

REQUEST A NEW T1 DELIVERY ADDRESS

WHAT IF THE SUPPLIER I WANT TO USE IS NOT SET UP IN T1?

If the item is <£1000 and a one-off purchase, contact Procurement Operations to see if the item can be purchased with a UoE purchasing card instead of a T1 purchase order – most delivery addresses, including home addresses, can be used with this type of purchase.

For orders >£1000 or for repeat purchases, the supplier must be set up in T1 first – see section here called [New Suppliers](#) for more guidance on how to do this.

WHO CAN REQUEST A NEW DELIVERY ADDRESS?

- ✓ All staff with a T1 login
- ✗ Students - will need to ask a member of staff to do this

CAN I SET UP MY HOME ADDRESS FOR DELIVERIES?

Staff should use a workplace address if at all possible. (e.g. a collaborator's research facility). Requests to use home addresses are normally refused but will be considered on a case-by-case basis at the moment. If added to T1, a home address will be listed for three months and then removed.

WHICH FUNCTION IN T1 USES DELIVERY ADDRESSES?

The 'My Requisitions' function - used to create a purchase order for goods ordered from one of the University's approved suppliers, including CloudBuy suppliers..

HOW DO I REQUEST A NEW DELIVERY ADDRESS?

Staff should use the T1 form called 'SYSADMIN_REQUEST_NEW_DELIVERY_POINT' in the 'Forms' function – see page 2 for screenshots of how to find and complete this form.

The form goes to the Procurement Team for authorisation and they may contact you to discuss your request in more detail.

HOW LONG DOES IT TAKE TO SET UP A NEW DELIVERY ADDRESS?

Once submitted, urgent addresses can be set up same working day. Non-urgent addresses may take up to 3 working days. You will receive email confirmation once it has been added to T1 and is ready to use.

HOW DO I USE THE ADDRESS ONCE IT'S BEEN SET UP IN T1?

See page 3 for screenshots of how to select a delivery address.

CAN I ADD A DIFFERENT DELIVERY ADDRESS DIRECTLY ONTO A REQUISITION INSTEAD OF ADDING IT TO T1?

No, all requests for new delivery addresses must be set up in T1 **before** the requisition is created. The Delivery Instructions field on a requisition must not be used to inform a supplier of a different delivery address.

HELP & SUPPORT

Finance Helpdesk:

FinanceHelpdesk@exeter.ac.uk

01392 726981

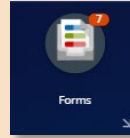
Procurement Operations:

Procurement-Operations@exeter.ac.uk

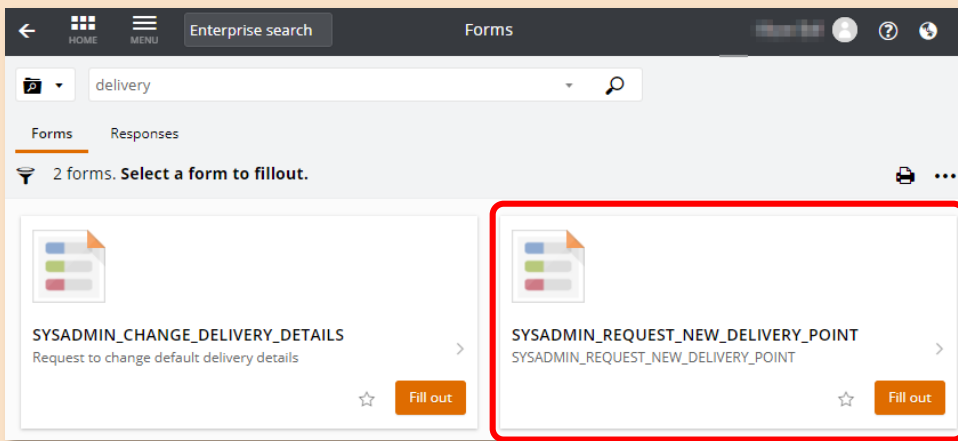
REQUEST A NEW T1 DELIVERY ADDRESS

Request a New T1 Delivery Address

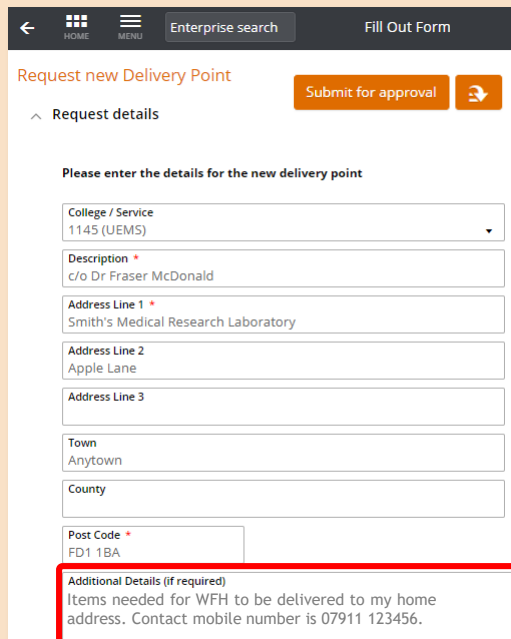
1. Login to T1 <https://exe.t1cloud.com/>
2. On the 'Home' page, open the 'Forms' function:



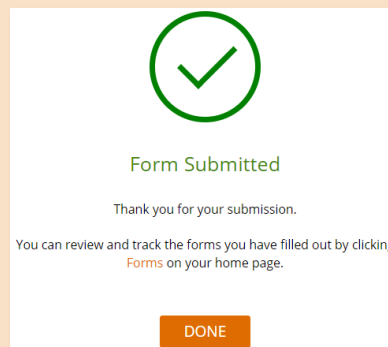
3. Once open, use the search field to find the SYSADMIN_REQUEST_NEW_DELIVERY_POINT form and click 'Fill out':



4. Select your College or Service from the drop-down menu.
5. Use the 'Description' field to give some unique details about to this address, such as who will be using it or the organization's name.
6. Add the address details.
7. Use the 'Additional Details' field to add in why this address is needed, your contact phone numbers and any other useful information. If you are an Occupational Health contact, include that here. Forms without information about why this address is needed will be rejected.



8. Once complete, click 'Submit for approval' to send the form to the Procurement Team for authorization.
9. Submission is confirmed with this message:

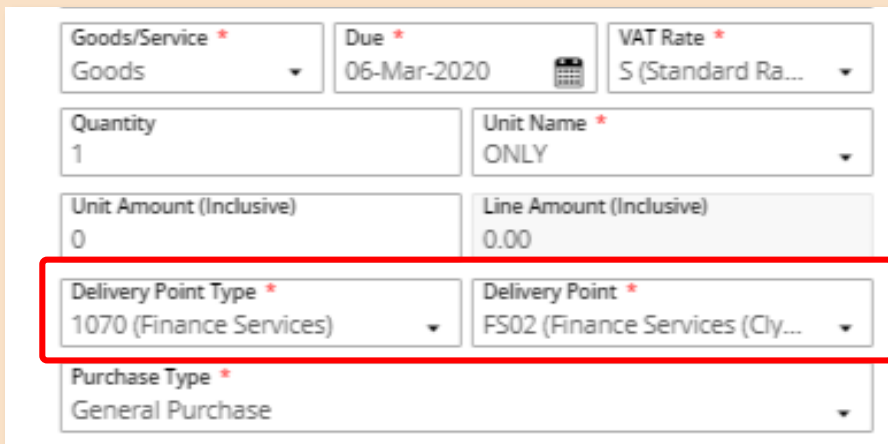


10. You will be contacted if the Procurement Team have any queries about your request. If authorized, you will be advised when the address is available to use on T1.

REQUEST A NEW T1 DELIVERY ADDRESS

Select a Non-University Delivery Address for a New Requisition

1. Login to T1 <https://exe.t1cloud.com/>
2. Start creating a requisition using the 'My Requisitions' function. For more information on this, see [Ad Hoc Requisitions Guide](#)
3. The 'Item' section of the requisition is preset with your usual College/Service delivery address.

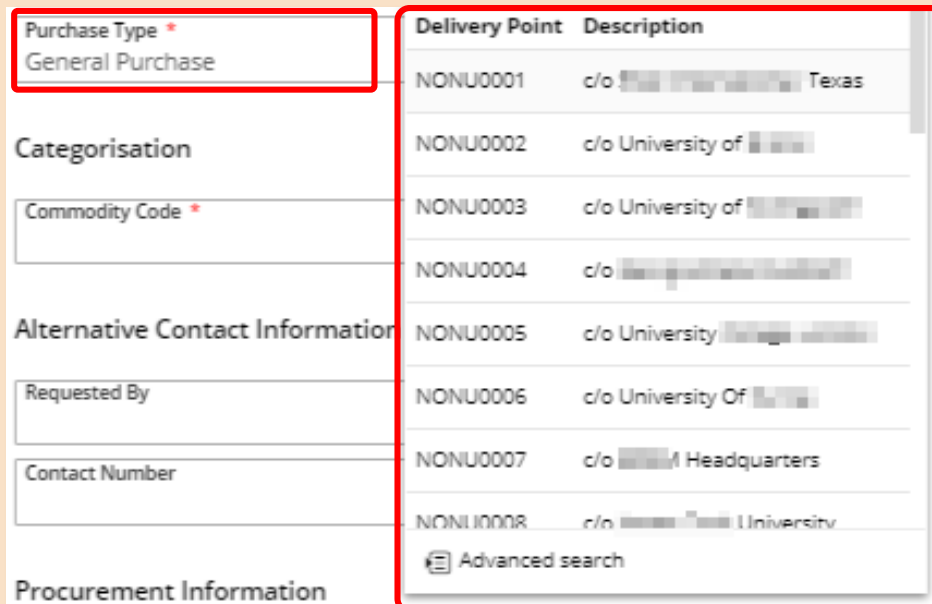


The screenshot shows a requisition form with the following fields:

- Goods/Service *: Goods
- Due *: 06-Mar-2020
- VAT Rate *: S (Standard Ra...)
- Quantity: 1
- Unit Name *: ONLY
- Unit Amount (Inclusive): 0
- Line Amount (Inclusive): 0.00
- Delivery Point Type *: 1070 (Finance Services)
- Delivery Point *: FS02 (Finance Services (Cly...))
- Purchase Type *: General Purchase

The 'Delivery Point Type' and 'Delivery Point' fields are highlighted with a red box.

4. To change this to a non-University delivery address already set up in T1, click the 'Delivery Point Type' drop-down menu and select 'General Purchase'.
5. Then type 'non' in the 'Delivery Point' field to see all the non-University delivery addresses and select the correct one:



The screenshot shows the 'Purchase Type' dropdown set to 'General Purchase' and a list of delivery points. The 'Purchase Type' dropdown and the list of delivery points are highlighted with red boxes.

Purchase Type *
General Purchase

Category Information

Commodity Code *

Alternative Contact Information

Requested By

Contact Number

Procurement Information

Delivery Point	Description
NONU0001	c/o [redacted] Texas
NONU0002	c/o University of [redacted]
NONU0003	c/o University of [redacted]
NONU0004	c/o [redacted]
NONU0005	c/o University [redacted]
NONU0006	c/o University Of [redacted]
NONU0007	c/o [redacted] Headquarters
NONU0008	c/o [redacted] University

Advanced search

6. Continue to complete the remainder of the form and submit for approval, as normal.
7. Once approved, the purchase order will be issued to the supplier with this delivery address on it. See [View a Transmitted PO](#) for details of how to check this.
8. Once the goods have been delivered, you must receipt the order in T1 or this may delay payment of the supplier's invoice. See [Receipt Your PO](#) for details.