 should always be used unless it is for a special initiative. In such instances the function code required should be provided by the HQ section funding the initiative.

Please contact IFS ifs.queries@eani.org.uk Tel: 028 9056 6478 if you require any further information.

| Area Code	EA Area Description	School Internal Description
1001	Department 1	
1002	Department 2	
1003	Department 3	
1004	Department 4	
1005	Department 5	
1006	Department 6	
1007	Department 7	
1008	Department 8	
1009	Department 9	
1010	Department 10	
1011	Department 11	
1012	Department 12	
1013	Department 13	
1014	Department 14	
1015	Department 15	
1016	Department 16	
1017	Department 17	
1018	Department 18	
1019	Department 19	
1020	Department 20	
1021	Department 21	
1022	Department 22	
1023	Department 23	
1024	Department 24	
1025	Department 25	
1026	Department 26	
1027	Department 27	
1028	Department 28	
1029	Department 29	
1030	Department 30	
1031	Department 31	
1032	Department 32	
1033	Department 33	
1034	Department 34	
1035	Department 35	
1036	Department 36	
1037	Department 37	
1038	Department 38	
1039	Department 39	
1040	Department 40	
1041	Department 41	
1042	Department 42	
1043	Department 43	
1044	Department 44	
1045	Department 45	
1046	Department 46	
1047	Department 47	
1048	Department 48	
1049	Department 49	
1050	Department 50	
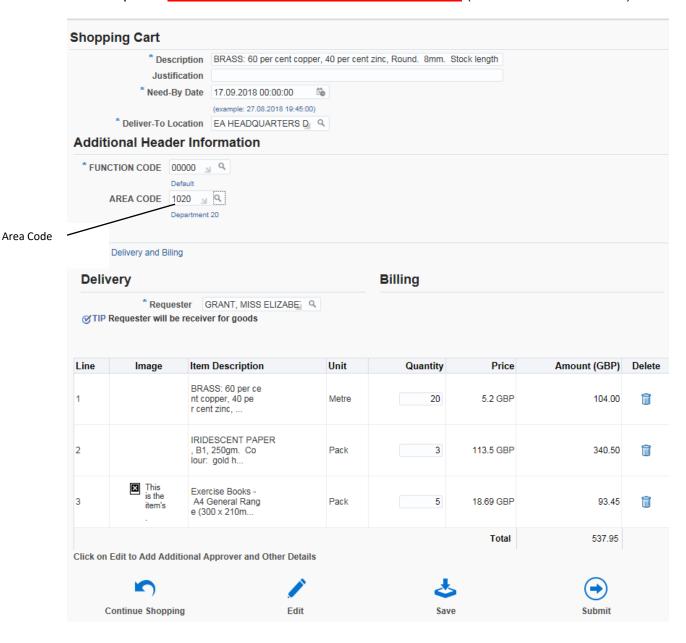
Using the Area Code in iProcurement

*For full instructions on raising requisitions see **iProcurement Requisitioner School User Guide** on the EANI website*

Entering the Department (Area) Code

Option 1: Recommended

After selecting all the items required click on **View Cart and Checkout**. The **Shopping Cart** screen opens. Enter the Area Code required into this screen (i.e. overwrite the default)
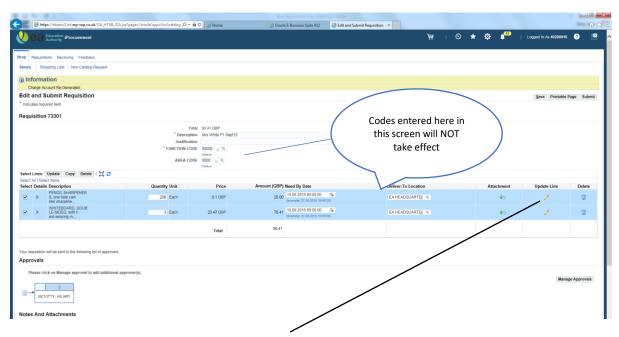

Area Code

Click on **Submit** (or **Edit** if you need to change something, e.g. Approver)

Option 2: Use if you have forgotten to use Option 1

If you have proceeded to the **Edit and Submit Requisition** screen or saved your requisition
<u>without</u> entering the department code in the **Shopping Cart** screen you <u>must</u> enter the
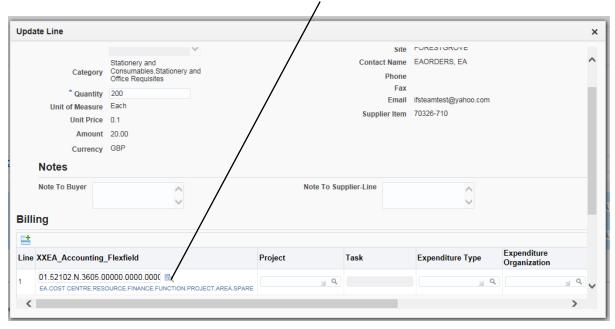codes as follows:

Navigate to the **Edit and Submit Requisition** screen.

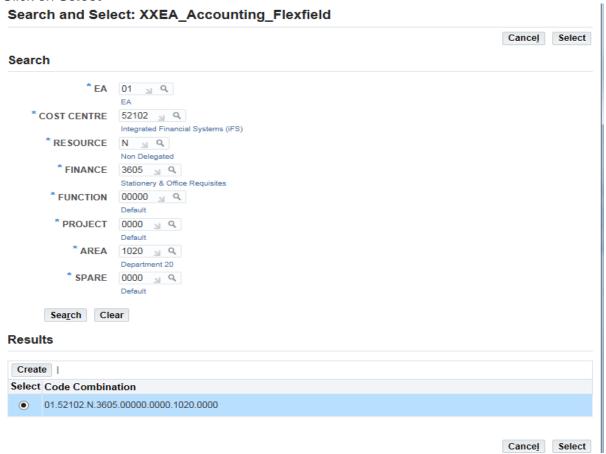Click on the pencil symbol for the line required to be amended or changed.
If more than one line needs to be changed click on the tick box to the left of all the lines that
need amended or changed. Click on the update line pencil on the first (top) line.
The **Update Line** screen opens. Scroll down to **Billing**. To enter the Area code, click on the
magnifying glass to the right of the code combination line to be amended.

The **Search and Select: XXEA Accounting Flexfield** screen appears. Overwrite the

default code in the **Area** field and click on **Create**. This will create a valid code combination. Click on **Select**

If correct codes are now in place, click on **Apply**

If you forgot to click all the lines earlier in the **Edit and Submit Requisition** screen & wish to apply the Area code to them all, tick the box beside **Apply this Cost Allocation to all applicable lines.** Click on **Apply**

This returns you to the **Edit and Submit Requisition** screen. Click on **Submit**
The requisition has now been submitted to the Approver for approval.

APPENDIX C – Estimate Requisitions

There may be occasions when you need to create a Requisition for an estimated quantity of goods that aren't on contract.   (Full details on how create a non catalog request is detailed in the EA iProcurement Requisitioner users guide)

Note: Depending on the goods being requested or if you are unsure how to requisition a particular type of service you should contact Procurement first.
Procurement have advised that one requisition is raised per photocopier with a separate lines for black/white and colour copies.
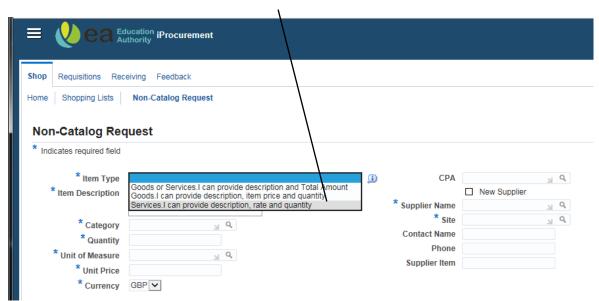e.g.

| Description	Category	Quantity	Unit of Measure	Unit Price
Photocopier charges for photocopier Rx2343 Estimated usage Black/white copies for April 2019 – March 2020	Business Services.Photocopying Charges	10000	Each	0.02
Photocopier charges for photocopier Rx2343 Estimated usage Colour copies for April 2019 – March 2020	Business Services.Photocopying Charges	2000	Each	0.04
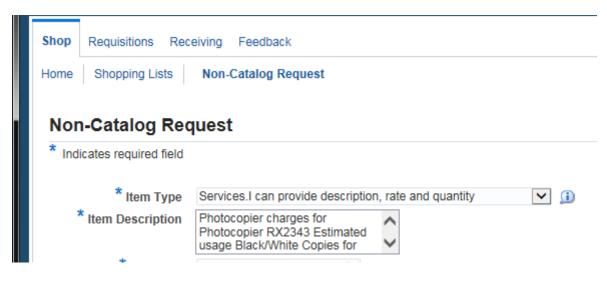
1. Creating requisition

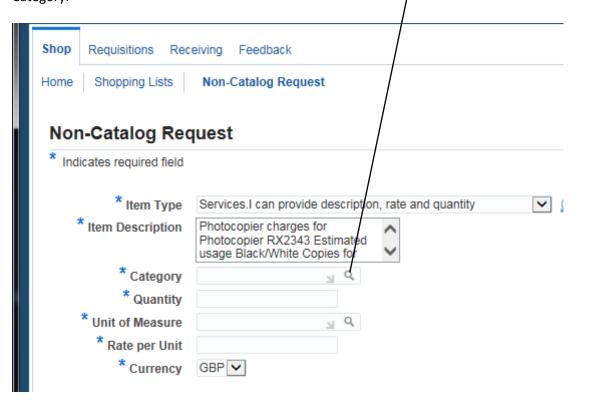Click the 'Non-Catalog Request' link in the iProcurement Home page.

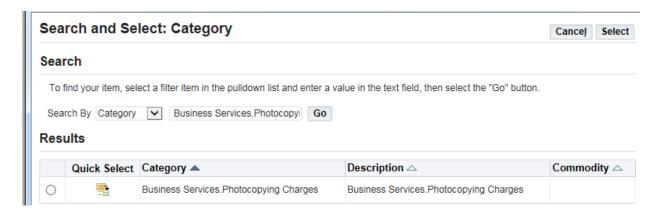Within the Item Type select 'Goods I can provide description, rate and quantity'.

Enter the desired information into the Item Description field giving as much detail as possible e.g. Photocopier serial number, estimated copies for the require period e.g. April 2019 – March 2020, black/white or colour copies etc.

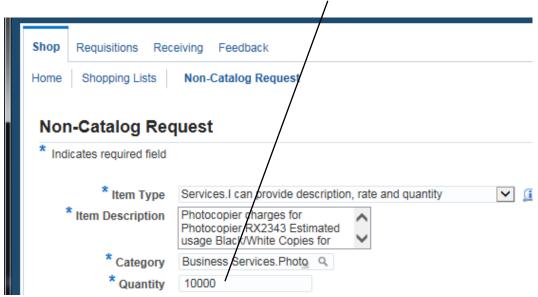Enter Category using the picklist, click on the magnifying glass to 'search and select' the relevant Category.

Choose 'Description' in the Search By field.   Enter a partial valid value e.g. "Photo" for Photocopying in the adjacent field e.g. %Photo%. Click 'Go'.
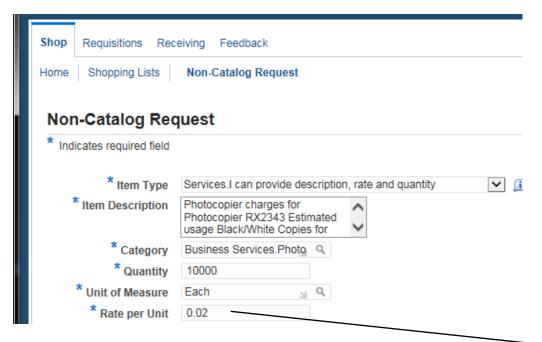
Click the Quick Select button against the required category.

The Category field will be populated.

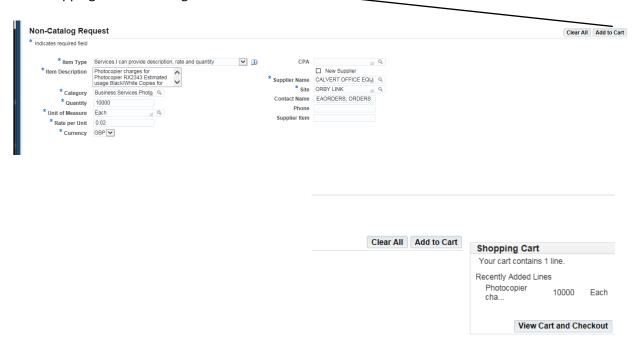Enter the estimated quantity required in the Quantity field.

Enter the required UOM search field e.g. Each. **'Amount' should never be used.**
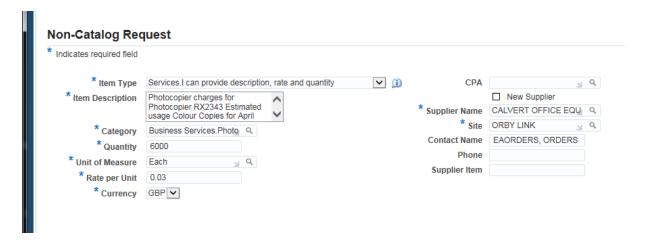
Enter the rate for one item e.g. per copy (before VAT and including any discount) into the Rate per Unit field. Enter a valid value e.g. "0.02".

Search for Supplier's Name by clicking on the Magnifying Glass and 'Search and Select'.   If unsure of the Supplier's name contact the Procurement section.
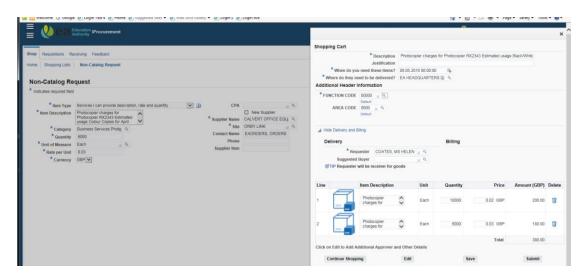
Click on 'Add to Cart' for required items.   The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.

Repeat for further items e.g. colour copies by overtyping the description, updating the quantity and unit price and 'Add to Cart' until the Shopping Cart is filled with the items you require.

Non-Catalog Request

* Indicates required field

* Item Type	Services.I can provide description, rate and quantity
* Item Description	Photocopier charges for Photocopier RX2343 Estimated usage Colour Copies for April
* Category	Business Services.Photo
* Quantity	6000
* Unit of Measure	Each
* Rate per Unit	0.03
* Currency	GBP

CPA	
	New Supplier
* Supplier Name	CALVERT OFFICE EQU
* Site	ORBY LINK
Contact Name	EAORDERS, ORDERS
Phone	
Supplier Item	

Click on 'View Cart and Checkout.

Complete checkout of requisition.

2. Informing Supplier of copies used and receipting in iProcurement.

You will still provide the number of copies (clicks) to your supplier in the manner that you currently do e.g. emailing supplier.   This enables the supplier to invoice EA for the number of copies used.

It is important to **receipt** in iProcurement the number of copies that you have received i.e. told the supplier you have used.   (Full details on how to receipt a purchase order is detailed in the EA iProcurement Requisitioner users guide, Receipting)

APPENDIX D – Encumbrance Reports – Schools

An encumbrance is created when a purchase order has been approved (and sent to the supplier). The rationale is that once the purchase order has been sent to the supplier, EA has an obligation to pay the supplier once the goods are delivered, so the budget is already committed.
When the goods are received and receipted on the system, the actual expenditure is recorded on reports and the encumbrance is reversed.
There is a new version of the budget and expenditure report called **LMS B&E with Encumbrances** which includes encumbrances.

This means that when you order goods to the value of £100, your reports will look like this:

Budget	Expenditure	Encumbrance	Balance Available
1000	0	100	900

When you receipt the goods, it will look like this:

Budget	Expenditure	Encumbrance	Balance Available
1000	100	0	900

An Encumbrance is created when a Purchase Order (PO) has been raised but the goods have not been receipted on the system. The **Encumbrance column** displays the total outstanding encumbrance for the school (i.e. from December 2016 to date). On receipt the encumbrance becomes an actual; the value in the encumbrance column is reduced and the value in the spend column (for that period) increases.

A PO will remain as an outstanding encumbrance if it is not receipted on the system. If for any reason all or part of the goods will not be received by the school, the school should contact the Procurement section and ask for the PO to be closed. This will clear the encumbrance value.

Encumbrance reports

Navigate > Oracle Financials > EA School Principal – 12345 > OBIEE > OBIEE Dashboard > Dashboard > School Principal. The reports appear in tab form. The encumbrance & iProcurement reports have been added after the current reports.
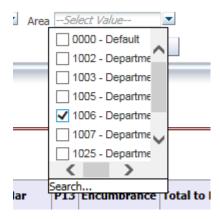
1.   LMS B&E with Encumbrances Report

1.1 Navigate to the **LMS B&E with Encumbrances** tab. Like the standard B&E report, this report is designed to be run for the full year and, on opening, automatically runs for the current year. If your school is using iProcurement this version of the B&E is recommended for use.

Please do not select a **Fiscal Period**. Selecting 1**+ Fiscal Period** returns misleading data for the **Annual Budget** and **Encumbrance** columns, i.e., data for the selected periods only, not to date.

1.2 To process this (or any) report by **school department:**

> ➢ allow the report to complete for the year (this retrieves the data for all the school)
> ➢ click on ⇩ arrow beside the **Area** filter and the available departments will be
>   displayed as shown below

> ➢ tick ✔ the relevant department and click on **Apply**

> ➢To view a sample report click below

LMS B&E -
Encumbrance TEST D

2.   **Encumbrances Report**

Navigate to the **Encumbrances** tab. This report automatically runs for all open
encumbrances for the school. The total **amount outstanding** should equal the **total
encumbrance** on the B&E
> ➢ To view a sample report, click below.

Encumbrance
report TEST DATA.xls

If you wish, this report can be filtered by Finance, Resource, Function, Project or Area (department)

When you first run this report, it may show very old encumbrances. The most likely explanation for this is that a Purchase order was raised on the system, but the goods were not receipted, and the invoice was paid without matching to the PO. We recommend that you review any old purchase orders in the report and, unless you know that you are still expecting to receive these goods, ask Procurement to cancel the old order. This will remove it from your encumbrances on both reports.

3.   **Requisitions Report**

Navigate to the **Requisitions** tab**.** This report automatically runs for all **Requisitions** that have been raised on the system since the beginning of the current financial year. It is sorted by area (department).
  ➢ To view a sample report, click below.

Requisition report
PO TEST DATA.xlsx

This report is designed to let individual department heads monitor their in-year expenditure to manage their budgets. Note that any requisition that has not yet been approved or has been returned by procurement will not appear in this report.

If the requisition has already been turned into a Purchase order, the details of the purchase order will also be shown in the report.

You can choose to run the report by individual area (department) or for several different departments (selected individually from the picklist).

4.   **Features of OBIEE Reports**

Note the following features on all the reports:

1. All reports can be exported to Excel and sorted to suit.
2. All reports are 'live' and include data in the current period, up to 6pm on the previous day. Remember that you need to wait until the next day to see transactions that you have processed.
3. The report will automatically run each time you open it. Any changes you made in the past will not be retained.
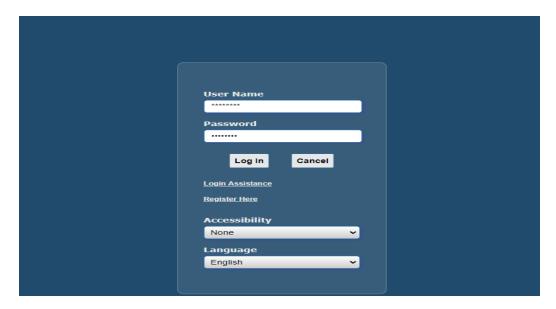
APPENDIX E – iProcurement Punchout

Punchout is the result of a collaboration between EA and Findel whereby items, mainly from Hope, that were previously ordered using the Non-Catalogue method or iProcurement shop can be ordered much easier though a 'Punchout' link to the Findel website. This website is a customized website specifically for EA only available through the link. It is not accessible by going directly to Findel's website, it is only available through Oracle iProcurement.

After clicking on the Punchout link in Oracle iProcurement, the user will be able to search and add items to the basket using H item code reference or by just browsing through the available categories. Once all required items are added to the basket the checkout button will return the user to the 'Edit and Submit' section within Oracle and they can proceed as usual with their order.

There will be no need to add Item descriptions or calculate any discount as this is done automatically.

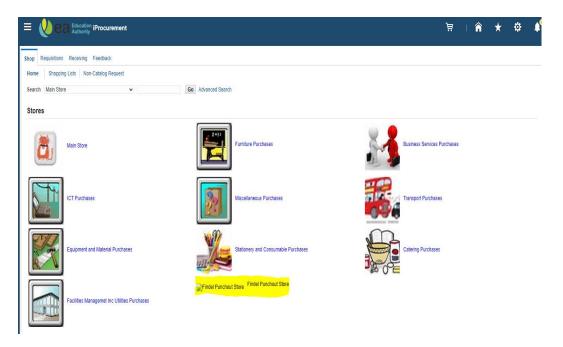Below is a detailed user guide on how to raise an order using Punchout.

1. Log into Oracle. NB*Chrome is not recommended for Oracle, only MS Edge.
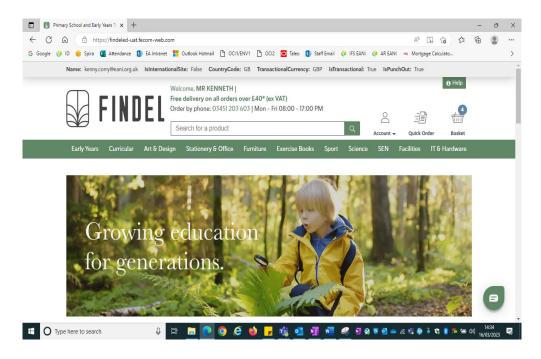

2. Click on "EA iProcurement". This is underneath "Navigator" on the left hand side of the page.
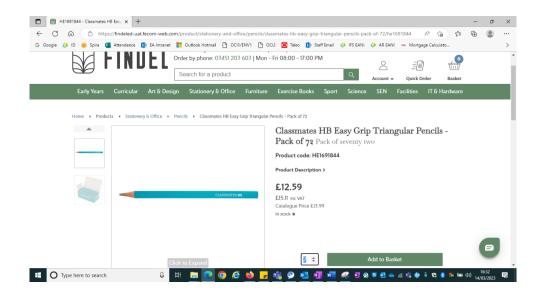
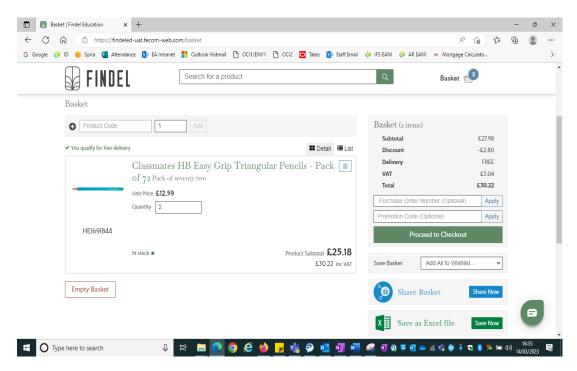3. Click on "Findel Punchout Store" (highlighted in yellow below)

4. The Findel store page will appear, either press the categories provided such as "Early Years" etc. or use the search bar to search for desired items, either by typing their description or the Findel item code e.g. HE1691844. An item with 'Product Restricted' displayed is not part of EA contract and cannot be ordered. If you have any queries with regards to this type of item, please contact EA. Procurement Education Resources. (educationresource.procure@eani.org.uk)

5. Once the item is found, choose the quantity required using the arrows as shown and press "Add to Basket" to add the item to the basket. The number of items in the basket updates by the quantity of items so if you add 3 of one item the basket quantity inside the blue circle will show 3. If you add two more of another item, it will display 5. *Please note: The add to favorites star in Findel punchout is standard but of Findel's website, this is not for EA purposes.*
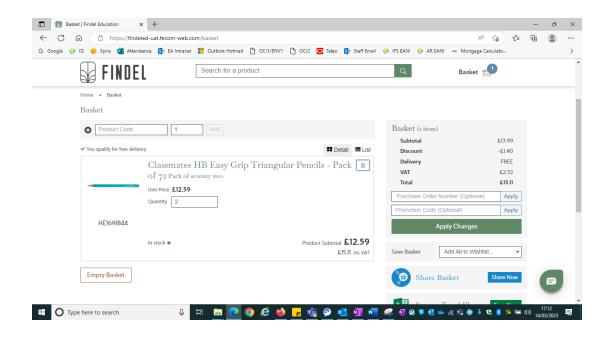
6. When the order is complete, press "Basket" to see the basket as shown here.

You will notice that there are a few features here to help you manage your order. You can empty the entire basket using the 'Empty Basket' button, you can delete a single item from the basket using the 'bin icon' against the line or you can change the quantity of any item by removing the current quantity and keying the new quantity.

7. Please note that ANY changes made in the basket will need to be applied so the 'Proceed to checkout' button will neatly change to become 'Apply changes' and after pressing it, it will revert and allow you to checkout.

The unit price displayed against the item is the net price including discount and you can see in the basket 'Total' on the right, the total discount that is being applied to this order. The Total also displays the VAT but only the net price is brought back into Oracle and VAT is dealt with as usual when the Invoice is keyed in Accounts.
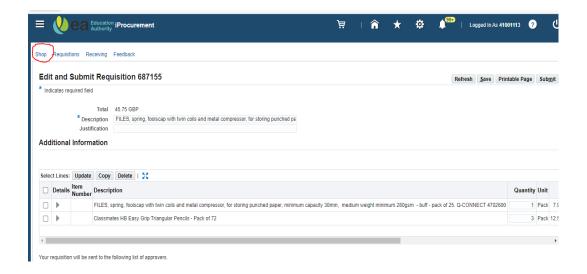
Please note there is still a recommended limit of 15-18 lines per requisition.

The 'Purchase Order Number (Optional)' and 'Promotion Code (Optional)' fields are not in use for EA punchout and do not require details to be entered.
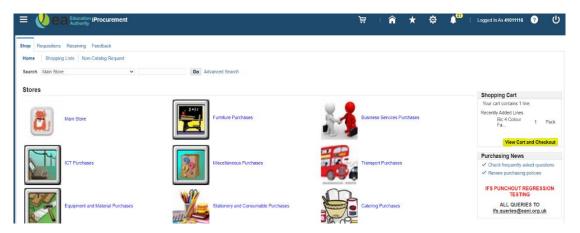
The Findel content on the website e.g. Share Basket, Save Basket, Save to Favourties, Help, Returns, Accounts are Findel's standard website advice and not EA content or advice. If you require advice on EA Procurement processes and procedures please contact EA Procurement.

When you are happy with your order press 'Proceed to checkout'.

8. You will be brought back into Oracle where you will see your order in the 'Edit and Submit' screen. Please do not make any changes at this point as they may not retain. Click on the 'Shop' tab.
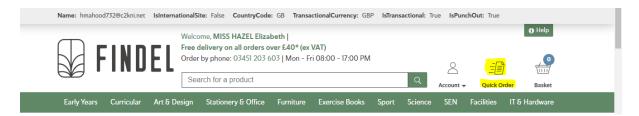
9. From there click on 'View cart and checkout' and continue with your order as usual, returning to the Edit section if required.
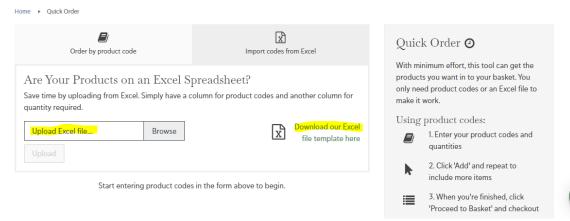

NB* For Findel punchout any special instructions please continue to use the 'Note to Supplier – Header' field in iProcurement, please do not enter details in the 'note to supplier – line' as this not required for punchout and will impact your delivery label.

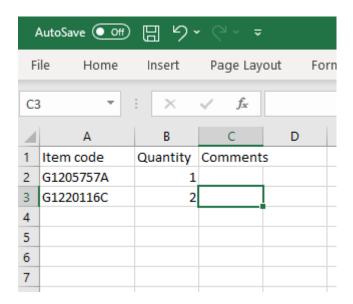**APPENDIX F – iProcurement Punchout Quick Order**

Punchout has a feature called Quick Order where a basket can be added to by using a simple excel spreadsheet that can be uploaded meaning items do not have to be searched for individually. It should be useful for repeat orders for common items. Click on the Quick Order Icon highlighted in the screen below.
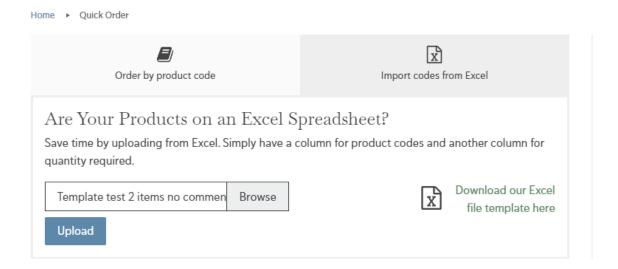

The template can be downloaded from the 'Quick Order' section before first use and saved locally and then edited offline and used to add to the basket in the quick order section. Click 'Download our excel' and save to a new folder you create for Punchout.
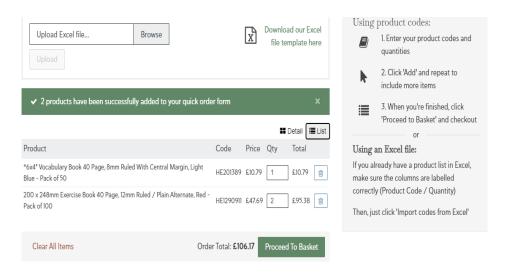

The template is a simple one with only Product code and quantity needing to be entered before uploading.

After entering the order details in the excel template, save it in a new folder created for this purpose and then proceed to the quick order section in Findel's website. Click on 'Upload excel File' and browse to where the template is saved, highlight it by clicking on the excel template and click 'Add'. The template will show in the Quick Order field and an 'Upload' button will be revealed.

Click Upload and observe the list of items that appear below. The last part is to simply scroll down to the bottom of the form and click 'Proceed to Basket'.

You are then free to add other items to the basket by searching for them or proceed to the basket to checkout.