



REQUEST A NEW T1 DELIVERY ADDRESS

Is the supplier I want to use in T1?

Search for active suppliers using the [T1 My Supplier Dashboard](#)

If the supplier isn't listed and 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.

For larger value orders or for repeat purchases, the supplier must be set up in T1 first – see [University Suppliers](#) for details of 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 on their behalf

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 will be considered on a case-by-case basis.

If added to T1, a home address will be listed for 14 days and then removed for security reasons – the address details will be visible to all users within T1 during this time and will remain on the relevant purchase order indefinitely.

Please be aware that orders for chemicals, live products or hazardous materials are not allowed to home addresses.

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 'Request a New Delivery Point Location' in [T1's Forms function](#) – details below on 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

How long does it take to set up a new delivery address?

Once submitted, your request will be considered within 5 working days. You will receive email confirmation if it has been added to T1.

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 purchase order 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, only for giving extra guidance on the selected delivery address.

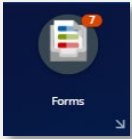
CONTACT US

Delivery address queries – procurement-operations@exeter.ac.uk

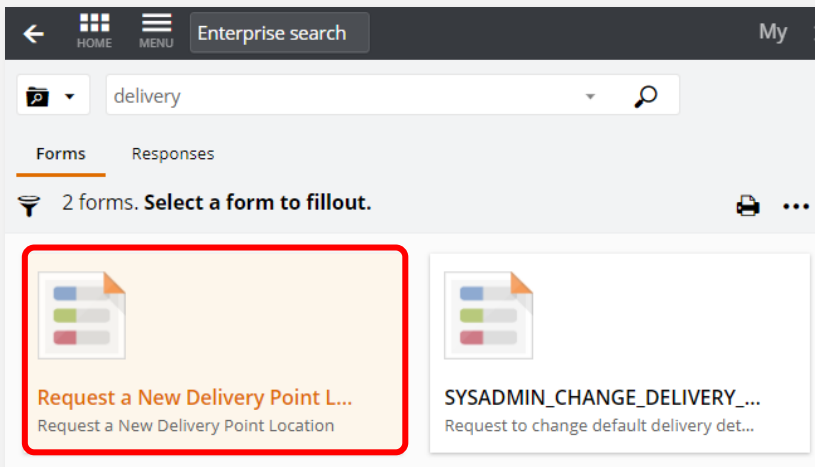
T1 Help/Finance Helpdesk – <https://www.exeter.ac.uk/departments/finance/training/contactus/>

Request a New T1 Delivery Address

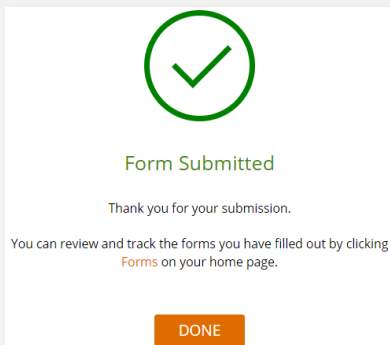
1. Login to T1 <https://exe.t1cloud.com/>
2. On the 'Home' page, open the 'Forms' function:



3. Once open, use the search field to find the 'Request a New Delivery Point Location' form and click 'Fill out':



4. Select your Faculty or Service from the drop-down menu if this is a new on-campus address or 9901 (Non University Delivery Points) to request addition of a home or other off-campus address.
5. Add the delivery point address and company/organization/contact person's details.
6. Add details about why this new delivery point is needed.
7. Add your/the requestor's details.
8. Once complete, click 'Submit for approval' to send the form to the Procurement Team for authorization. Submission is confirmed with this message:



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



Select a Non-University Delivery Address for a Purchase Order

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.

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		

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:

Purchase Type * General Purchase	<table border="1"> <thead> <tr> <th>Delivery Point</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>NONU0001</td> <td>c/o [redacted] Texas</td> </tr> <tr> <td>NONU0002</td> <td>c/o University of [redacted]</td> </tr> <tr> <td>NONU0003</td> <td>c/o University of [redacted]</td> </tr> <tr> <td>NONU0004</td> <td>c/o [redacted]</td> </tr> <tr> <td>NONU0005</td> <td>c/o University [redacted]</td> </tr> <tr> <td>NONU0006</td> <td>c/o University Of [redacted]</td> </tr> <tr> <td>NONU0007</td> <td>c/o [redacted] Headquarters</td> </tr> <tr> <td>NONU0008</td> <td>c/o [redacted] University</td> </tr> <tr> <td colspan="2" style="text-align: center;">Advanced search</td> </tr> </tbody> </table>	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	
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Requested By																					
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Procurement Information																					

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.