

# Ad Hoc Requisitions

## Contents

|   |           |
|---|-----------|
| <b>The Four Stages of Ordering Goods and Services .....</b>                               | <b>3</b>  |
| <b>Stage One – Create a Requisition .....</b>   | <b>4</b>  |
| 1.1 Find the ‘My Requisitions’ Function.....  | 4         |
| 1.2 Add New Requisition Screen/Settings Tab.....  | 4         |
| 1.2.1 Information about Creating Service Orders (not Goods).....                          | 6         |
| 1.3 Requested Items Tab .....   | 6         |
| 1.3.1 Supplier .....  | 7         |
| 1.3.2 Item .....  | 9         |
| 1.3.3 Categorisation .....  | 10        |
| 1.3.4 Alternative Contact Information .....   | 11        |
| 1.3.5 Procurement Information (for purchases of £5,000 and above).....                    | 11        |
| 1.3.6 Biological Services .....   | 11        |
| 1.3.7 Health & Safety .....   | 12        |
| 1.3.8 Service Suppliers/Additional Supplier Information for Self-Employed Suppliers ..... | 12        |
| 1.3.9 VAT Criteria .....  | 13        |
| 1.3.10 Cost Account .....   | 13        |
| 1.3.11 Save, Edit or Add More Items .....   | 18        |
| 1.3.12 Change Delivery Address .....  | 19        |
| 1.4 Addresses Tab .....   | 20        |
| 1.5 Attachments Tab.....  | 21        |
| <b>Stage Two – Approve the Requisition.....</b>   | <b>22</b> |
| 2.1 Submit for Approval .....   | 22        |
| 2.2 Release of Purchase Order to Supplier .....   | 22        |
| 2.3 Authorisation History Tab .....   | 22        |
| 2.4 Approval Pool Member Names.....   | 23        |
| 2.5 View Your Purchase Order .....  | 24        |
| <b>Stage Three – Receipt the Purchase Order.....</b>                                      | <b>26</b> |
| 3.1 ‘My Goods Receipts’ Function .....  | 26        |
| 3.2 Fully or Partially Receipt a Purchase Order.....                                      | 27        |
| 3.3 Cancel a Receipt.....   | 30        |
| 3.4 Finalise a Receipt.....   | 31        |
| 3.5 Receipt Reminder Emails from T1.....  | 33        |
| <b>Stage Four – Pay the Invoice .....</b>   | <b>34</b> |

4.1 View a Matched Invoice ..... 35

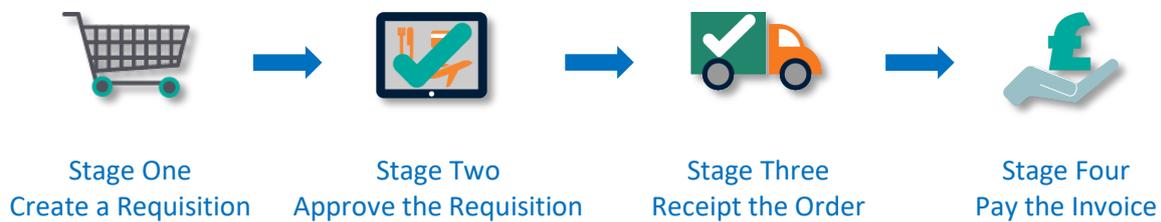
4.2 Invoice Issues and How to Avoid Them ..... 36

**Help and Support .....38**

## The Four Stages of Ordering Goods and Services

There are four stages to purchasing goods or services on behalf of the University.

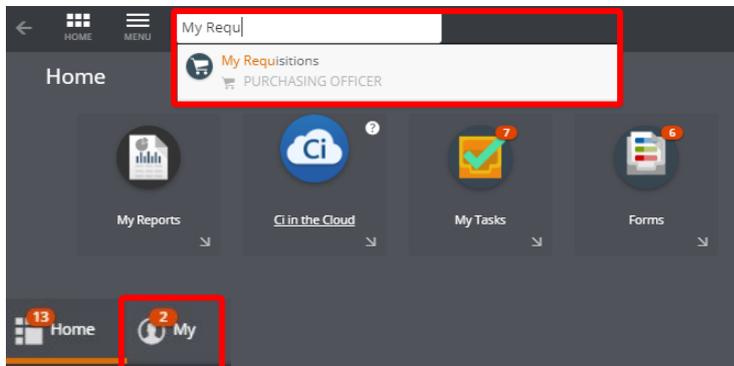
All of these stages are carried out in the T1 finance system:



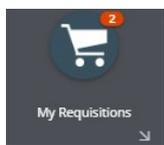
## Stage One – Create a Requisition

### 1.1 Find the 'My Requisitions' Function

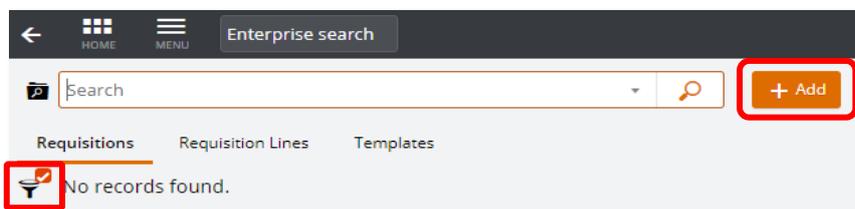
1. Goods and services orders start in 'My Requisitions' function tile. Search for it or locate it on the 'My' page of T1:



2. Click on the tile to open the function:

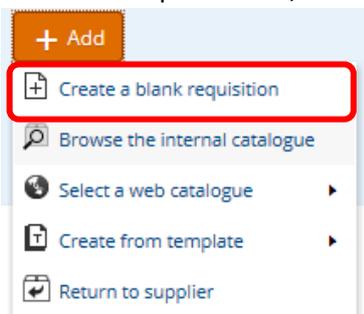


3. The first time you access it, it will show 'No records found'. All the requisitions you create will be stored and can be viewed from here:



To view your previous requisitions, click the filter icon  and select 'Clear All'.

4. To start a new ad hoc order, click '+Add'.
5. From the drop down list, select 'Create a blank requisition':



### 1.2 Add New Requisition Screen/Settings Tab

To make the completion of the form as quick as possible, this first screen is pre-filled for a standard, one-off purchase request where the price(s) will be entered exclusive of VAT.

If none of this needs to be changed, you can immediately select 'Save'.

See below for what can be changed, if needed:

The screenshot shows the 'Add New Requisition' form. The 'General' section includes the following fields:

- Requisition Type: Requisition
- Purchasing System: PURC (marked with 'a')
- Purchasing Location: UOE (UOE)
- Comment (marked with 'b')
- Reference 1 (marked with 'c')
- Reference 2
- Date Required: 15-May-2019 (marked with 'd')
- Purchase Order Type: Standard (marked with 'e')
- Requisition User: FK277 (Fiona Kelly) (marked with 'f')
- VAT Entry Mode: Exclusive (marked with 'g')
- Template checkbox (unchecked)

The 'Exchange Rate' section includes the following fields:

- Exchange Rate Table: SPOT (Spot Rate)
- Exchange Rate Date: 08-May-2019

At the top right, there are 'Cancel' and 'Save' buttons. A user profile icon with the letter 'h' is also visible.

- a. [Purchasing System/Purchasing Location](#) – default settings, no need to change.  
**PLEASE NOTE:** delivery location is changed on the next screen, not here.
- b. [Comment](#) - enter background information/comments about the order - this is an internal field only, and will **not** display on the purchase order sent to the supplier.
- c. [Reference 1](#) – enter the Tr2 reference number received from E-Claims when the supplier is providing a service.
- d. [Date Required](#) – the date field defaults to seven days hence. This is the date of the budget commitment for this order – can be altered if the commitment should be in a different accounting month/year.
- e. [Purchase Order Type](#) – defaults to a standard purchase. If creating a blanket order to cover multiple deliveries from a single order, change to 'Blanket'.  
For help with blanket orders, click [here](#).
- f. [Requisition User](#) – defaults to you, do not change.
- g. [VAT Entry Mode](#) – defaults to 'Exclusive' of VAT. Can change to 'Inclusive' if preferred - to enter values with VAT already included.
- h. Once complete, click 'Save'. This screen becomes the 'Settings' tab and can be edited if needed.

### 1.2.1 Information about Creating Service Orders (not Goods)

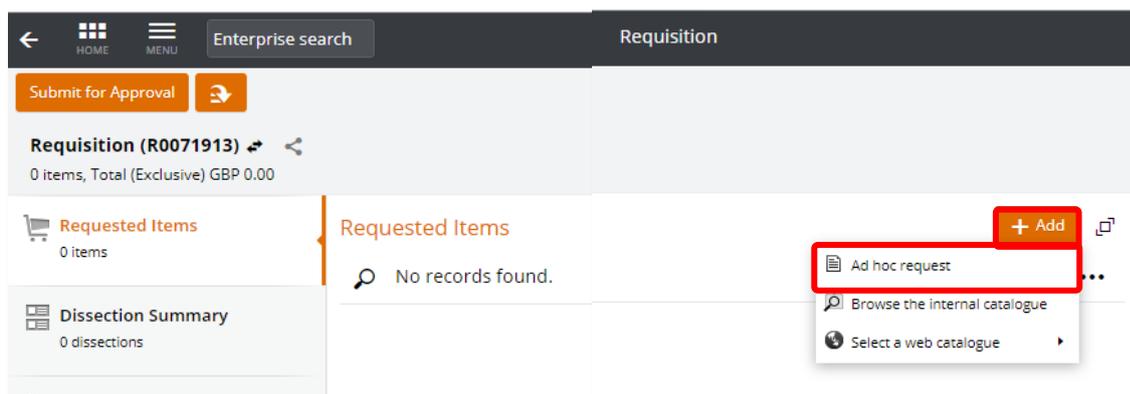
See the HR information about suppliers who offer a service at [Engaging self-employed people or Supplier who offer a service \(not goods\)](#). This gives details of the process to follow to determine whether a service should be paid for on- or off-payroll. This must be carried out **before** creating a service requisition.

If the supplier has been determined by the HMRC/TR2 process as self-employed for this contract of work and can be paid off-payroll via a purchase order/invoice, include the following information within the requisition:

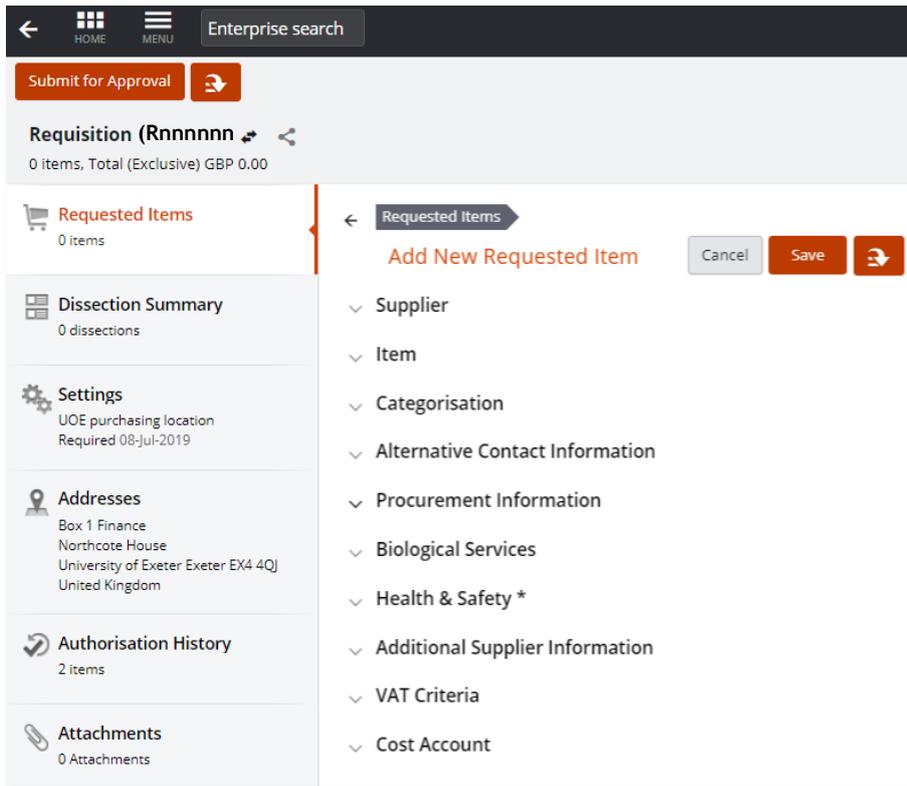
- Enter the E-claims outcome reference number from the HMRC/TR2 process in the 'Reference 1' field in the Settings tab of the requisition.
- Answer the 'Have you attached your TR2/IR35 confirmation?' question as 'Yes'.
- Use a VAT status of 'Outside Scope' (OS) if the supplier does not charge VAT.
- Use the 'Attachments' tab to attach the IR35/E-claims confirmation email to the requisition, along with any other relevant information such as the contract for services, procurement waiver forms etc.

### 1.3 Requested Items Tab

Once the first screen has been saved, the screen now shows as below. Click on the 'Add' button and select 'Ad hoc request'.



The form now shows several sections to be completed about the order, delivery address and budget coding:

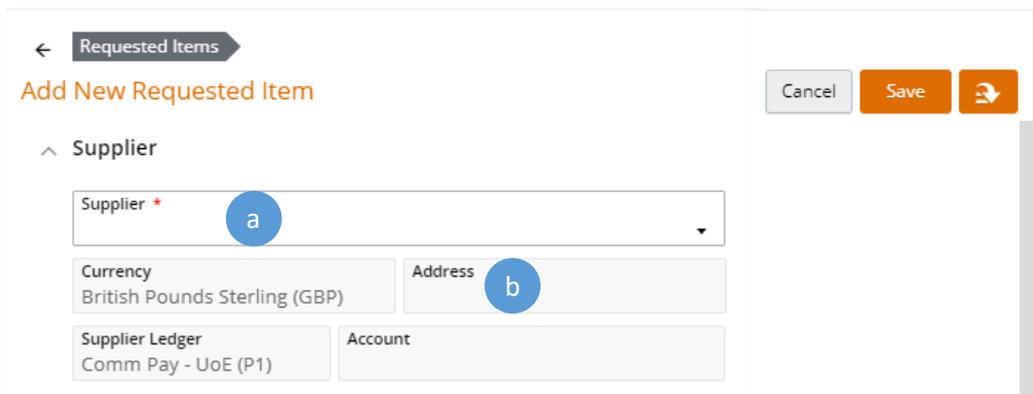


Several fields are pre-filled with standard options and often do not need to be changed (non-hazardous, no tender process needed, will be under £5,000 in value, no health and safety issues with the purchase etc.).

Mandatory fields have a \* in the box and must be completed.

### 1.3.1 Supplier

It is important to check the correct account is selected to ensure the PO is raised to the right supplier e.g. some large organisations trade in GBP, US Dollars and Euros – each one will be set up as a separate version in T1.



- a. **Supplier** – this is the University’s list of approved suppliers. Find the supplier you wish to place this order with by typing any part of their name or supplier number.
- b. **Address** – some suppliers have more than one address. For example there may be a Head Office but the warehouse that should receive purchase orders is at a separate address. Ensure the correct one for this order is selected.

## Search for a Supplier

Use the 'Advanced Search' option located at the bottom of the 'Supplier' field to search for suppliers. Use any part of the name, address, postcode, currency, city, VAT number etc.

Simple single-word searches are more likely to find the correct supplier than complex combinations. For example, search for 'Hereford' rather than 'Hereford Industrial Tubing Limited'.

### Supplier

Supplier \*

| Supplier | Description      | Postcode | City    |
|----------|------------------|----------|---------|
| 100000   | Supplier Name 01 | TR1 1BQ  | Penryn  |
| 100001   | Supplier Name 02 | EX14 1HF | Exeter  |
| 100002   | Supplier Name 03 | EX5 2EQ  | Exeter  |
| 100003   | Supplier Name 04 | TQ5 9HA  | Brixham |

Advanced search

Supplier

hereford

1 - 6 of 6 records.

| Supplier | Description | Supplier Ledger | Supplier Account | Currency |
|----------|-------------|-----------------|------------------|----------|
| 101      | ...         | P1              | 101              | GBP      |
| 102      | ...         | P1              | 102              | GBP      |
| 104      | ...         | P1              | 104              | GBP      |
| 105      | ...         | P1              | 105              | GBP      |
| 105      | ...         | P1              | 105              | GBP      |
| 107      | ...         | P1              | 107              | GBP      |

### 1.3.2 Item

The screenshot shows the 'Item' form with the following fields and callouts:

- a**: Description \*
- b**: Long Description
- c**: Comment
- d**: Goods/Service (dropdown menu)
- e**: Due \* (calendar icon)
- f**: VAT Rate \* (dropdown menu)
- g**: Quantity
- h**: Unit Name \* (dropdown menu)
- i**: Unit Amount (Exclusive)
- j**: Delivery Point Type \* (dropdown menu)
- k**: Delivery Point \* (dropdown menu)
- l**: Purchase Type \* (dropdown menu)

The Supplier Product dropdown menu is highlighted with the text: "do not use this field – leave blank".

- a. **Description** – this is the information given to the supplier about what is being ordered and forms a contract between the University and the supplier so it must be accurate – max of 40 characters. For example, include:

- Any part/catalogue numbers.
- Item name (for goods orders).
- Description of service (for service orders).

This is also the information that appears on the budget reports, so try to ensure it will make sense to the budget holder. For example 'Train tickets for A Smith, ESIC conference May 19' is better than 'Train tickets'.

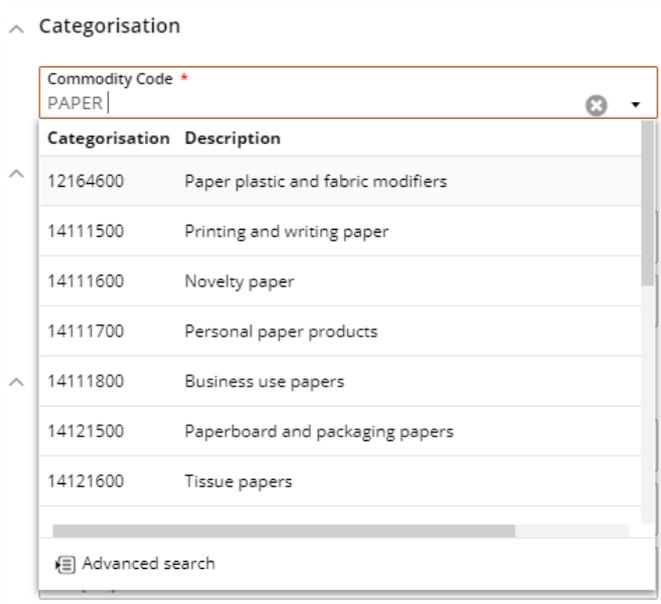
- b. **Long description** – will auto-populate with the description but should be changed if needed to be a useful description of the goods/service required and will be part of the purchase order information seen by the supplier – max 255 characters.
- c. **Comment** – 2000 characters for detailed description of order for **internal use only**. Will not be included on the purchase order so will not be seen by the supplier.
- d. **Goods/Service** – select as appropriate. If purchasing a service, then you must change this to 'Service'. **PLEASE NOTE:** if your order can only be an estimate of the amount that will be needed (for example BOC gas orders), select 'Service' so that partial receipting can be carried out when the exact amounts are known once delivered/invoiced.
- e. **Due** – defaults to seven days ahead, can be changed as needed. This is also the date the commitment will show on the budget so ensure it is in the correct month/year.
- f. **VAT Rate** – defaults to the VAT rate usually associated with this supplier, should only be changed if you know the default rate is incorrect for your requisition.
- g. **Quantity** – only required when ordering Goods. Defaults to 1, change to number of goods items being ordered, if needed.
- h. **Unit Name** – unit of measurement, change if required.

- i. **Unit Amount** – shows as Exclusive or Inclusive of VAT as selected on first screen. Enter the cost of the goods or service.
- j. **Delivery Point Type** - automatically populated and relates to the assigned College/Service of the user. **PLEASE NOTE: can be changed if delivery is required to a different location – select the College/Service required.**
- k. **Delivery Point** – select the exact location within the College/Service specified.
- l. **Purchase Type** - defaults to General Purchase but can be changed to an Asset Related purchase if appropriate. This will route the requisition to the Assets team for investigation.

### 1.3.3 Categorisation



- a. **Commodity Code** – this is a method of categorising purchases for analysis by the University. Pick the code most relevant to the item being purchased. Click the drop down arrow to use the ‘Advanced search’ option. Try searching key words such as ‘paper’:

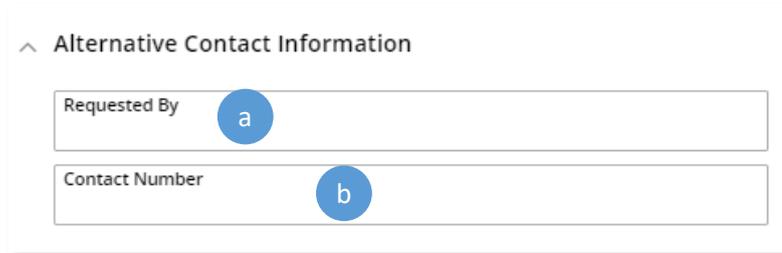


**PLEASE NOTE:** A commodity code must be chosen or this error message will appear when trying to save the form:



A list of the most commonly used commodity codes is in the ‘POs and Requisitions section’ of the Finance Training Team FAQs [here](#).

### 1.3.4 Alternative Contact Information



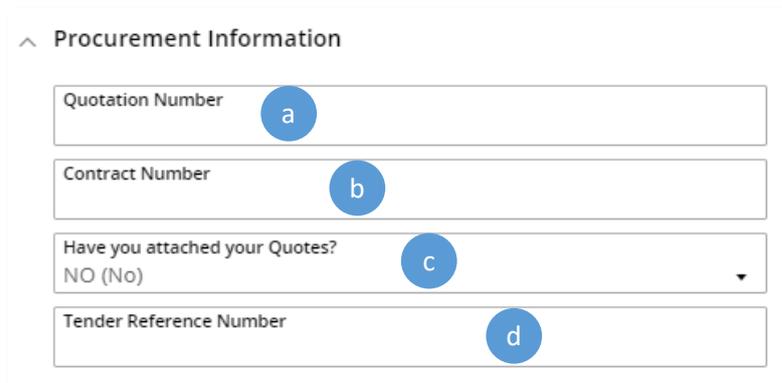
Alternative Contact Information

Requested By **a**

Contact Number **b**

- a. Requested By - enter the requestor's name
- b. Contact Number – enter the phone number

### 1.3.5 Procurement Information (for purchases of £5,000 and above)



Procurement Information

Quotation Number **a**

Contract Number **b**

Have you attached your Quotes?  
NO (No) **c**

Tender Reference Number **d**

- a. Quotation Number - enter the reference of your quotation.
- b. Contract Number – if you have a contract number, enter it here.
- c. Have you attached your Quotes? – use the 'Attachments' tab to attach your quotes and select 'Yes' here.



- d. Tender Reference Number - mandatory for values over £50,000.00

More information on tendering, quotations and the procurement process is available [here](#).

### 1.3.6 Biological Services



Biological Services

Biological Services **a**

- a. Biological Services – If purchasing a biological item, you must select the appropriate code to ensure your purchase follows the University's health and safety procedures and legal obligations. Select as appropriate from:

| Selection Code | Short Description | Description |
|----------------|-------------------|-------------|
| AQUATIC        | Aquatic           | Aquatic     |
| AVIAN          | Avian             | Avian       |
| MAMMAL         | Mammalian         | Mammalian   |

### 1.3.7 Health & Safety

^ Health & Safety \*

Hazard Type \* \*

NONHAZ (Non Hazardous) a

- a. **Hazard Type** – defaults to non-hazardous. If purchasing a hazardous item, you must select the appropriate code to ensure your purchase follows the University’s health and safety procedures and legal obligations. Select as appropriate from:

| Selection Code | Short Description     | Description                |
|----------------|-----------------------|----------------------------|
| CONDRUG        | Controlled Drugs      | Controlled Drugs           |
| MICLORG        | Micro / Live Organism | Micro / Live Organism      |
| NONHAZ         | Non Hazardous         | Non Hazardous              |
| RADACT         | Radioactive           | Radioactive                |
| TOXHAZM        | Toxic / Hazardous Ma  | Toxic / Hazardous Material |

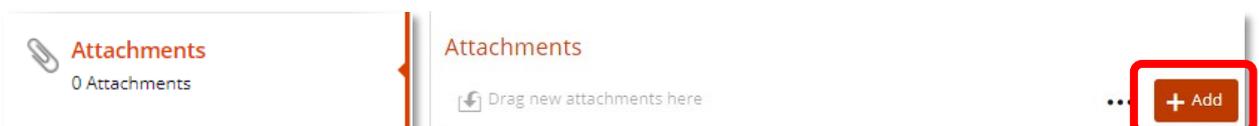
### 1.3.8 Additional Supplier Information for Service orders

^ Additional Supplier Information

Have you attached your TR2/IR35 confirmation \* \*

YES (Yes) a

- a. **Have you attached your TR2/IR35 confirmation?** – Yes/No. If a supplier is registered as self-employed or operates as a personal services company and you have selected ‘Service’ not ‘Goods’, this field is mandatory.
- b. When answering this field as ‘Yes’, attach the email from the IR35/E-Claims team confirming this supplier can be engaged using the ‘Attachments’ tab:



- c. Go to the 'Settings' tab and enter the E-Claims reference in the 'Reference 1' box to confirm that authorisation for this engagement has been obtained:
- d. Please see [Engaging self-employed people or Suppliers who offer a service \(not goods\)](#) for further guidance.

If you **do not** attach the TR2/IR35 confirmation, then the following error message will occur:



Correct the error by attaching the email in the 'Attachments' tab.

### 1.3.9 VAT Criteria

- a. **Is your purchase...** - Select 'Yes' to ensure that the wording for the VAT exemption certificate is added to the purchase order. This only applies to purchases for specific purposes:
  - Charity Advertising
  - Computer Software used solely for medical research
  - Medical/Veterinary Qualifying Equipment
  - Medical and Scientific Substances

If the goods being purchased are ordinarily vatable but you consider it should be eligible for exemption because of the use, select 'Yes'.

- b. **Reason for eligibility** - then select the reason for eligibility by selecting the criteria from the drop down field.

**PLEASE NOTE:** it is important to select the correct reason as this will alter the purchase order wording. If selecting 'Yes', it will automatically be sent to the VAT Pool who will review the requisition and apply the correct VAT coding.

### 1.3.10 Cost Account

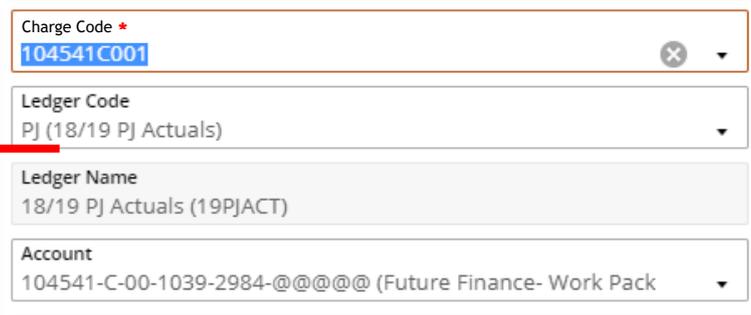
#### *Types of T1 Code*

T1 uses two types of code – **General Ledger** codes and **Project** codes and a shortened version of each type of code – called a **Charge Code** – is used when creating a requisition.

A **General Ledger (GL)** code looks like this:

|  |
|--|
| <b>Charge Code *</b><br>011005   |
| <b>Ledger Code</b><br>GL (18/19 GL Actuals)                                |
| <b>Ledger Name</b><br>18/19 GL Actuals (19GLACT)                           |
| <b>Account</b><br>01-000-0-1005-@@@@@ (UOE- Default- General Ledger- CEMF) |

A **Project (PJ)** code (for research projects and non-research projects including PDAs, studentships and capital projects) is longer than a GL code. It looks like this:



The screenshot shows a form with four fields:

- Charge Code \***: 104541C001
- Ledger Code**: PJ (18/19 PJ Actuals)
- Ledger Name**: 18/19 PJ Actuals (19PJACT)
- Account**: 104541-C-00-1039-2984-@@@@@ (Future Finance- Work Pack)

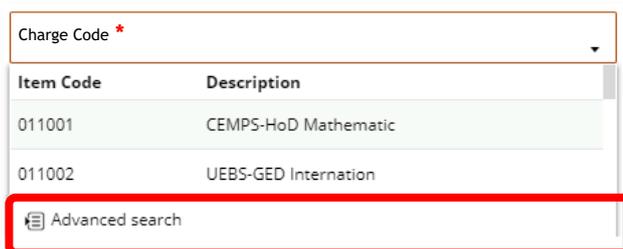
**PLEASE NOTE:** the 'Account' box may show the last five characters as @@@@. This is for the nominal code.

A nominal code is used to classify what a budget is being spent on. For example consumable items, equipment, accommodation, maintenance.

T1 automatically selects the most likely nominal code but it can be changed if needed.

### Search for a Code

To look up a code, click on the Charge Code field's drop-down arrow and select 'Advanced search':



The screenshot shows a search dropdown menu with the following items:

| Item Code       | Description          |
|-----------------|----------------------|
| 011001          | CEMPS-HoD Mathematic |
| 011002          | UEBS-GED Internation |
| Advanced search |                      |

Search using any part of the name or number of the code. For example, search by:

- Surname of the budget holder/PI
- PDA owner's name
- Wording from the research project title

When the search results are returned, use the scroll bar to see the budget holder/PI/PDA owner/project name on the far right of the screen:

**Charge Code** X

Smith 🔍

1 - 11 of 168 records. ⋮

| Item Code | Description               | Ledger Code | Account         | Rate Amount | Unit of Measure | Status |
|-----------|---------------------------|-------------|-----------------|-------------|-----------------|--------|
| 011089    | Book Order Services - All | GL          | 0100001089@@@@@ | 0.000000    |                 | Active |
| 011108    | Book Order Services - All | GL          | 0100001108@@@@@ | 0.000000    |                 | Active |
| 011141    | Book Order Services - All | GL          | 0100001141@@@@@ | 0.000000    |                 | Active |
| 011173    | Book Order Services - All | GL          | 0100001173@@@@@ | 0.000000    |                 | Active |
| 011263    | Book Order Services - All | GL          | 0100001263@@@@@ | 0.000000    |                 | Active |
| 011286    | Book Order Services - All | GL          | 0100001286@@@@@ | 0.000000    |                 | Active |
| 011297    | Book Order Services - All | GL          | 0100001297@@@@@ | 0.000000    |                 | Active |
| 011386    | Book Order Services - All | GL          | 0100001386@@@@@ | 0.000000    |                 | Active |
| 011408    | Book Order Services - All | GL          | 0100001408@@@@@ | 0.000000    |                 | Active |
| 011702    | Book Order Services - All | GL          | 0100001702@@@@@ | 0.000000    |                 | Active |
| 011993    | Book Order Services - All | GL          | 0100001993@@@@@ | 0.000000    |                 | Active |

*Enter the Cost Code*

**Cost Account**

Charge Type \* a ALL (All Requisitions) Charge Code \* b ENTER\_CODE (Enter Charg... ▼

Ledger \* c Account \* d

VAT Rate \* e S (Standard Rate)

f  Apply Cost Account To All Lines  Add Another Cost Account g

- a. **Charge Type** – list of charging areas for each College/Service in the University. Defaults to ‘All’ – no need to change.
- b. **Charge Code** – enter the short version of the budget or project code to be used to pay for this order.
- c. **Ledger** – will be GL (general ledger) or PJ (project ledger), depending on the charge code used – do not change.
- d. **Account** – this is the full T1 code and will be automatically entered by T1, based on the charge code and commodity code entered.

**Nominal Code (last five digits of each code)**

T1 selects the nominal codes based on other information given on the requisition, including the commodity code and the VAT status of the supplier. If the wrong nominal code has been selected by T1, click the Account field’s drop-down arrow and select ‘Advanced Search’

Use any part of the nominal’s name or number to search for the correct code.

Purchasing nominal codes always start with a 2nnnn (nominals for income coming into the University always start with a 1nnnn and must not be used here):

**Account**

Components Accounts

Entity: 01 (University of Exeter)

Budget Centre: 1078 (Financial Services)

Nominal Account: equipment - p

| Nominal Account | Account Name          | Data Entry Status |
|-----------------|-----------------------|-------------------|
| 25110           | Equipment - Purchases | Active            |

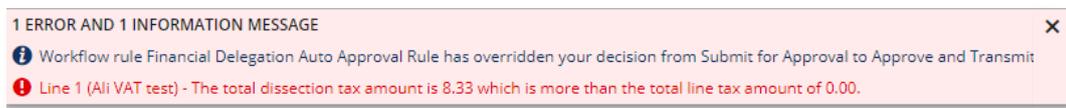
Advanced search

OK Cancel

- e. **VAT Rate** – T1 will automatically enter the most likely VAT rate based on the commodity code, the nominal code and the supplier’s VAT status.

**YOU MUST CHECK THIS RATE** and only amend if you know the wrong rate has been applied.

**PLEASE NOTE** - The code in this box should be compatible with the VAT Rate box in the [Item](#) section of the requisition (i.e. ‘Z’ for zero rated travel should show in both VAT boxes). If the VAT rates are not compatible, then you will get an error message when trying to submit the requisition for approval:



Correct the error by making sure the two VAT boxes have compatible rate codes. For example, a zero rate code (‘Z’) or an exempt code (‘X’) is not compatible with a code where VAT is charged (such as ‘S’, ‘PN’, ‘P1’).

More information on VAT is available [here](#).

- f. **Apply Cost Account to All Lines** – tick this box if more lines are to be added and the same cost code is to be used. Note that the nominal code should be changed if the new item is for a different purpose.

- g. **Add Another Cost Account** - tick this box if the cost of this item is to be split over additional budget(s). A second coding box called 'Cost Account 2' now appears. Enter the new charge code and use the 'Dissection Amount' boxes to enter how much of the cost is being covered by each budget:

### 1.3.11 Save, Edit or Add More Items

When the form has been completed, click 'Save' in the top right hand corner:

This item now appears as the first line in your order:

- Use the 'Add' button to add a new line for another item.
- If any details are wrong for this item, use the 'Edit' button and save the changes.
- Use the orange drop-down menu to duplicate or delete this line. A duplicate line can then be edited to change any of the details, such as supplier, value or quantity.

### 1.3.12 Change Delivery Address

Delivery addresses are automatically entered, based on the College/Service the user is attached to.

A different delivery address can only be specified **before** the Purchase Order is approved.

To change a delivery address, go to the [Item Section](#) in the [Requested Items](#) tab:

The screenshot shows a form with several sections. A red box highlights two dropdown menus: 'Delivery Point Type' (labeled 'a') and 'Delivery Point' (labeled 'b'). The 'Delivery Point' dropdown is open, showing a list of delivery points with descriptions. The list is as follows:

| Delivery Point | Description                 |
|----------------|-----------------------------|
| CLES01         | CLES, Biosciences (PEN)     |
| CLES02         | CLES, Biosciences (STR)     |
| CLES03         | CLES, CEC                   |
| CLES04         | CLES, CHERC                 |
| CLES05         | CLES, Geography (PEN)       |
| CLES06         | CLES, Geography Amory (STR) |
| CLES07         | CLES, Haighton              |
| CLES08         | CLES, Hatherly              |

Below the list is an 'Advanced search' button.

- a. First change the [Delivery Point Type](#) to the College/Service required.
- b. Then change the [Delivery Point](#) to the exact location within the College/Service specified.

A full list of locations can be seen in the POs and Requisitions FAQs [here](#).

## 1.4 Addresses Tab

Use the 'Addresses' tab to record additional information about the delivery that you want shown on the purchase order:

- Delivery Instructions** - add any specific delivery instructions for the supplier in this field and they will appear on the Purchase Order.
- Delivery Address** – **DO NOT CHANGE** as this is the UoE address the **supplier's invoice** is to be sent to (this field is **not** about the goods/service delivery) so must not be changed from 'Box 1 Finance'.

To change the **delivery** address, use the fields in the 'Items' section:

Use the 'Delivery Point Type' field to select the relevant College/Service and the 'Delivery Point' field for the exact location within that College/Service.

## 1.5 Attachments Tab

Use the 'Attachments' tab to add any documents, emails, notes, supplier quotations, self-employed certification, web links or anything else needed for audit purposes or to aid the approver in deciding whether or not to approve this requisition.

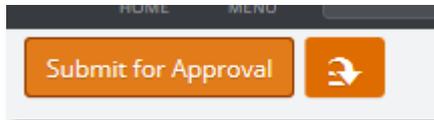
**Please note** – emails will first need to be saved before being able to add them as attachments.



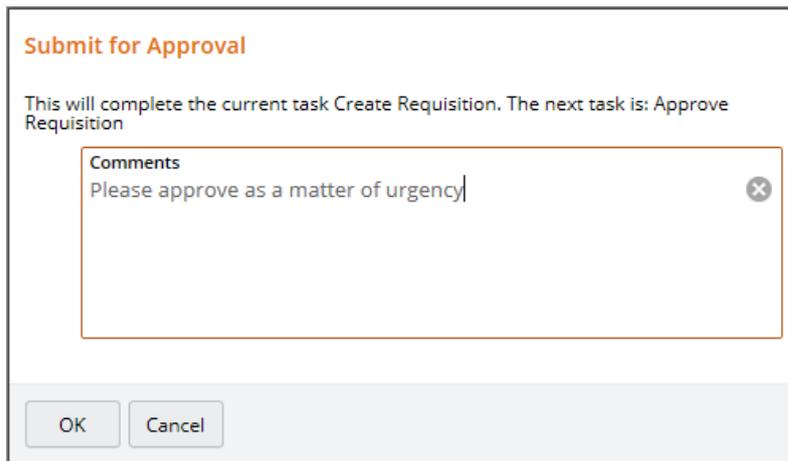
## Stage Two – Approve the Requisition

### 2.1 Submit for Approval

When all the details have been added and the requisition is correct, click ‘Submit for Approval’ in the top left hand corner:



A pop up box will appear to enter any comments that should be seen by the approver:



### 2.2 Release of Purchase Order to Supplier

The requisition creator will be informed by email once the requisition has had all the necessary approvals carried out.

Once the final approval has been completed, the requisition then becomes a purchase order and is emailed to the supplier.

View the purchase order using the ‘[My Purchase Orders](#)’ function.

### 2.3 Authorisation History Tab

The ‘[Authorisation History](#)’ tab will show the progress of the requisition.

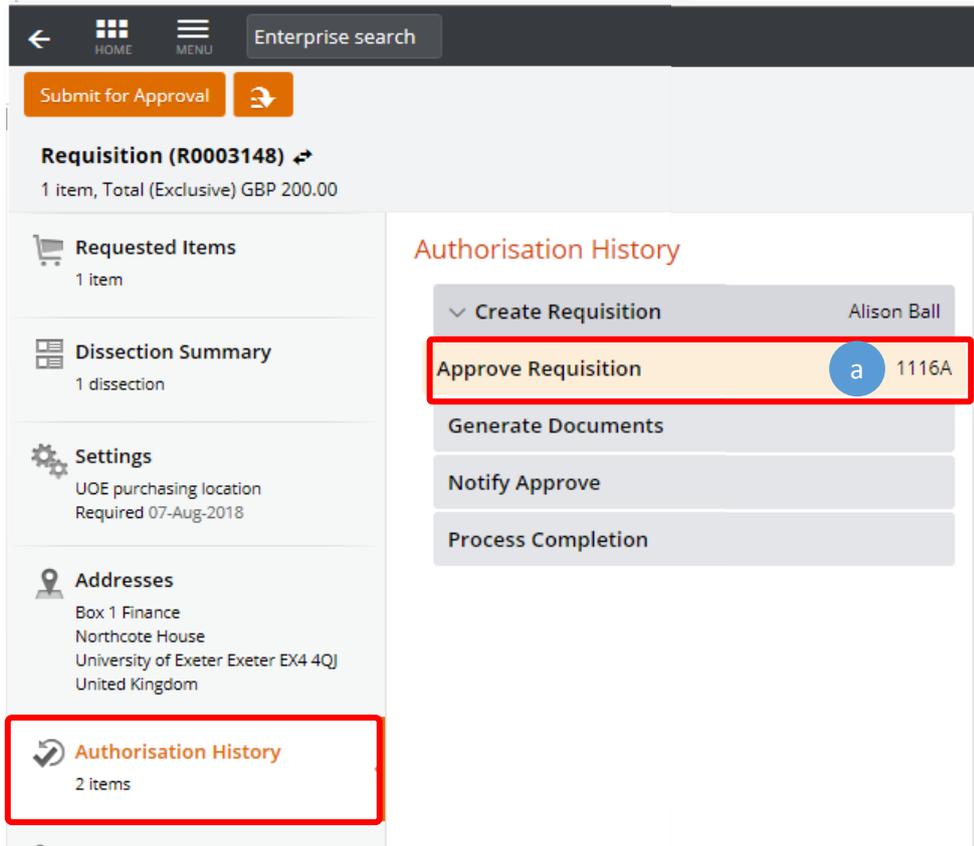
There are several possible types of approval needed, depending on what is being ordered. For example:

- Health & Safety approval – for hazardous items
- Animal Management approval – for live purchases
- VAT approval - for non-standard VAT purchases
- Budget approval – required for all purchases over £100

Some requisitions may need to go be approved by two or more of the above. For example, purchasing toxic chemicals costing £250 from abroad will need H&S, VAT Pool and budget/project approval.

Most budgets/projects have a group of people who are authorised to assist the budget holder with requisition requests – these are called approval pools.

Click the orange bar to see more information about its current location:

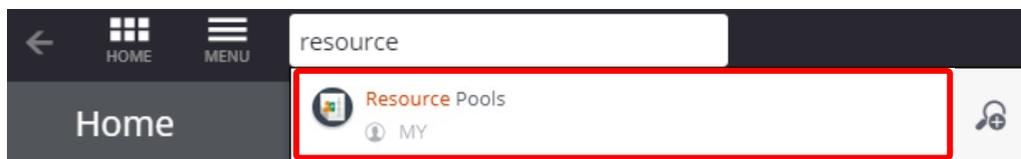


- a. The approval pool's name or number is shown here.

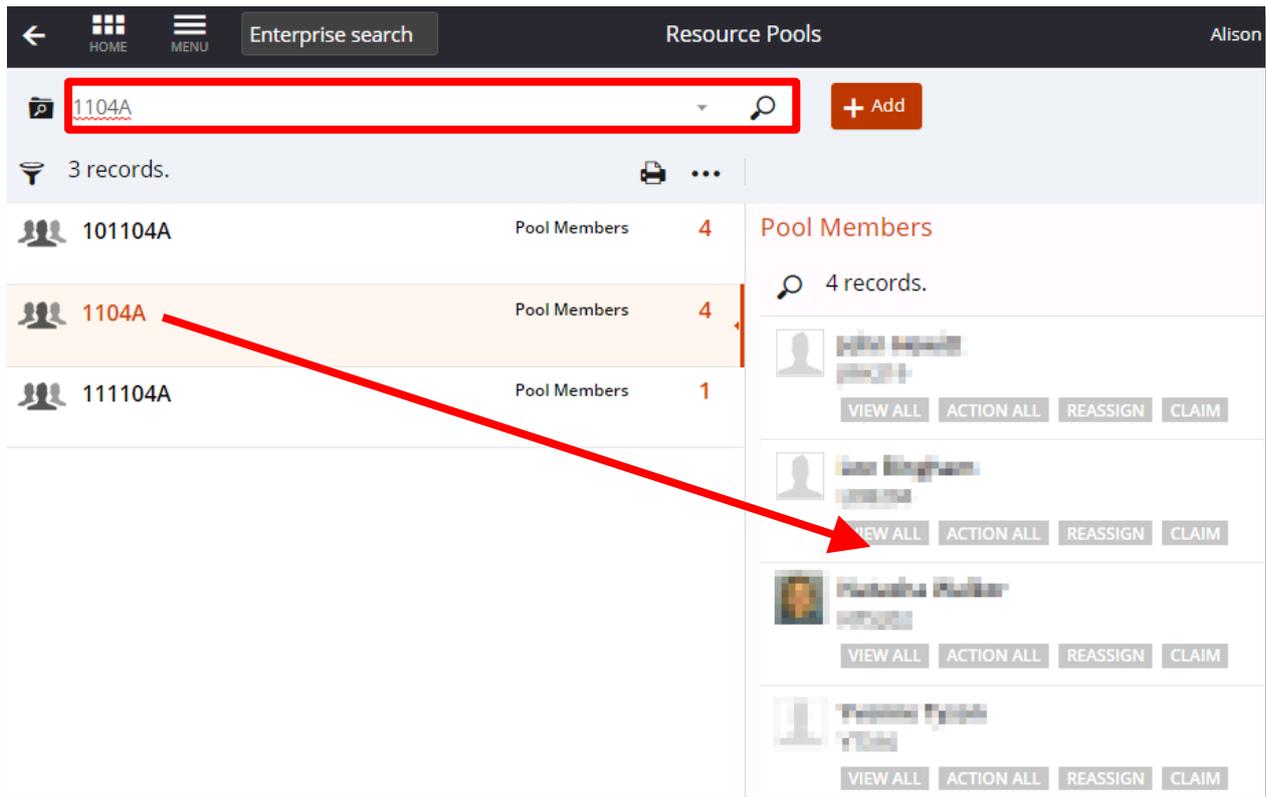
### 2.4 Approval Pool Member Names

The members' names for each approval pool can be obtained using the approval pool's number (shown in the Authorisation History tab, as above) with the 'Resource Pools' function.

1. Use Enterprise Search to locate and open the 'Resource Pools' function:



2. Enter the pool number or name in the search field and click the magnifying glass. Select the correct pool and the members' names will be shown on the right of the screen:



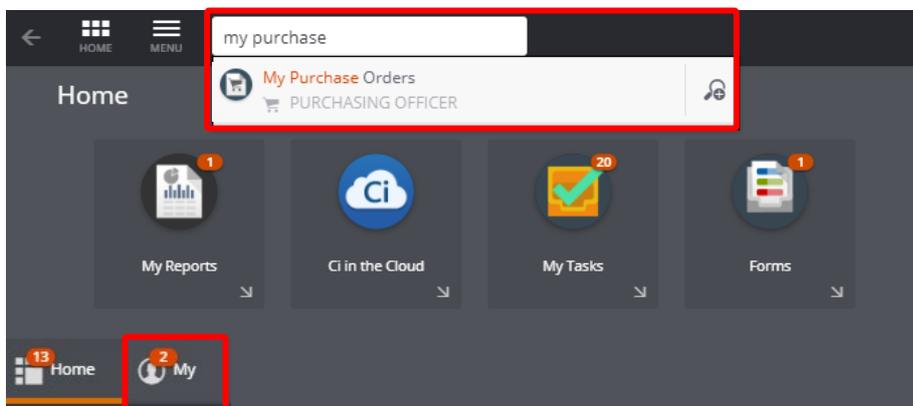
## 2.5 View Your Purchase Order

Once approved, a requisition becomes a purchase order and is automatically emailed to the supplier by T1. The requisition now has a status of 'completed' as the order preparation process is finished.

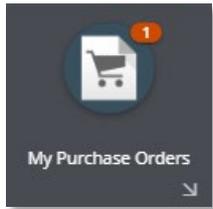
Purchase orders are stored and managed in a separate function called 'My Purchase Orders'.

To view your purchase orders:

1. Search for 'My Purchase Orders' or locate it on the 'My' page of T1:



- Click on the tile to open the function:



- Within the 'My Purchase Orders' function, information about the order is shown as follows:

- UEEnnnn = the purchase order number.
- Receipt Amount = how much of the purchase order has been receipted.
- Invoice Amount = how much of this order has been invoiced by the supplier.
- The status of the order. There are several status options, as the order progresses through to payment:
  - ON ORDER** = the order has been sent to supplier but has not been receipted in T1 yet.
  - PARTIALLY RECEIVED** = some of this order has been receipted in T1.
  - FULLY RECEIVED** = all of the order has been receipted in T1 but the supplier's invoice has not yet been received.
  - PARTIALLY INVOICED** = the order has been receipted but the supplier has invoiced for only part of the order.
  - COMPLETE** = the order has been receipted and the invoice has been received in full. The order is now completed.
  - AMENDMENT IN PROGRESS** = the order is currently being amended. This will have to be approved by the budget holder, not their approval pool.
  - ORDER INVOICE IN PROGRESS** = the invoice is in the process of being matched to this order.

## Stage Three – Receipt the Purchase Order

All purchase orders must be receipted in order for the invoice to be paid.

Items raised on separate purchase orders must be receipted separately and must not be batched together onto the same receipt as this can cause issues if needing to amend a purchase order or cancel a receipt later on.

If the order is not receipted **before** the supplier's invoice is received, the order creator will receive a reminder email from T1 that the receipting process has not been carried out.

**Supplier invoices will only be paid once receipting has been carried out.**

**Please note** – this receipting process does **not** need to be carried out for goods or services bought via a University purchase card or for items being claimed back as expenses.

### 3.1 'My Goods Receipts' Function

In T1, you create a new receipt per purchase order to which you add the goods items/services you have received from that purchase order.

**Multiple items on the same purchase order can be receipted together on the same receipt** (or they can be receipted individually at a later stage if they have not been received together).

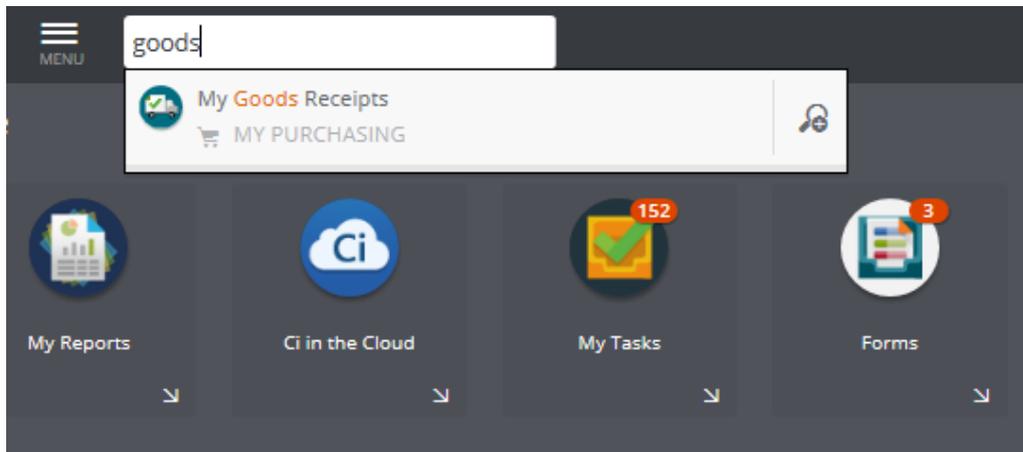
**Multiple items on separate purchase orders must not be receipted together on the same receipt** as this creates issues if any amendments or cancellations are needed at a later stage. Only one purchase order should be used per receipt.

So if you have several purchase orders to receipt, you must repeat the process below for each one.

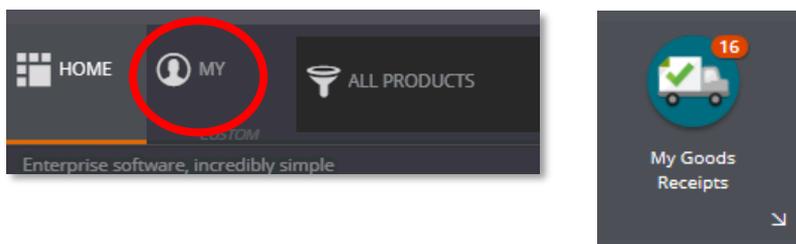
There are two steps to the receipting process – **creating** the receipt and **approving** the receipt – both steps are done by the same person at the same time.

### 3.2 Fully or Partially Receipt a Purchase Order

1. There are two ways to start a new goods receipt:
  - a. Once logged into T1, find the 'My Goods Receipts' function tile - either by searching Goods in the Enterprise Search box:



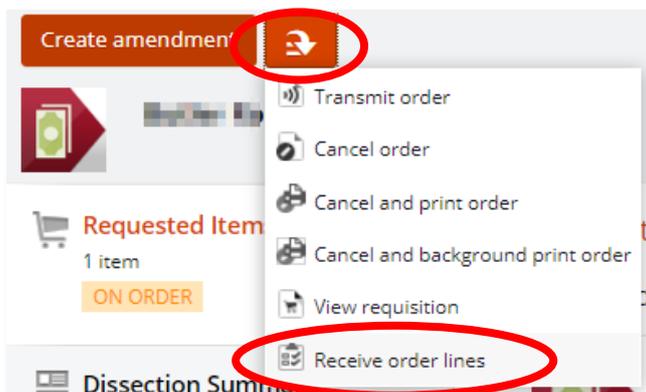
Or go to your 'My' workspace, bottom left, and select the 'My Goods Receipt' function tile:



Once the receiving function is open, click on the 'Add' button, and select 'Receive Order Lines'.

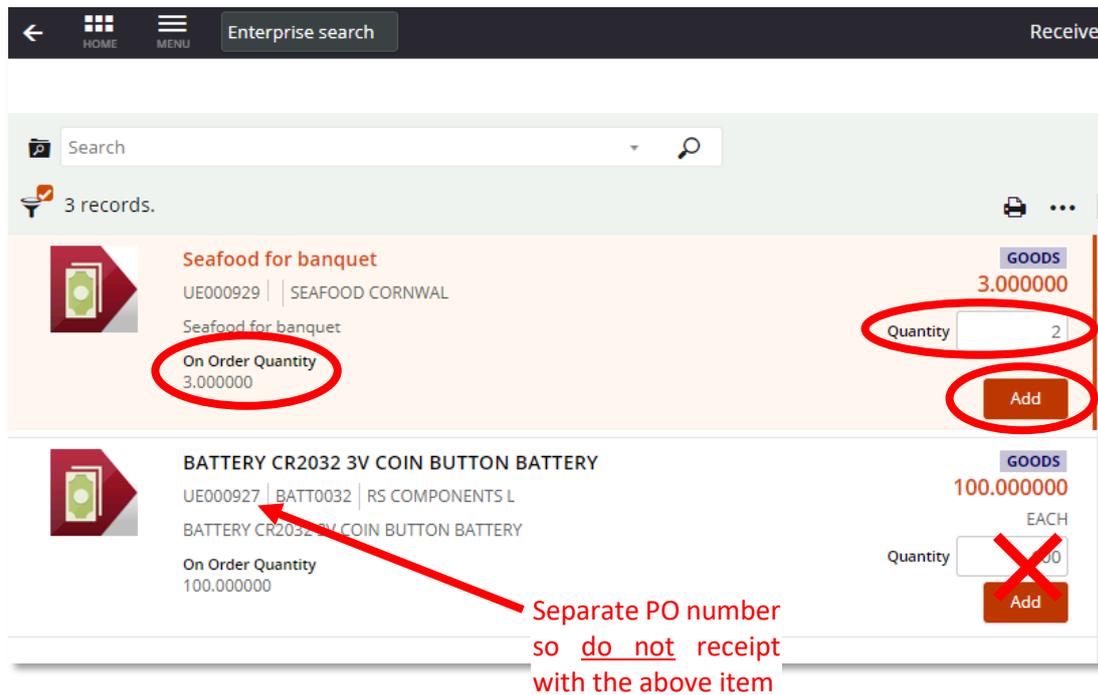


- b. Or from within the 'My Purchase Orders' function, select and 'View' the relevant purchase order. Once the order has opened, select 'Receive Order Lines' from the orange drop-down menu, top left:



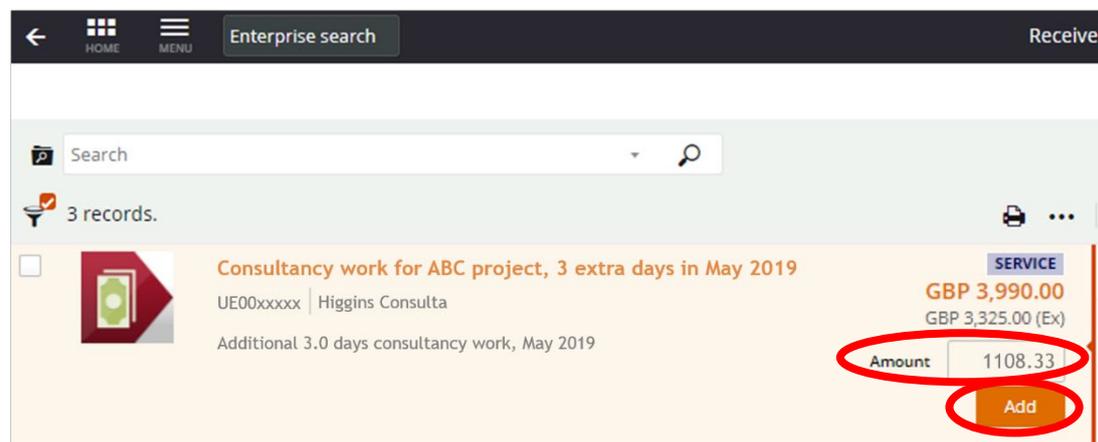
- For **goods** orders, select the item you want to receipt. If you have received only part of the order, change the quantity to the number you have received. Click on the 'Add' button.

For example, to receipt two out of three items:

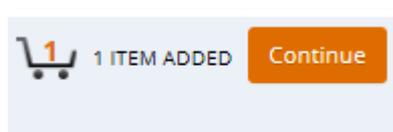


- For **service** orders, select the item you want to receipt. If you have received only part of the order, enter only the partial amount to be receipted. Click on the 'Add' button.

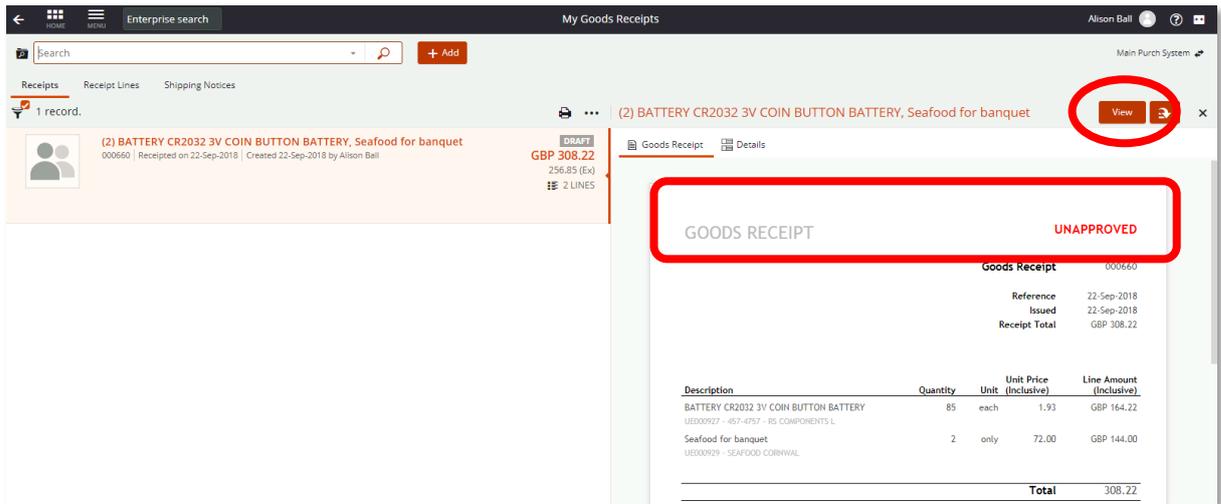
For example to receipt one day's consultancy work where the order is for three days, enter 1/3 of the exclusive (without VAT) amount:



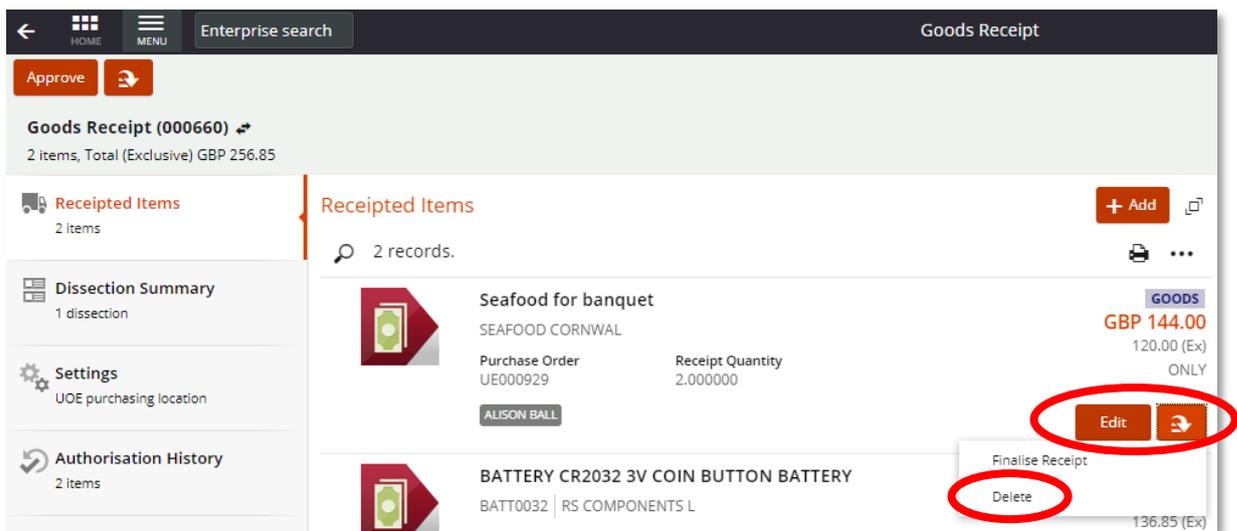
- This will then add the item to the trolley in the top right hand corner. Once all the items that require receipting **from the same purchase order** have been added to the trolley, click the 'Continue' button next to it.



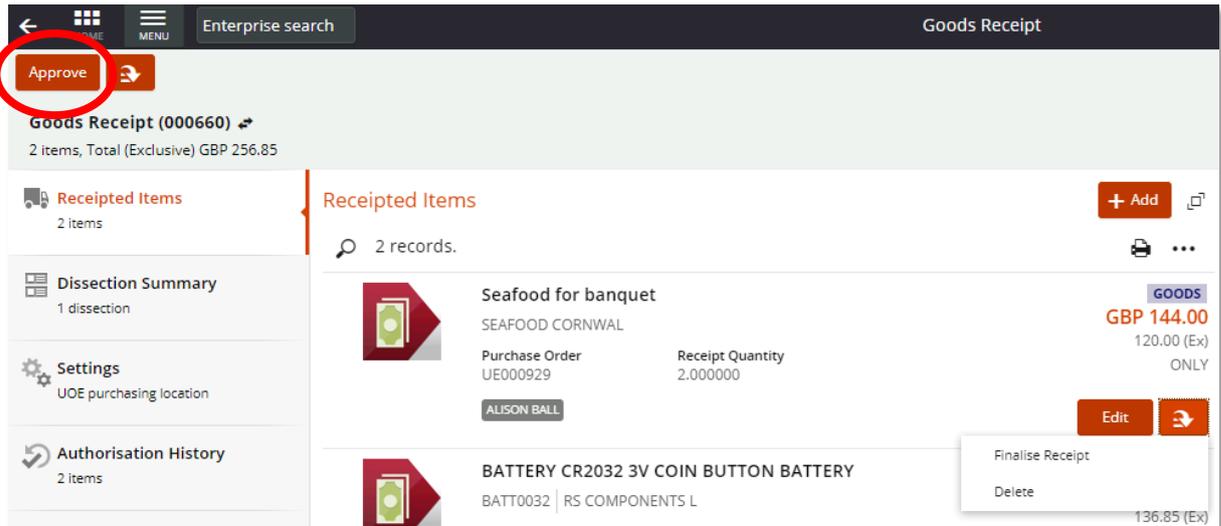
5. A copy of the Goods Receipt will now show on the right hand side of the screen with the message 'unapproved' in red. Click on the 'View' button to move to the approval screen.



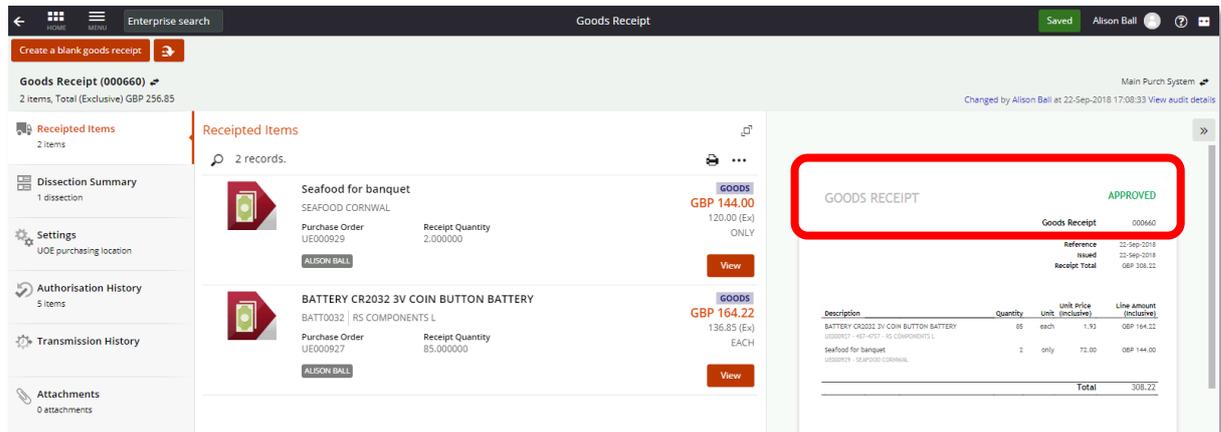
6. The quantities can be edited further or lines removed, if needed, using the 'Edit' button or orange drop down menu next to each line.



- Once the receipt is correct, click the 'Approve' button in the top left hand corner of the screen.



- The goods receipt now shows as 'approved' in green.



### 3.3 Cancel a Receipt

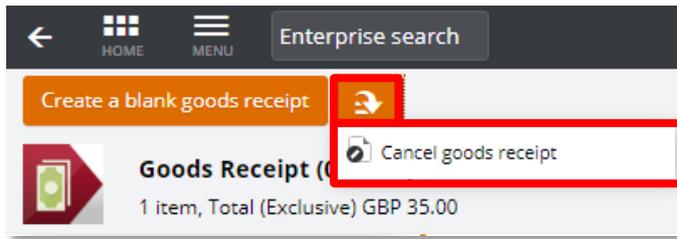
If a purchase order is no longer required and is to be cancelled or needs to be amended, then any receipts need to be cancelled first.

To cancel a receipt:

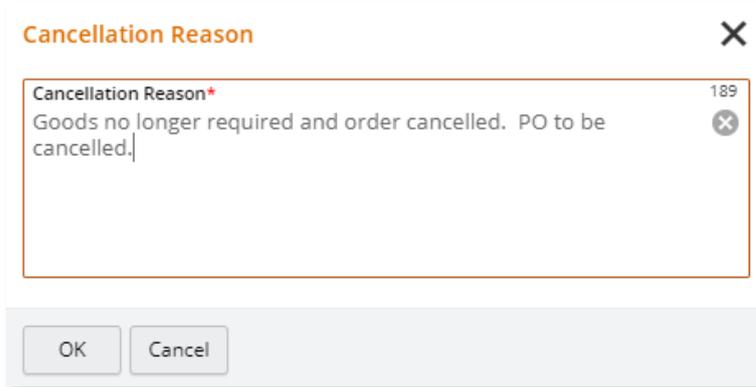
- Go to 'My Goods Receipts', on the 'My' page:



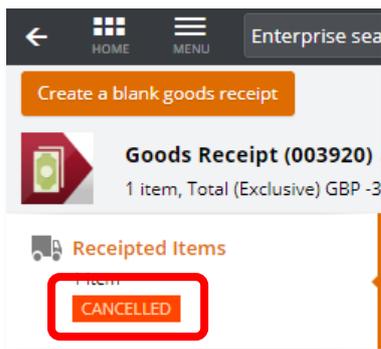
- Locate and 'View' the relevant receipt.
- Once open, select the 'Cancel goods receipt' option from the orange drop-down menu, top left:



4. Enter a reason for the cancellation then click 'OK':



5. The status of the receipt should now update to confirm it is cancelled:



### 3.4 Finalise a Receipt

Finalising a receipt closes off a purchase order and ensures that no further invoices will be paid against it.

The budget commitment/transaction will then become the value of the receipt rather than the value of the original purchase order.

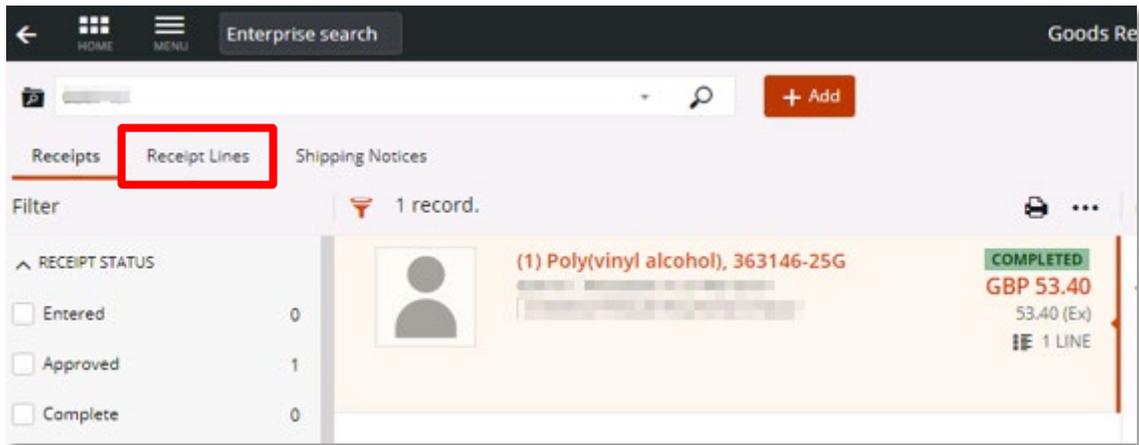
**Please note - this is an irreversible process.** There is no way to reinstate a PO once the receipt has been finalised. So if a further valid invoice is received, then a new PO will have to be created or the invoice will have to be paid without being matched to a PO.

To finalise a receipt:

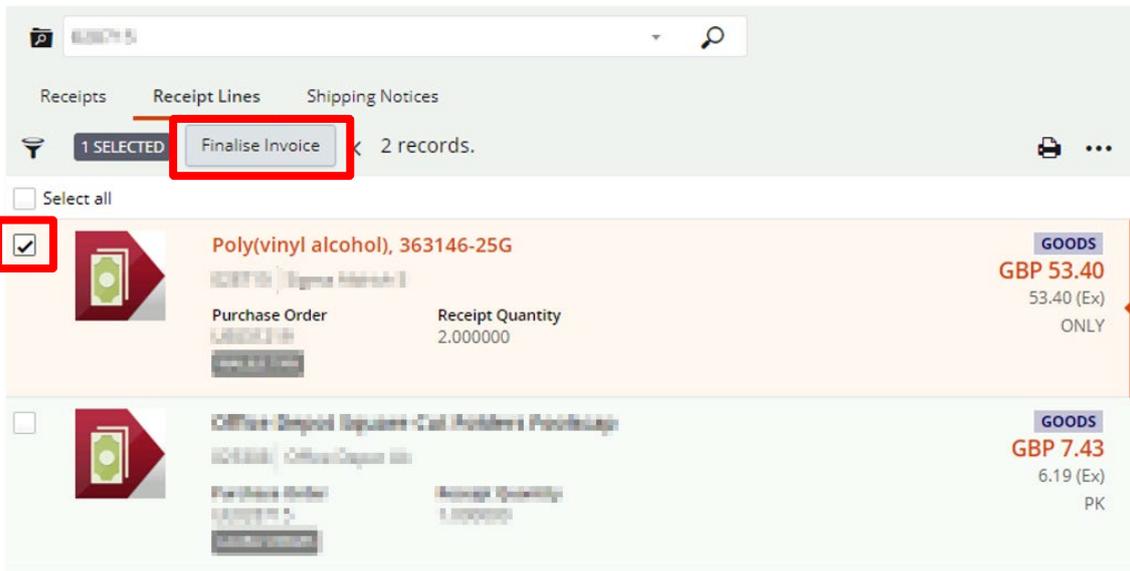
1. Open the 'My Goods Receipts' function, on the 'My' page:



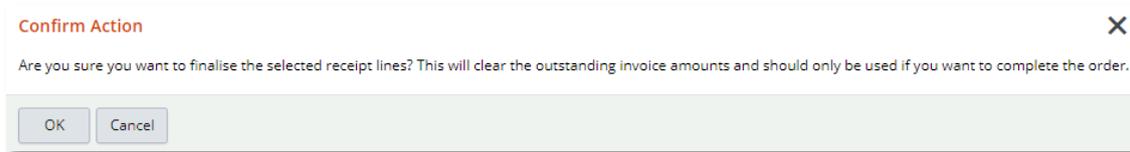
2. Once open, click on the 'Receipt Lines' tab:



3. Then tick the relevant receipt and select 'Finalise Invoice':



4. Click 'OK' on the warning message that appears:



The PO has now been finalised and no further invoices can be paid against it.

The commitment on the budget/project code for the uninvoiced part of the PO has now been deleted.

### 3.5 Receipt Reminder Emails from T1

If the supplier's invoice is received **before** you have receipted the purchase order, you will receive an automated email from T1 prompting you to perform the 'goods receipt' process.

The invoice will not be paid until the receipting has been completed.

Example email:

**Subject:** Transaction Processing Notification - Reference: "310076"

Dear Sir/Madam,

An invoice has been received for a purchase order raised by you but we are unable to process this because the purchase order has not been receipted.

**Transaction Details**

|                  |            |
|------------------|------------|
| <b>Title</b>     | INV        |
| <b>PO Number</b> | UE0        |
| <b>Reference</b> | 310076     |
| <b>Date</b>      | 31/05/2019 |
| <b>Total</b>     | 146.69     |

Please Receipt your purchase order **AND approve your receipt**. Please then find your receipting 'task' within 'My Tasks' and submit it for re-processing. The supplier payment will only be released for payment once **ALL** these tasks have been completed.

To view this transaction in Ci Anywhere please [click here](#).

**To ensure the invoice is processed for payment, carry out all of the following three steps:**

1. Create and approve the goods receipt, as per [Section 3.1](#) above.
2. Use the link on the email to open 'My Tasks'.
3. Once in the 'My Tasks' function, select the 'Resubmit' button on the invoice task – this tells T1 to process the invoice again and pay the supplier.

## Stage Four – Pay the Invoice

When the supplier sends in their invoice requesting payment, T1 attempts to automatically match the invoice to the purchase order and the receipt - this is called three way matching:



T1 will automatically pay an invoice if it can match it to a valid purchase order for the exact amount **AND** the order has been receipted.

If T1 cannot match an invoice, then a member of Finance Services must manually complete the process and often has to contact the purchase order's creator in order to do so which can cause a delay in the supplier receiving payment.

## 4.1 View a Matched Invoice

To view an invoice that has been matched to your purchase order:

1. Open the item in the 'My Purchase Orders' function.
2. If using a widescreen monitor, the right hand side of the screen will have an additional icon that allows you to view the invoice(s) that has been matched to the PO:

**CREDITORS INVOICES**  
POSTED

Total 180.50

Invoice No. [REDACTED]  
Date 18-Jan-2019  
Period [REDACTED]  
Due Date 19-Jan-2019

Narration  
Catering for [REDACTED]

| Account Number  | Order Details | Exclusive             | VAT  | Inclusive     |
|---|---------------|-----------------------|------|---------------|
| Refreshments/ Hospitality<br>GL 01-000-0-2 [REDACTED] | UE023465      | 180.50                | 0.00 | 180.50        |
|   |               | Exclusive             |      | 180.50        |
|   |               | VAT                   |      | 0.00          |
|   |               | <b>Invoice Amount</b> |      | <b>180.50</b> |

Terms  
1 day from Invoice date.

Automatic Invoice Matching (EXEAIM)  
Filename: [REDACTED] | Import Date: 28/01/2019 00:00:00

Requisition Purchase Order Goods Receipt **Invoice**

3. If using a square monitor, use the 'Invoice' tab bottom left to view it:

The screenshot shows the 'CREDITORS INVOICES' screen. The sidebar on the left has a red box around the 'Invoice' option, which shows '1 invoice'. The main content area displays a summary of posted invoices with a total of 129.24. Below this is a table of invoice details.

| Account Number                 | Order Details | Exclusive | VAT       | Inclusive |
|--------------------------------|---------------|-----------|-----------|-----------|
| Chemicals & Hazardous Goods PJ | UE01          | 28.80     | 5.76      | 34.56     |
| Chemicals & Hazardous Goods PJ | UE01          | 51.00     | 10.20     | 61.20     |
| Chemicals & Hazardous Goods PJ | UE01          | 27.90     | 5.58      | 33.48     |
|                                |               |           | Exclusive | 107.70    |
|                                |               |           | VAT       | 21.54     |

## 4.2 Invoice Issues and How to Avoid Them

If T1 cannot match the invoice to the correct purchase order and receipt, then it is known as an 'unmatched invoice' and has to be actioned manually by Finance Services.

Unmatched invoices can cause several issues:

- Supplier payment may be delayed as Finance Services need to search for who requested the goods/service and get their permission to pay the invoice. This takes additional time and can result in the University losing reputation or even not being able to use that supplier again.
- The invoice cannot be viewed in T1 by the PO's creator as it has not been linked up to the PO.
- The invoice shows as a transaction on the budget once it has been paid, but the PO also still shows as a commitment. So this amount is double-counted on the budget.

It is possible to reduce the number of unmatched invoicing issues. Below are the most common invoice problems and how to avoid them:



The purchase order has not been receipted in T1 – this is the main reason that invoices do not get paid on time.

**How to avoid this** – make sure you receipt your orders as soon as possible after the goods have been received and checked. For service orders such as train tickets or hotel bookings, receipt these straight away as soon as the purchase order is approved.

For partially received orders, a partial receipt can be created to show only what has been received so far. Partial receipting can be carried out again and again as more and more of the order is delivered.



The invoice is significantly more or less than the purchase order – permission is needed from the PO creator to pay/not pay the invoice.

**How to avoid this** – try to make sure your purchase order is for the correct value and the correct VAT rate has been applied.

If needed, phone or email the supplier to get an up-to-date quote **before** creating the requisition (a quote can be added to the requisition as an attachment to confirm the price and VAT rate).



Carriage/postage/courier costs were not included in the original purchase order but have been charged by the supplier.

**How to avoid this** – check with the supplier how much they will charge you for delivery of your order. Add the delivery cost as a separate line in the requisition.

Use commodity code [78102200](#) (Postal, small parcel, courier services) and nominal code [25325](#) (Postage and carriage) for this line in the requisition.

**UE?** The invoice does not state the purchase order number.

**How to avoid this** – only place an order with a supplier when you have a valid purchase order. Don't place any orders verbally or by email before the purchase order is approved.

**VAT** VAT was/wasn't included in the purchase order but was/wasn't charged by the supplier.

**How to avoid this** – check if the supplier will or will not be charging VAT on your order and at what rate. Phone or email them if their website/catalogue is unclear. Ask for a quote showing how much VAT would be charged and attach it to the requisition.



A VAT certificate is required for zero rated VAT items but was not included with the purchase order.

**How to avoid this** – complete the fields in the 'VAT Criteria' section of the requisition **as well as** selecting 'Z' zero rated VAT codes. This will route the requisition to the VAT team who will check the VAT information. Once approved, the VAT certificate will be included in the purchase order wording when it is transmitted to the supplier.

## Help and Support

### Tracking invoices/payments to suppliers

- Information - <http://www.exeter.ac.uk/finance/operations/>
- Finance Helpdesk – 01392 726981 [financehelpdesk@exeter.ac.uk](mailto:financehelpdesk@exeter.ac.uk)

### Sourcing suppliers/complex purchases/high value purchases/tenders and quotes

- Information - <http://www.exeter.ac.uk/finance/procurement/>
- Procurement Helpdesk 01392 726984 [procurement-operations@exeter.ac.uk](mailto:procurement-operations@exeter.ac.uk)

### Engaging self-employed people

- Information - <http://www.exeter.ac.uk/staff/employment/tempworkers/selfemployed/>

### VAT

- Information - <http://www.exeter.ac.uk/finance/planning/vat/>
- VAT help [vat@exeter.ac.uk](mailto:vat@exeter.ac.uk)

### Approval Pools, Projects & Budgets

- Budget Holders can request changes to approval pool members by emailing Finance Helpdesk – [financehelpdesk@exeter.ac.uk](mailto:financehelpdesk@exeter.ac.uk)
- Find out who is in an approval pool - [http://www.exeter.ac.uk/media/universityofexeter/financeservices/t1manualsworkbookguides/Approval\\_Pools\\_Quick\\_Guide.pdf](http://www.exeter.ac.uk/media/universityofexeter/financeservices/t1manualsworkbookguides/Approval_Pools_Quick_Guide.pdf)
- [Understanding T1 Budget Approvals](#)
- [Understanding T1 Budget Codes](#)

### Training

- Guides - <http://www.exeter.ac.uk/finance/training/keytopics/purchaseordersandrequisitions/>
- Finance Helpdesk – 01392 726981 [financehelpdesk@exeter.ac.uk](mailto:financehelpdesk@exeter.ac.uk)