

## Business World User Guide

Title	Raising Requisitions
Summary	A requisition is a document that is created by the Requesting Officer and saved on the Business World system. Consider this the part of the process where you get the thumbs up to purchase the goods and services you want. You're not actually ordering anything; you're just getting the approval to do so. Therefore, the requisition is for internal use only and is a method of checking and approval before the purchase order or number of purchase orders are automatically created.
	In certain circumstances, but not all, the requisition will be sent to the Procurement Service (referred to as the Buying Team in this document) and will always be sent to the Cost Centre approver for action, checking and approval. The Buying Team is responsible for the buying activity (including sourcing appropriate suppliers for your requirement) for any spend above £10,000 that is not based on products from Contracted Suppliers. The Cost Centre authoriser is responsible for agreeing the spending from their budget. In certain circumstances it will also be sent to the Cost Control Panel for further approval.
	When you raise a requisition, your name will be stamped as the Requesting Officer (or can be known as "Requested by", "Requisitioner"). This means that when the goods and service have been delivered you will receive the invoice from the supplier in your Business World tasks to goods receipt. It is therefore important that after reading this document you also read the guide called "Missing Goods Receipt" which will show you how to action the invoices.
	<b>Important:</b> Requesting Officers are required to enter one of the following 3 spend justification reasons for <u>ALL</u> Requisitions:
	<ol> <li>Legal Requirement</li> <li>Contractual Obligation</li> </ol>
	Section 2 of this guide will show you where this information needs to be entered.
	This requisition guide will show you how to create a requisition and gives you full details of the process.
Audience	Purchase to Pay Users

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## 1. INFORMATION

This guide has been written for users raising a requisition for goods and services on behalf of SCC. Further information can be found by viewing the My Learning Portal and viewing the e-learning modules called Buying for the Council and Requisitions and by viewing the Procurement pages and Business World pages of the intranet.

## **BENEFITS**

One of the key benefits of raising a requisition is that you can enter more than one request/supplier on a single requisition form. The requisition will workflow and obtain any required approval before it is automatically transformed into a purchase order and sent to the relevant supplier.

Where there is a Contracted Supplier or catalogue in place (more on this later), you will select your product and the supplier ID will be populated automatically without the need for the requisition to workflow to the Buying Team.

# THE BUYING TEAM— PROCUREMENT TEAM APPROVAL FOR SPEND ABOVE £10k (NOT APPLICABLE FOR SCHOOLS)

If the requisition is over £10,000 aggregated per supplier (and a Contracted Supplier does not exist), your requisition will be routed to the Buying Team who will either obtain quotes for your requirement (or approve the supplier you have selected). Further information is outlined later in this guide.

The requisition will then be routed to the Cost Centre authoriser for approval.

Note: This does not apply to schools. Requisitions raised by school users do not route to the Buying Team but straight to the Cost Centre authoriser for approval.

## CATALOGUES AND CONTRACTED SUPPLIERS

Business World contains a number of catalogues or Contracted Suppliers (such as Lyreco and County Supplies) which must be used to buy certain supplies, services or works. If your requirement links to a catalogue or Contracted Supplier then your order will not be routed to the Buying Team and you do not have to submit a Requisition Form (RF) with your requisition.

The supplier ID will also be populated automatically on the line of your requisition when you choose a catalogue product or product which links to a Contracted Supplier.

Please note that activity is ongoing to upload current products (from Contracted Suppliers) into Business World so there may be contracts in existence which do not currently appear as Contracted Suppliers but will over time.

In the interim period, if you know there is a contract in place for your requirement, please select the relevant supplier and make reference to the contract title in the "message" box. The Buying Team will then check the Contracts Register that a contract exists. In these instances, you are not required to complete a Requisition Form.

Over time, suppliers and products will also be cleansed to ensure that only Contracted Suppliers are on the system.

## AUTOMATIC CREATION OF PURCHASE ORDERS

Once the requisition has been raised and any approvals have occurred the requisition will be automatically converted into a purchase order or a number of purchase orders, one per supplier.

The purchase orders will be available to view in Business World.

#### AUTOMATIC EMAILING OF PURCHASE ORDERS

Once the purchase orders are created, they will be emailed automatically to suppliers who we hold a valid email address for. If the supplier does not have an email address, then the purchase order will be emailed to our printing company and printed and posted to the suppliers.

There is also the option to choose to have the purchase order emailed directly to you (the Requesting Officer) but if you choose this method then it is your responsibility to send it out to the supplier. See later in this guide for details.

#### AMENDMENTS TO PURCHASE ORDERS

You cannot amend your own purchase orders and you cannot amend a requisition once is has been completed. Purchase order amendments can only be completed by schools' users or the finance team and only in certain circumstances. Please see the next section for a step by step guide on how to raise a requisition.

#### PURCHASES OVER £10,000 FOR NON-CATALOGUE OR PRODUCTS WITHOUT A CONTRACTED SUPPLIER

If you have a requirement which is likely to be between £10,000 and £100,000 in Contract Value and is **not** contained on a current catalogue or does not have a Contracted Supplier, the buying activity (including sourcing appropriate suppliers for your requirement) must be undertaken by the **Buying Team** in accordance with the Contract Procedure Rules (CPRs). You must complete and upload a **Requisition Form** setting out your requirement, any key criteria and the required timescales for delivery to your requisition.

For requisitions requiring a **Requisition Form** you must insert supplier ID 222222 on your requisition. Details of how to add an attachment to your requisition can be found in section 7.

Once submitted, the requisition will arrive with Procurement Services (The Buying Team) who will request and receive quotes from suppliers on your behalf. Once received, the quotes will be returned to you for evaluation.

The Requisition Form, CPR and further guidance on buying processes are available on the Procurement services page on the Intranet:

https://staffinfo.southampton.gov.uk/finance-procurement/procurement/default.aspx

The Buying Team can also be contacted on <u>procurement@southampton.gov.uk</u> or 023 8083 3888 for assistance.

## 2. RAISING A PURCHASE REQUEST

2.1. From the Business World menu select Your Employment - Purchasing

ages	Your employment
penses ne Off <mark>rchasing</mark>	<ul> <li>Personnel information</li> <li>Time Off</li> <li>Activate your substitutes</li> <li>My Team's Absence</li> </ul>
s	Your activities
red 😵	<ul> <li>Timesheets - standard</li> <li>Requisitions - standard</li> <li>Your purchases</li> </ul>
r I	penses ne Off chasing s te new report ed

The following window will be displayed. Here You will be able to see all requisitions you have sent and are in progress.

Purchasing New request ⑦						
<b>Q</b> Find products	P	urchase requ	est			
Requisitions ⑦		<i>I</i> •				
Draft	<b>S</b> In progress	a	Sent	a	Confirmed	
0		3		22		0
Received						
0						

## 2.2. Select **Purchase Request** and the window below will open:

Message       Delivery address         Delivery contact*       Delivery address         OCS Southempton S014 7DU       Delivery information         Delivery description       Delivery attention         Delivery description       Deliver, attention         Product Product description       Supplier       Deliver       Quantit       Unit       Price       Currency       Curren       Account       Cost C       Cat2       Cat3       Cat4       Cat5       Cat6       Cat7       Tax code       Tax so de       Tax so d	Υ	our name v	vill pop	oulate	here.				-			-	ne req name l						s beha
On behalf of Requisitioner* Resource, Dummy     Purchase request name Add a name to this purchase request     Add delivery group       Message     Delivery date     23/02/2022     Apply to selection     Apply to all     Here     Delivery date     Delivery date     Delivery contact*        Delivery attention        Delivery information        Product Product description                    Price   Click Add product to start entering your purchase request.																			
Add delivery group ?     Message     Delivery date     23/02/2022     Message     Delivery date     Delivery description        Delivery attention </th <th></th> <th></th> <th>•</th> <th></th> <th></th> <th>Purchase r</th> <th>equest n</th> <th>ame Add</th> <th>i a name to t</th> <th>his purchas</th> <th>e request</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>			•			Purchase r	equest n	ame Add	i a name to t	his purchas	e request								
Delivery contact*       Delivery address         Mark Ratkai (Delivery)       Delivery attention       Delivery information         Delivery description       Delivery attention       Delivery information         Product       Product description       Supplier       Deliver       Quantit       Unit       Price       Currenc       Account       Cost C       Cat2       Cat3       Cat4       Cat5       Cat6       Cat7       Tax code		0					equestin					ate	23/02/2022		Ē	Apply to se	election	Apply to all	Header
Mark Ratkai (Delivery)       OGS Southempton S014 7DU         Delivery description       Delivery attention       Delivery information         Product       Product description       Supplier       Deliver       Quantit       Unit       Price       Currency       Curren       Account       Cost C       Cat2       Cat3       Cat4       Cat5       Cat6       Cat7       Tax code       Tax code<	Delivery to																		
Image: Product         Product description         Supplier         Deliver         Quantit         Init         Price         Currency         Currence         Cost C         Cat2         Cat3         Cat4         Cat5         Cat6         Cat7         Tax code         Tax		у)				J													*
Click Add product to start entering your purchase request.	Delivery description		D	elivery atten	tion			De	elivery infor	mation									
	Produ	uct Product description	Supplier	Deliver	Quantit l	Jnit	Price	Currency	Curren	Account	Cost C	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Tax code	Tax sys
Literature Descender Annual Manufacture Manufacture	Click Add product to	o start entering your purch	ase request.																
Add product         Delete product         Copy product         More selection here         More product information         Total amount:         GBP	Add product	Delete product Copy p	roduct Mo	ove selection h	ere Mor	e product info	ormation										То	tal amount:	GBP 0.00

- 2.3. Requisitioners are now required to enter one of the following 2 spend justification reasons for <u>ALL</u> Requisitions:
  - 1. Legal Requirement
  - 2. Contractual Obligation

This should be entered in the 'Message' field, shown in the screenshot below.

Purchasing > Purchase	request			
Purchase request				
On behalf of Requisitioner*	Resource, Dummy 💌	Purchase request name	Add a name to this purchase request	
Add delivery group ?	2. Legal Requirement			

Please note:

That this will not print out on the Purchase Order and is for internal use only. If you raise Requisitions on behalf of others, then you will need to know the spend justification reason before you can proceed.

Note: Failing to add a justification will result in the requisition being returned to your Tasks.

2.4. Click on Header in the top right corner (highlighted in yellow below)

Purchase request ×	
chasing > Purchase request	
ase request	Purchase request name Add a name to this purchase request
elivery group 🕐 Message	Delivery date     13/12/2022     Image: Apply to selection     Apply to all     Header

2.5. The following pop-up window will open where you can set some defaults if you want to:

Note: Whatever you enter here will be copied down to each line of your requisition (but you can overtype the details). These defaults are only for this requisition.

If you are entering a work order number for your requisition, please do not complete the cost centre field in this settings box or it will cause an error message on your requisition.

If this requisition is for the same **Supplier** and **Cost Centre**, you can enter the details here. Alternatively, you can leave this blank and enter later.

Header		
Supplier	Period*	External reference
I / 🖉/	202207	Free text field. Add any extern
	Contract	
		Fixed contract
Default cost categories		
Cost centre	Durahasa Ordar Daliyaru Tupa	Analysis
	Purchase Order Delivery Type	Analysis
Close		

You can choose to have the purchase order sent to you, rather than direct to the supplier. This is done by entering the word **USER** in the **Purchase Order Delivery Type** field. If you want to send it direct to the supplier enter **SUPP** in this field.

If the supplier, you are searching for cannot be found and shows this message:

upplier	Default cost categories				
123456 •••	Cost centre	Purchase Ord	der Delivery Type	Analysis	
eriod*		•••			
202107					
xternal reference					
Free text field. Add any extern					

#### Please go to section 10

If this error pops up when adding a cost centre then you do not have access to this Cost Centre. Please see section 10

Settings				×
Supplier 105980 •••• Itchen College Period * 202107 External reference Free text field. Add any extern	Default cost categories Cost centre Learning and Developmen •••• • • • Adopto You are not authorised for stated value	Purchase Order Delivery Type	Analysis	•

2.4. Once you have set up your defaults you can click the **Close** button, and this will return you to the **Purchase Request** window where you can continue.

2.5. The next thing you will need to do is to select your **Delivery Address**. This is the address that your goods will be delivered to. Delivery addresses can be selected from the drop-down.

Note: If this is the first time you have raised a requisition, you may need to set up your delivery address. This is done in a different part of the system – see section 9. Once set up it will be available from the drop-down list as shown below.

Delivery to	
Delivery contact* Civic Delivery Address (Delivery)	<b>Delivery address</b> The Civic Centre Civic Centre Road Southampton SO14 7LY
Civic Delivery Address (Delivery)	Delivery attention
Southampton City Council (General) Test (General)	

#### 2.6. Once your delivery address is populated move down the window and select Add Product:

Delivery contact * Civic Delivery Address (Delivery)	<b>Delivery address</b> The Civic Centre Civic Centre Ro	Road Southampton SO14 7LY
Delivery description	Delivery attention	Delivery information
Produ Product descrip Suppli	Delive Quant Unit Price	rice Curre Curre Acco Cost Cat2 Cat3
Click Add product to start entering your purchase re	quest.	
Add product Delete product Copy product	Move selection here More	e product information

#### Once selected the screen will look similar to this:

Delivery to												
Delivery contact*           Civic Delivery Address (Delivery)	Delivery addres The Civic Centre		e Road Sou	uthampton	SO14 7LY							
Product Product descript Suppli	Delive Quant	Unit	Price	Curre	Curre	Acco	Cost	Cat2	Cat3	Cat4	Cat5	C
Ø € 1 ≥ ••• It ••• 105980	2 🗰 0 🐥	-	0.00	S •••• GBP	0.00							
Add product Delete product Copy product	Move selection he	ere Mo	ore produc	t informati:	on							

Start typing the product code or description of the product you require or use the search.

Note: If you are raising a requisition line for a service then enter a product starting with a **V** or if for actual items of goods then enter a product code starting with a **Q**. See below for examples.

#### Value Bases Product Codes (example)

To be used when raising a requisition:

For service(s) Where you don't know how many invoices will be received Where you don't know the value of the invoices that will be received The invoices can be paid based on the value (net) of the invoice

Quantity Based Product Codes (example)

To be used when raising a requisition:

For actual items e.g. pens, paper, chairs

The invoices can be paid based on the quantity of items delivered

#### Catalogue and Contract Items

There are some actual products available to select. When you choose any of these codes the supplier and the price will be populated automatically

Lyreco Prefixed with LY e.g. LY123456 County Suppliers prefixed with CS e.g. CS123456 Shred station

## 2.7. If required change the quantity of the products, you are ordering as this will default in as 1 for

Delivery to																			
Delivery contact* Civic Delivery Add		ery)		<b>y address</b> ic Centre Civic C	Centre Road So	outhampton S	014 7LY												≽
P	Product	Product description	Supplier	Delivery	Quantity	Unit	Price	Currency	Currency	Account	Cost cen	Cat2	Cat3	Cat4	Analysis	Labour o	Legal ent	Tax code	Tax syst
<i>(</i> ) 🔍 c	S1 •••	Floor cloth, heavy d	Ity Cou •••	24/ 🛗	5	Units 👻 UN	0.74	Sterl ••• GBP	3.70	A27020	AA0010					NA	SO	P1	NA
Add product	Delete pr	oduct Copy pro	luct Move sel	ection here	More produ	uct informatic	on										Tot	tal amount:	GBP 3.70

initially for Quantity based items.

2.8. On the left of the row select and a pop-up box will appear like in the example below. If you entered the **Cost Centre** in the **Settings** box, then you will see it populated here. If you didn't then you will need to enter the **Cost Centre** here. This is where you should also check and amend the **Tax code** too.

Enter the Cost Centre if not already populated.

Co	ost categories	Product text										
	Account	Cost centre	Analysis		Social Service	Legal entity	/	Tax o	ode	Percentag	je	Amoun
	* Garden ••••	Learning	•	•••		Southam	••••	p	•••	100	<b></b>	0.
	A52145	AA0010			л	SO	-	OP	Opted Pro	perties - 20%		
							1	<b>P</b> 1	VAT Purch	nases (Stand		
							/	<b>P</b> 2	VAT Purch	nases No VAT		
							/	<b>P</b> 3		nases (Zero R.		
							/	<b>P</b> 4		nases (Reduc		
							/	<b>P</b> 5		nases (Stand		
							/	<b>P</b> 6		nases (Stand		
						/		P7 P8		nases (Stand nases (12.5%.		
Sp	lit cost 🧿 De	lete						PA		00DS <b>P</b> urch		0.
								PC		Card GROS		
Don	Apply cost of	at. to selected lin	es 🤉 🗸 Inclu	da Gl	analyzis			PL		Card GROS		
	Apply cost of	at. to selected in			analysis			PR		ervices Purch.		
dl	Save as uran	Save as pr	Irchasenst	L	Delete Log		гпар	PT	Purchase	Card GROS		
						/		PV	Purchase		-	

Enter P for the purchase tax code and select the correct one for your purchase from the dropdown list. This will usually be P1 for 20% VAT or P2 for No VAT

Note: If other Coding is required e.g. **SSClient**, **Workorder**, **Analysis**, the coding fields will be available for you to populate.

- 2.9. Once all is completed, click **Done.** This will take you back the **Purchase request** window. If you have further lines to add then follow the process as above.
- 2.10. If the requisition is complete, select Send for approval. Your requisition will now be sent on in the workflow.

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Note: If you want to hold you	r requisition and not send it for approval, you ca	an click the button
Save as draft instead of the	e <b>"Send for approval"</b> . The requisition will be sa	wed but not sent for
approval. You can recall it to	send it for approval later.	

You will be returned to the **Purchasing Dashboard** where you can check the progress of your purchasing requisition: See next section.

## 3. PURCHASHING DASHBOARD

Once you have saved your requisition you will be returned to this dashboard and your requisition will be shown as a number in the button **"In progress"**. You can click on this button to see the number of requisitions you have that are progress and drill down to the requisition and workflow from here.

urchasin w reques	l <b>g</b> t ⑦											
C Fin	d product	S			Purchase r	request						
quisitions	0											
nd purchase	es by order ni	umber, name,	, supplier or	requisitioner		•						
Dra	aft	٩	S	In progres	SS	🚽 Sent		Cont	firmed		Received	
		1			0		0			0		(
	r · @											
	liveries 🕐		lanuary 20	022								
Today		• wed			cat	sup						
	tue 28	• wed 29	January 20 thu 30	022 <b>&gt;</b> fri 31	sat 1	sun 2						
Today	tue	wed	thu	fri								
Today mon 27	tue 28	wed 29	thu 30	fri 31	1	2						
Today mon 27 3	tue 28 4	wed 29 5	thu 30 6	fri 31 7	1	2						
Today mon 27 3 10	tue 28 4 11	wed 29 5 12	thu 30 6 13	fri 31 7 14	1 8 15	2 9 16						

## The meaning of the buttons is listed below:

Draft	Raised but not submitted
In Progress	Submitted

Sent	Approved and Sent (printed or emailed) Note: temporarily disappears from the screen when PO19 converts to PO and reappears after printing
Confirmed	Used when supplier confirms order (so not really used here)
Received	When GRN completed (can drill down to order from here)

## 4. WHAT HAPPENS AFTER THE REQUISITION HAS BEEN SAVED?

Once your requisition is complete there are a number of options for what happens to it next, and these are listed below:

- If the requisition has been raised by a school user, it will routed in workflow to the Cost Centre approver who is responsible for authorising that value.
- If it is a non-schools requisition and is between £500 and £10,000 per supplier, it will routed to the Cost Centre approver responsible for authorising that value and after it has been approved it will be sent to the Cost Control Panel unless exempt. Details of the exemptions can be found on the intranet page here: <u>Cost Control Panel (southampton.gov.uk)</u> or you can email the team at <u>cost.control@southampton.gov.uk</u>

If it is a non-schools requisition, where the value per supplier is over £10.000 it will be routed to the Buying team (unless it is for a catalogue or item from a Contracted Supplier). Once it has been processed by the Buying team, it will be routed to the Cost Centre approver.

## Sending to the supplier

• When all required approval has taken place the requisition will automatically be converted to a purchase order or a number of purchase orders and sent to the supplier(s) or yourself (depending on what option you chose in the **"Settings"** button on the Purchase Request) by email the same day (unless we don't hold a valid email address, in which case it will be posted out the next day).

## Actions for the Buying team and Cost Centre Approver, Cost Control Panelt

There are several actions that the Buying team and/or the cost centre approver can take regarding the requisition which are listed below:

- Approve it
- Reject it back to you (the Requesting Officer ) to either request more information, request that you add some documentation or close it

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**Note:** Remember to check your Business World Tasks regularly for any documents that may have been returned to you – see section 5 for how to deal with rejected items.

## 5. DEALING WITH REJECTED REQUISITIONS

As mentioned in the introduction, some items might be returned to you from the Buying team or by the Cost Centre approver requesting more information, documentation or just asking you to close the requisition. This section will show you how to deal with these items.

Any rejected workflow tasks that you are required to do are found in the **Tasks** button in the top right of your screen. It will show a number in orange if there is something to do.

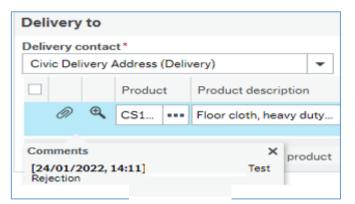
5.1. To access Tasks, click on the orange tick shown in the top - a Your tasks pop-up will appear.

🆤 👻 🥱 👻 Southampton City (	Council 👻 👤 TESTO1 👻 💂	🗸 🚺 🔍 Search (Alt+q)	Q
		×	
	Your tasks ⑦	Ċ Group by ≯	
	Rejected Requisition OrderNo: 10	0035064 SuppID: 105329 Requested	
	Go to Task management		

- 5.2. You can now either click on **Go to Task management** and select the task there OR click directly on the task in the pop-up. It will take you to the **Purchase Request** page.
- 5.3. At the top of the screen there will be a **Workflow Comments** section in red. Here will be the details of the action (rejected) by whom, when and their comment on what action to take as well as the line they rejected.



5.4. You can also find this information if you click directly on the purchase line. If you have more than one line, you may have to click on each row in turn until the message appears.

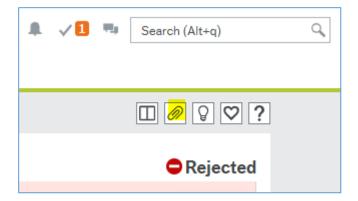


5.5. The actions you will need to take are listed below. See the relevant sections of this guide for what to do:

Adding attachments	See section 6
Amending a rejected requisition	See section 7
Closing a requisition	See section 8

### 6. ADDING ATTACHMENTS

- 6.1. To add an attachment to your requisition, from the **Purchase Request** window (which is where your requisition has been rejected to).
- 6.2. Click on the **paperclip icon** in the top right hand of the page, under the search bar. (This can also be used to view documents)



#### 6.3. Click on Add a Document

as			
rk	Document archive $\langle \widehat{?} \rangle$		All documents
te,	All documents	0	
rc	P Requisition (47) (10035064)		
	Requisition External Docume	n	
¢	Requisition Internal Docume	nts	
	Requisitions Internal		Add a document
V	Requsitions External		

6.4. Select the Documents type (this is just what folder it will be held in).

ocument type*(?)	
Requisition External Documents	
Requisition External Documents	
Requisition Internal Documents	- 1
Requisitions Internal	- 1
Requsitions External	- 1
ocument description	

6.5. Click upload

**Note:** Any emails that need to be uploaded against the requisition should be saved to your network drive as a .txt file.

Add a document 🤊	
Document type* ⑦	
Requisitions Internal	•
File name*	
	Upload
Document title *	
Document description	
Save Cancel	

And select the document you want to upload and click Upload.

6.6. Now click **Save** and the document will be attached to the requisition. You can save multiple files against a requisition if required.

Ocument type* (?)	
Requisitions Internal	•
ïle name*	
BW User Guide - Template.docx	Upload
Document title * BW User Guide - Template	
Document description	

6.7. You can close out of the window and click **Send For Approval** to send it back to the authoriser or Buying team.

## 7. AMENDING A REJECTED REQUISITION

If you have been asked to amend a requisition, you will need to check the **Workflow comments** (section 5) to see what you need to amend. It could be any of the following:

- Cost centre
- Change tax code
- Add additional coding
- Entering some text for the reason the purchase is required
- Change the product
- Delete a line

**Note**: The above is not an exhaustive list. If any other changes are requested that are not listed and you don't know how to do it, please contact Business World Support.

## 7.1. <u>To change the cost centre/add additional coding/change tax code</u>

	st categorie	es	Product te	xt								
	Account		Cost centre		Analysis	Labour or M	at	Legal entity	Tax code		Percentage	Amount
;	Cleanin		Business AB0025	•••		 Not Appli		Southam SO	 VAT Purc P1	••••	100	0.74

You will need to establish which line you need to change the coding on (if you have more than one).

Select the Additional Information button (magnifier)

You will be able to change the cost centre, tax code or add additional coding that is requested here. (in this example I changed the Cost Centre). You can just type over what is in the box to change it.

**Note:** If you are unsure where to add additional coding then contact the Business World Support team by email <u>BW.suppport@southampton.gov.uk</u>

When you have completed your changes, click on the **Send For Approval** button to send the requisition back to the Buying team or the Cost Centre approver and then X out of the window.

#### 7.2. Entering Text

If you need to enter text, there are 2 places you can add this. **Product description text:** 

To enter text on the product description you can select the **Product Description** box and start typing at the end.

I	Delivery	y to											
[	Delivery of Southan		ct* City Counci	I (General) 👻		livery addre vic Centre Civ		ad Southamp	ton United Ki	ngdom SO14	7LY		
			Product	Product description	Su	Delivery	Quantit	Unit	Price	Currency	Currenc	Account	Cost ce
	61	æ	VA	ment Advertising (Val) test	••• 105980	31/	1	Units 💌 UN	0.00	Ste •••• GBP	0.00	A17000	AA0050
	Add pr	roduc	t Delete	product Copy product	Mov	e selection h	nere Mo	re product ir	nformation	]			

#### Product Text:

To add more text, click on the magnified glass

Deli	Delivery to							
Deliv	Delivery contact*							
Sou	uthan	npton	City C	ounci	l (General)		•	
			Produ	ict	Product d	escription		
	01	Ð	VA	••••	Recruitme	ent Advertisir	ng 🛛	
Add product         Delete product         Copy product								

#### Select **Product Text** and type in the text box.

- C	Product: VA17000 - Recruitment Advertising (Val) test	×
	Cost categories Product text	
	(est	
t		
	Done Apply cost cat. to selected lines ③ ☑ Include GL analysis	

When the Purchase Order is printed, this is where the text shows:

Text entered in the Product Description will show here.

Product Ref	Description	Quantity	Unit	Price	Total Cost £
VA17000	Recruitment Advertising (Val) test	1.00	UN	30.00	30.00
VA20000	Repairs & Maintenance (Val)	1.00	UN	10.00	10.00

Text entered in the Product Text will show underneath.

## 7.3. Change product

To change the product, delete what is in the product tab and type the correct product.

Delivery to							
Delivery contact* Civic Delivery Address (Deliv	ery) 💌	-	address Centre Civic C	entre Road So	outhampton SO	14 7LY	
Product	Product description	Supplier	Delivery	Quantity	Unit	Price	Currency
0 🔍   💉	Childrens yellow hi-vis	Cou •••• 105329	24/ 🛅	1 🔺	Units 💌 UN	2.13	Sterl •••• GBP
Add product Delete pr	oduct Copy product	Move sele	ction here	More produ	ct information		

Once changed, click on the **Send For Approval** button to send the requisition back to the Buying team or the Cost Centre approver and then X out of the window.

## 7.4. Delete a line

Deliver	y to																	
Delivery Civic De	ct* Address (Deliv	•			address Centre Civ	vic Ce	entre Road So	outhampt	on SC	014 7LY								
		Product	Product description		Supplie	er	Delivery		Quantity	Unit		Р	rice	Curren	су	Currency	Account	Cost cen.
Ø	Ð,	CS1 ••••	Whistle, Acme mou	de	Cou 105329	••••	24/		1 🔺	Units UN	•			Sterl GBP	•••	1.48	A42000	AA0010
	• •	CS1091	Feather Flick Duste	r, 2	County	/ S	24/01/2	2 '	1.00	Units			1.69	Sterling	g	1.69	A27020	AA0010
Add p	roduct	Delete p	roduct Copy pro	duct	Move	e sele	ction here	, [	More produ	ct inform	nation	1						

You may have more than one line and need to delete one. If so, click on the line above or below the one you want to delete. You will see a white box appear next to the paperclip on the line you want deleting.

(in this example I want to delete the bottom line, so I have clicked on the top line and the white box has appeared next to the paperclip on the bottom)

Select the white box so a tick appears and click **Delete Product**.

Click **OK** on the pop-up box. Repeat this if other lines need deleting.

You can now click on the **Send For Approval** button to send the requisition back to the Buying team or the Cost Centre approver and then X out of the window.

## 8. CLOSING A REJECTED REQUISITION

If you have been asked to close a requisition you will need to check the **Workflow log** to see which line(s) to close, if your requisition is to more than one supplier.

### Open Requisition standard from Procurement>Requisition - standard

Delivery	to																
Delivery of Civic Del		:t* Address ([	Deliv	rery) 👻		-	<b>address</b> Centre C		Centre Road S	outhampt	on S(	D14 7LY					
		Product		Product description	Suppli	er	Deliver	у	Quantity	Unit		Price	Curren	су	Currency	Account	Cost cen
Ø	⊕ <b>_</b>	CS1	•••	Whistle, Acme moulde	Cou	•••	24/	iii	1 🔹	Units	-	1.48	Sterl	•••	1.48	A42000	AA0010
<mark>⊻</mark> Ø	€	CS1091		Feather Flick Duster, 2	105329 Count	y S	24/01	/2	1.00	UN Units		1.69	GBP Sterlin	g	1.69	A27020	AA0010
Add pr	oduct	Delet	te pr	oduct Copy produc	t Mov	e sele	ction her	re	More produ	uct inform	natio	n					

Click your cursor in the box of the relevant line(s) in the Requisition details section:

	#		Product		Description	Ur	nit	Suppli
¥	1	+ LY10	01679	=-	Hire of a car	EA	-	102364
_			HP C3903A	COM_		Each		Lyreco UK Ltd
	2	QA400	10		Harry Potter	UN		134990
	3	QA160	00		Business Wo	UN		100116
Σ								
Σ Add	Delete	Copy	leset P	ark	Close	ch kits	Kit co	omponents
23	Delete	Copy	eset P	ark	Close Sear	ch kits	Kit co	omponents

#### Author: Business World Support

Product	Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Amount	Status
LY101679	Hire of a car	EA	102364	8/08/2019	0.00	GBP	20.15	0.00	Closed
QA40010	Harry Potter The Goblet of Fire	UN	134990	8/08/2019	1,000.00	GBP	10.00	10,000.00	Active
QA16000	Business World books and pulic	UN	100116	8/08/2019	10.00	GBP	550.00	5,500.00	Active

Check the status shows as closed here

When you have completed your changes, click on the **Save** button. The requisition line(s) will now be closed and will not be converted to a purchase order.

## 9. SETTING UP A DELIVERY ADDRESS

Prior to raising your first requisition, you will need to make sure that a delivery address has been attached to you. If you raise requisitions for more than one delivery address, this isn't a problem, additional address can be added to the same place. Once added, when in the **Purchase request** screen, it will default in the first address on your list, but you will have the ability to choose any other address you have added.

Menu	
	Personnel information
	Resource Contact information Payment information Payroll Employment Personnel
Your employment	Resource
Forms	Lookup 10080385 Test Stitutes
Time and expenses	Address
	Address type Street address
Personnel	Add Delete  Address details  dard
Payroll	ndard
	Private     Your purchases

10.1. From the Business World menu select Your Employment - Personnel Information

10.2. Select Contact Information tab and then Add under Address.

Title: Raising RequisitionsAuthor: Business World Support

10.3. You will see a box generate and Address Details underneath that you can fill out.

		Address			
	-	Address type	Street address	Postcoo	le
Make sure the		Delivery Add Delete	The Civic Centre Civic Centre Road	SO14 7LY	
Address Type is		☆ Address details			
changed to <b>Delivery</b> .		Address	Phone numbers	Email	
		Address type * Delivery Contact Civic Delivery Address Street address The Civic Centre Civic Centre Road	Telephone Mobile Home	E-mail	
In <b>Contact</b> , enter text that will enable	7	Country * United Kingdom Postcode SO14 7LY	Within Street		Make sure your email is added.
you to identify this address. (e.g.) Civic Delivery address		Town Southampton County	Address, press Enter to move down to next line.		

10.4. Once completed click **Save** and then the **OK** button. Your delivery address will now be available to select in the **Purchase request** window. You can add as many delivery addresses as required.

When you want to create a requisition from the **Purchase request** window your delivery address will be available in the drop down.

behalf of Requisitioner*	Test		•	Purch	nase request n	ame /
Add delivery group	Message					
elivery to						
-						
elivery contact*		-	y address			
	livery)	-		Centre Road Se	outhampton SO	14 7LY
elivery contact* <u>Civic Delivery Address (De</u> elivery description	livery) ▼	The Civi		Centre Road So	outhampton SO	14 7LY
Civic Delivery Address (De	livery) 🗸 🗸	The Civi	c Centre Civic C	Centre Road Se	outhampton SO	14 7LY
Civic Delivery Address (De	Product description	The Civi	c Centre Civic C	Centre Road So Quantity	Unit	14 7LY

Your delivery address will be shown here. What is shown in the **Delivery contract** dropdown is what you entered in the **contact** field in the **personnel** window above. It should help you select the correct address for your purchase request.

## 10. TROUBLE SHOOTING - UNABLE TO ADD A COST CENTRE OR SUPPLIER

#### **Cost Centres:**

You need to ensure you have access to the cost centre required for your requisition otherwise you will not be able to raise the requisition to it. Please gain authorisation from your finance business partner if you find you cannot enter your cost centre. Once approval has been granted then please email this to <u>BW.help@southampton.gov.uk</u> who will be able to change your access.

#### **Suppliers:**

If the supplier you are trying to attach does not show it could be for 1 of 3 reasons.

1, the supplier setup hasn't yet been completed and is currently sitting with the Creditors team. You can email them (creditor.paymentsteam@southampton.gov.uk) to check the supplier has been set up and is with them.

2, the supplier number is wrong.

3, the supplier hasn't been created. If this is the case, please see the user guide "Setting up a new supplier" which is available on the intranet page under Business World for how to create a supplier.

## FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at <u>BW.help@southampton.gov.uk</u>.

Please not that once the requisition has been approved, transferred to a purchase order and sent to the supplier, then following receipt of the goods or services an invoice will be received for payment. You will receive the invoice as a **Missing Goods Receipt** task in due course. You will need to action the goods receipt note to confirm that you have received the goods or service before the invoice can be forwarded on for payment. Please read the guidance "Missing Goods Receipt" which is found on the intranet page under the Business World section for further details.