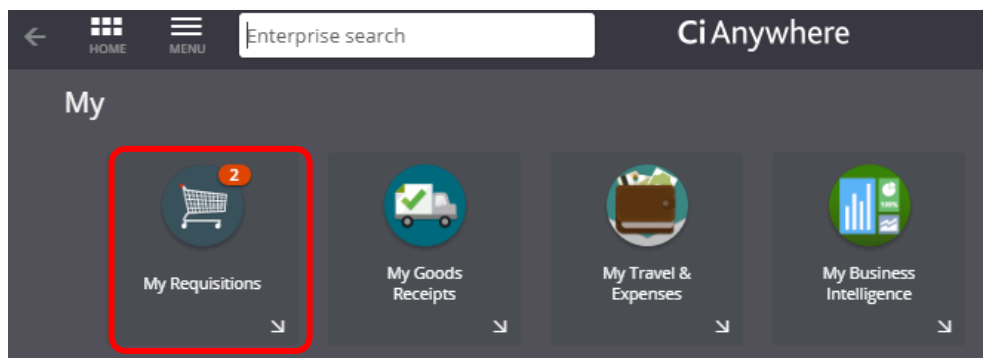
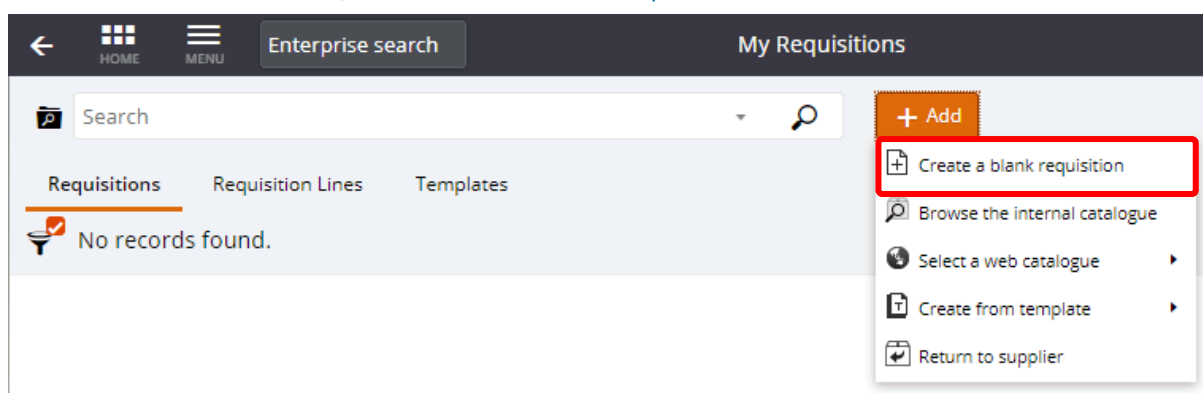


Quick Guide – How to Create a Blanket Requisition

1. Log in to T1 and navigate to your 'My' page.
2. Open your 'My Requisitions' function tile by clicking on it.



3. From the 'Add' button menu, select 'Create a blank requisition':



4. Change the 'Purchase Order Type' field from the default entry of 'Standard' to 'Blanket'. Tick the template box if it will be used again.

Add New Requisition

General

Requisition Type
Requisition

Purchasing System*
PURC (Main Purch System)

Purchasing Location*
UOE (UOE)

Comment

Reference 1

Reference 2

Date Required*
12-Nov-2018

Purchase Order Type*
Standard

Blanket

Standard

Advanced search

Template

5. A new field now appears for an 'Expiry Date' to be selected – best practice is to create a blanket requisition and add a line for each month/quarter of the order that matches the timeframe in which the invoices will be received.

This will help the invoices to be matched and the lines of the requisition will show as commitments on the correct period of the budget.

For example, if the invoices will be received Oct/Jan/Apr/July, then you should add four lines to the invoice – see Step 7 for more details.

Note - you cannot enter an expiry date after the last day of the current financial year (i.e. 31st July next).

Set the VAT entry mode to 'Exclusive' or 'Inclusive', as relevant to your order. You can set the VAT type when adding the order lines in Step 7 below.

Once all detail on this screen is complete, click the 'Save' button, top right.

The screenshot shows a requisition form with the following fields and values:

- Date Required***: 12-Nov-2018
- Purchase Order Type***: Blanket
- Expiry Date***: (Field is empty and highlighted with a red box)
- Requisition User***: AB806 (Alison Ball)
- VAT Entry Mode***: Exclusive
- Template

6. From the 'Requested Items' tab, click on 'Add' and select 'Ad hoc request'.

The screenshot shows the 'Requested Items' tab in a requisition system. The main area displays 'Requested Items' with '0 items' and 'Total (Exclusive) GBP 0.00'. A red box highlights the 'Requested Items' section. To the right, there is an 'Add' button and a dropdown menu with the following options:

- Ad hoc request (highlighted with a red box)
- Browse the internal catalogue
- Select a web catalogue

The left sidebar contains the following sections:

- Requested Items**: 0 items, Blanket
- Dissection Summary**: 0 dissections
- Settings**: UOE purchasing location, Required 12-Nov-2018
- Addresses**: Box 1 Finance, Northcote House, University of Exeter Exeter EX4 4QJ, United Kingdom
- Authorisation History**: 2 items
- Attachments**: 0 attachments

7. Enter all other information needed for the requisition:

- Select the Supplier.
- Use the 'Description' field to give the department & contact name of the person creating this requisition, plus the reason for the requisition. This will help to match the invoice when it comes in. For example: *Finance Team, A Ball – Taxis Nov 2018*
- Many suppliers will send a combined invoice that covers several hundred orders raised across the entire University so it is helpful to have names and departments in the Description field.
- Use the 'Long Description' field if more information is needed as this has 255 characters.
- Change the 'Goods/Service' drop down field to 'Service' if relevant.
- 'Due' is the date that the Goods should arrive by or the Service should start.
- 'VAT Rate' – select the correct rate for the supplier and item ordered. The field defaults to 'S' *Standard Rate*, which usually applies to larger suppliers of services, such as taxis. If using a self-employed supplier who is not registered for VAT, the rate would be 'OS' *Outside Scope of UK VAT*.

Enterprise search

Submit for Approval

Requisition (R0004726)
1 item, Total (Exclusive) GBP 0.00

Requested Items
1 item
1 item is not fully costed
Blanket

Dissection Summary
1 dissection

Settings
UOE purchasing location
Required 12-Nov-2018

Addresses
Box 1 Finance
Northcote House
University of Exeter Exeter EX4 4QJ
United Kingdom

Authorisation History
2 items

Attachments
0 attachments

Requested Items
Dept + Contact Name: Taxis for Nov 2018

Supplier

Supplier*
101525.01 (APPLE CENTRAL TAXIS)
123456 SMITH'S TAXIS

Supplier Ledger*
P1 (P1)

Account*
101525 (APPLE CENTRAL TAXIS (SW))
LT123456 SMITH'S TAXIS

Currency
GBP (British Pounds Sterling)

Address*
001 (Primary Address)

Item

Line Type
Non-stock

Description*
Dept + Contact Name: Taxis for Nov 2018

Long Description
Dept + Contact Name: Taxis for Nov 2018

Comment

Goods/Service*
Service

Due*
12-Nov-2018

VAT Rate*
S (Standard R)

Unit Amount (Exclusive)
0.00

Line Amount (Exclusive)
0.00

Delivery Point Type*
\$DEFAULT (Default Delive)

Delivery Point*
NA (Not Applicable - Do N)

Purchase Type*
General Purchase

8. Select the correct 'Commodity Code'. For example, the code for taxi journeys is 78111800 – *Passenger Road Transportation*.

See [here](#) a list of the top commodity codes currently in use across the University.

^ **Categorisation**

Commodity Code*

78111800 (Passenger road transportation) ▼

9. Add the 'Charge Code' of the budget or project that will pay for this requisition:

^ **Cost Account**

Charge Type*

ALL (All Requisitions) ▼

Charge Code*

101041R026 ✕ ▼

Ledger*

PJ (18PJACT) ▼

Account*

101041-R-00-1010-1699-25720 (\ ▼

VAT Rate*

PN (Standard Rate - Non F ▼

Apply Cost Account To All Lines
 Add Another Cost Account

Tick 'Apply Cost Account To All Lines' if other lines are to be added for this same cost account.

Tick 'Add Another Cost Account' if the cost is to be split over two or more budgets.

Continue to add, edit or delete cost accounts as needed and 'Save' once all have been entered:

^ **Cost Account 1**

Charge Type*

ALL (All Requisitions) ▼

Charge Code*

104907R034 (104907R - E) ▼

Ledger*

PJ (18PJACT) ▼

Account*

104907-R-00-1225-2286-25720 (\ ▼

VAT Rate*

PN (Standard Rate - Non F ▼

Dissection Amount (Exclusive)

250.00

^ **Cost Account 2**

Charge Type*

ALL (All Requisitions) ▼

Charge Code*

100003R012 (100003R - E) ▼

Ledger*

PJ (18PJACT) ▼

Account*

100003-R-00-1005-2486-25720 (\ ▼

VAT Rate*

PN (Standard Rate - Non F ▼

Dissection Amount (Exclusive)

250.00

Add Another Cost Account
 Delete this cost account

10. If further months/quarters are needed on the requisition, or lines on behalf of different people are needed, you can add more ad hoc lines using the 'Create duplicate' option in the orange drop down button, next to the 'Edit' button:

The screenshot shows the 'Requisition' page for requisition R0004726. The left sidebar contains navigation options: Submit for Approval, Requested Items (1 item, Blanket), Dissection Summary (2 dissections), Settings (UOE purchasing location, Required 12-Nov-2018), Addresses (Box 1 Finance, Northcote House, University of Exeter Exeter EX4 4QJ, United Kingdom), Authorisation History (2 items), and Attachments (0 attachments). The main area displays 'Requested Items' with 1 record. The item is 'Finance Team, A Ball - Taxis Nov 2018' with a unit amount of 600.000000 and a required date of 12-NOV-2018. A 'PURCHASE' button is visible. An orange 'Edit' button is highlighted, and a dropdown menu is open, showing 'Create duplicate' and 'Delete' options, with 'Create duplicate' highlighted in a red box.

11. Then 'Edit' this new line to change any information as needed, such as the time frame or the cost codes:

The screenshot shows the 'Requisition' page for requisition R0004726, now with 2 items. The left sidebar is identical to the previous screenshot. The main area displays 'Requested Items' with 2 records. The first item is 'Finance Team, A Ball - Taxis Nov 2018' with a unit amount of 600.000000 and a required date of 12-NOV-2018. The second item is 'Finance Team, A Ball - Taxis Dec 2018' with a unit amount of 600.000000 and a required date of 12-NOV-2018. An orange 'Edit' button for the second item is highlighted in a red box.

12. If your screen is large enough, a summary view of the item will appear on the right side of your screen, showing all the lines you have saved. This example has two lines for taxis – each one for a different professor and using a separate project budget.

BLANKET REQUISITION		UNAPPROVED		
		Requisition	R0004726	
		Reference		
		Issued	05-Nov-2018	
		Expiry Date	30-Nov-2018	
		Requisition User	Alison Ball	
		Requisition Total	GBP 1,200.00	
Description	Quantity	Unit	Unit Price (Inclusive)	Line Amount (Inclusive)
Finance Team, A Ball - Taxis Nov 2018 SMITH'S TAXIS	-	only	600.00	GBP 600.00
Finance Team, A Ball - Taxis Dec 2018 SMITH'S TAXIS	-	only	600.00	GBP 600.00
Total				1,200.00
Costing Summary				
Ledger	Account		Exclusive	Inclusive
PJ	100003-R-00-1005-2486-25720		500.00	GBP 600.00
18PJACT	Research Project: Searching for Unicorns in the Antarctic			
PJ	104907-R-00-1225-2286-25720		500.00	GBP 600.00
18PJACT	Research Project: Investigation of Amazonian Tree Felling Techniques		Rental	
			Requisition Total	1,200.00

13. Once all fully correct, click on the 'Submit for Approval' button top left, and add in comments to help the approver:

Submit for Approval

This will complete the current task Create Requisition. The next task is: Approve Requisition

Comments

Blanket requisition for Smith's Taxis for Prof O'Neil and Prof Johnston for Nov and Dec 2018.

OK
Cancel

Once the requisition has been approved, the Purchase Order will be automatically transmitted to the supplier.

Receipting and Finalising Blanket POs

- To make sure the supplier's invoice is paid on time, your approved Purchase Order must have been receipted, using the 'My Goods Receipts' function. (More information about receipting is available [here](#).)
- To do this, you will need to know the amount that the supplier will be invoicing against your PO. You could contact the supplier to request a statement of all the items against your purchase order number.
- When you know the invoiced amount, you then need to 'Goods Receipt' for this exact amount.
- If possible, attach the statement from the supplier to the Purchase Order, so that the Procurement team can easily identify the invoice when it is received.
- If you know that this is the final amount to be charged against this purchase order, tick the box to say this is the final one. This then closes the purchase order in T1.
- If the final amount is **over** the amount of the approved purchase order, raise a non-blanket requisition for the difference. You will also need to make sure the Supplier knows this is not a new purchase order for further goods/services but is to cover the additional amount over and above the original purchase order value.
- If the final amount of your Blanket PO is **under** the amount of the approved purchase order, contact the Procurement team procurement-operations@exeter.ac.uk to have this amended and the order closed off.

Additional Information about Apple Taxis:

- When you order a taxi, you need to tell them the Purchase Order number. Apple Taxis will then quote this number on their invoice.
- To find out how much you will be invoiced, you can contact Apple Taxis and request a statement is sent to you detailing the taxi journeys that have been requested against your Purchase Order number.