

Shropshire
Council

Business World User Guide
Requisitioning
Shropshire Council



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1. General Information

1.1. Introduction

This manual has been written to help you work with the Training Administration element of Business World. As several services will be using Business World, this user guide is specific to the area for which it is written.

You must also be familiar with Microsoft Windows and understand workflow (which is covered in the E-Learning introduction courses).

1.2. Conventions in this document:

This manual uses icons to illustrate comments with the following purposes



Warning



Useful tips



Best Practice

Navigate to:

Personnel → Work schedule → Day type master file

[***] Key from the PC keyboard e.g. Press [Tab]

This User Guide covers:

- Creating requisitions
- Requisition workflow
- Purchase orders
- Receipting purchase orders
- Requesting new suppliers

This is Level 3, linked to Level 1 and 2



2. Overview

2.1. Requisitions

In Business World (BW), when you want to place an order with a Supplier, you create what is known as a Requisition. In a requisition you must specify what Cost Centre you are ordering for, what product you are ordering, from what supplier and at what price. In certain circumstances you may need to enter more information than that. An example of this would be where you are ordering maintenance works against a council asset (building, park, etc.) where the specific works and location must be entered. Requisition numbers are automatically generated, have eight digits and begin with 1. The resulting Purchase Order numbers are also automatically generated, have eight digits and begin with 2.

You can order from more than one supplier and for more than one Cost Centre within a single requisition though it is recommended you keep it simple for reasons that will be made clear in a later section.

2.2. Financial Approvals

When you save and submit a requisition, BW does a validation check before sending it to the appropriate Cost Centre approver. Depending on the overall value of the requisition it will go to one approver according to the table shown below.

Purchasing Approval Authorisation Levels	Financial Approval Level Values (£)
Level 1	£0 - £5,000
Level 2	£5,000.01 - £30,000
Level 3	£30,000.01 - £100,000
Level 4	£100,000.01 - £500,000
Level 5	£500,000.01 - £21,000,000
Level 6	>£21,000,000

A requisition with a value between £30,000 and £100,000.01 will go direct to the Level 3 approver, bypassing Levels 1 and 2. The same rule applies for all levels of approval.

You will also have to follow the council's rules regarding obtaining quotes or having to go out to tender before you place an order.

PO Value	Quotes and Exemptions
< 5k	Verbal quotation required
5K to 50k	Three written quotations required
5K to 50k	Exemption obtained
> 50k	Tender Process
> 50k	External Framework
> 50k	Exemption obtained
> 50k	Exempt Contract under Procurement Regulations

Where there is a contract in place, specific suppliers must be used, for example, stationery must be purchased from Banner.

Where there are preferred suppliers, if another supplier is selected the requisition will be workflowed to Procurement for approval before going for financial approval.

2.3. Technical Approvals

There are certain products, IT equipment and furniture, that will also require technical approval before a requisition goes for financial approval.

2.4. Conversion to Purchase Order

Once a requisition is fully approved it is converted into a Purchase Order and sent to the supplier via email providing a valid email address is held in the Supplier Master file.

When a requisition has been approved it becomes a commitment in the system and the value is logged against the budget for the appropriate cost centre.

If any of the requisition lines have a zero value, you will receive a Task in BW requesting you to add a price and resubmit the requisition.



A requisition will only become a Purchase Order when **all** lines of the requisition are approved and by all the required approvers. A multi supplier requisition will create a separate PO for each supplier but, if one product is rejected or one cost centre approver has not yet approved it, **NO** POs will be generated.

2.5. Funds Checking

When you save a requisition, the system will do a Funds Check. This will warn you if the requisition is likely to exceed 90% of the budget held for the Cost Centre. You can choose to abandon the requisition at this point or ignore the warning. It may be that the budget has not yet been loaded or that additional budget will be loaded. The approver will also get the same warning, which again can be ignored.

2.6. Attachments

You can add attachments to a requisition – for example a detailed specification for some maintenance work. Attachments can be added to individual lines or at the header level. At line level, the attachment will always go to the supplier. When you attach a document to a line it will always be sent to the supplier with the PO. When you attach a document at the header level, there are two options available:

- **Requisition – Internal Documents.** This is a document that is only attached to the Requisition and will only be seen by internal personnel.
- **Requisition – PO Attachments.** This is a document that will be sent to the supplier with the PO.

2.7. Suppliers

You can only create a requisition for a supplier that is registered in the BW Supplier Master file. For new suppliers, a **New Supplier** request must be completed, submitted and approved before the requisition can be created.

2.8. Products

You can only order products that are registered in the BW Product Master file. If you want to order a new product that is not in the Product Master file, you can request it is added using the **Purchase Product Request Form** in BW.

Many products have both a Quantity based option and a Value based option. Value based products are normally used for ordering things like services, such as annual maintenance contracts where you are invoiced monthly or consultancy where you are invoiced on milestone completions, these are known as **Call Off** orders. You should not mix Value based and Quantity based products on a single order.



You should always add an additional requisition line for the Delivery charge where it is not included in the base price. This charge should be against the same code as the product used and not against a Postage product.

2.9. Purchase Orders

Purchase Orders are automatically generated by BW when a requisition is fully approved. If the supplier has an email address recorded, it will then be emailed to the supplier in question. If there is no email address on the supplier record, the requisitioner will be sent a task to post the PO. At this point it becomes a contract with the supplier ensuring they conform to the Council's terms and conditions.

2.10. Goods Receipts

Before a supplier can be paid the PO must be receipted in BW by recording a Goods Receipt. BW will accept partial receipting to reflect a partial delivery but will not accept over receipting.

2.11. Supplier Invoices

When the supplier invoice is received, the requisitioner will scan it to the Proactis email inbox. Where Proactis can read the invoice, it will be registered against the PO. AP will then sense check it and approve it. Suppliers have been told that an incoming invoice must have a Purchase Order number. Where there is no Purchase Order the suppliers will be told that the invoice will not be paid.

2.12. 3-Way Match

For an invoice payment to be made the 3-way matching process takes place.

	PO Number & Description	Quantity	Value
PO	✓	✓	✓
GRN	✓	≤✓	
Invoice	✓		≤✓

≤ is equal to or less than. Less than allows for partial receipting and partial invoicing when deliveries and invoices are scheduled or simply incomplete.

Mismatches may occur where there are differences in values or when an invoice is registered before the GRN. Where there is a missing GRN, requisitioner will receive a task to take corrective action. Where there is a value mismatch, the approver will be sent a task to Approve or Reject the additional payment. This may also involve amending the PO.



There is a permissible tolerance for supplier invoices of 2.5% or £25, whichever is the lower figure.

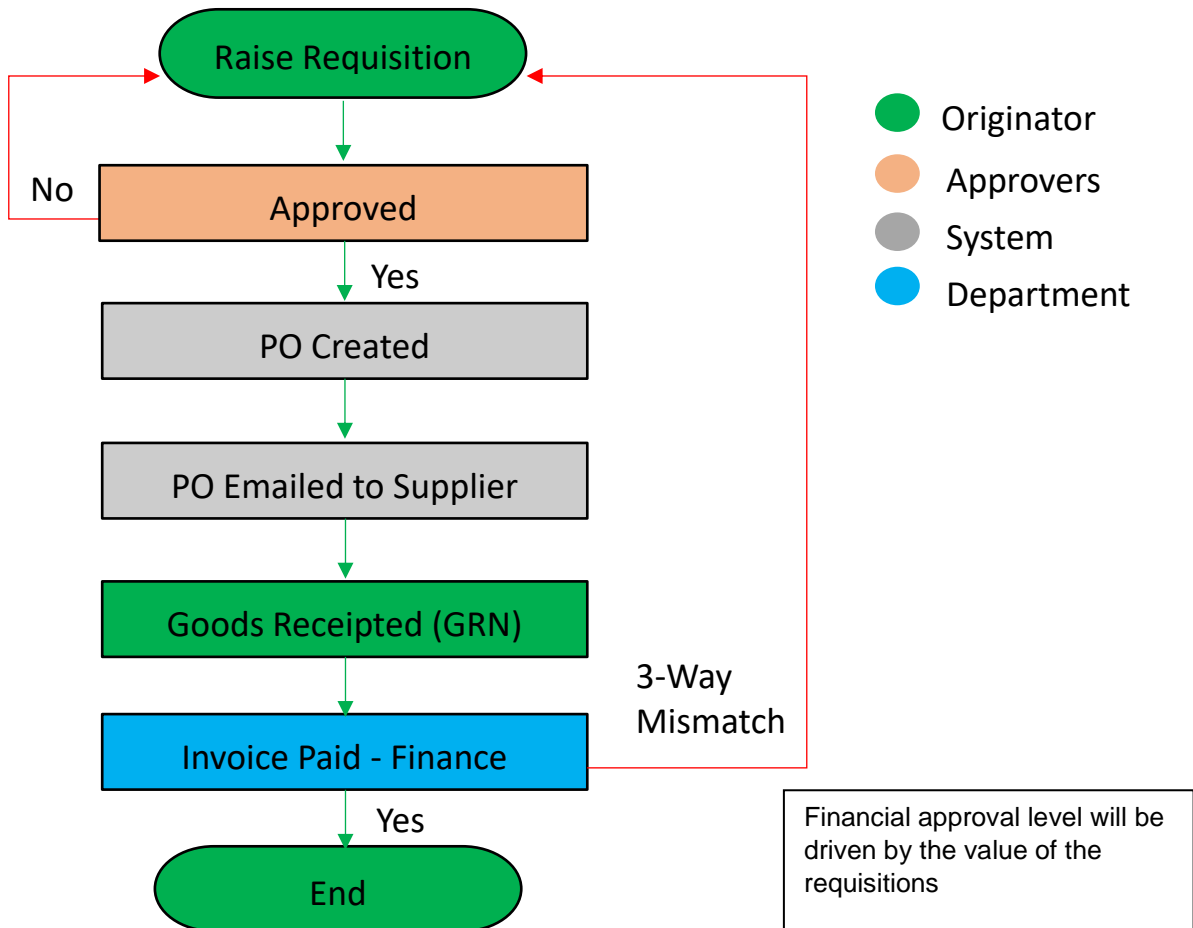
2.13. No PO No Pay

There is a policy of 'No PO, no pay' in place. Suppliers will be told that PO Numbers must be included on all invoices. For invoices without a PO number, payments are likely to be delayed. This ensures that the BW is used for all ordering and that they are properly authorised by the correct budget holders.

There will be some exceptions to the 'No PO, no pay' policy where purchase orders are not standard practice. Examples of exceptions are:

- **Utility bills** – These will be matched centrally by the Payables team
- **Business rates** – These will be matched centrally by the Payables team

2.14. Requisition Workflow



The above represents a simplified workflow diagram of the Purchase to Pay process.

2.15. User Routing and Actions

The table below shows what happens in the requisitioning process in specific circumstances.

	SC01 Shropshire Council Entity (Non Schools)
Cost Centres	10000-49999 and 60000-79999
If the Product has a Preferred Supplier and the user places a Requisition against this product	If the user wishes to use a different supplier to the preferred one the Requisition will be routed to the Procurement Team to Approve / Reject before going to the Budget Approver



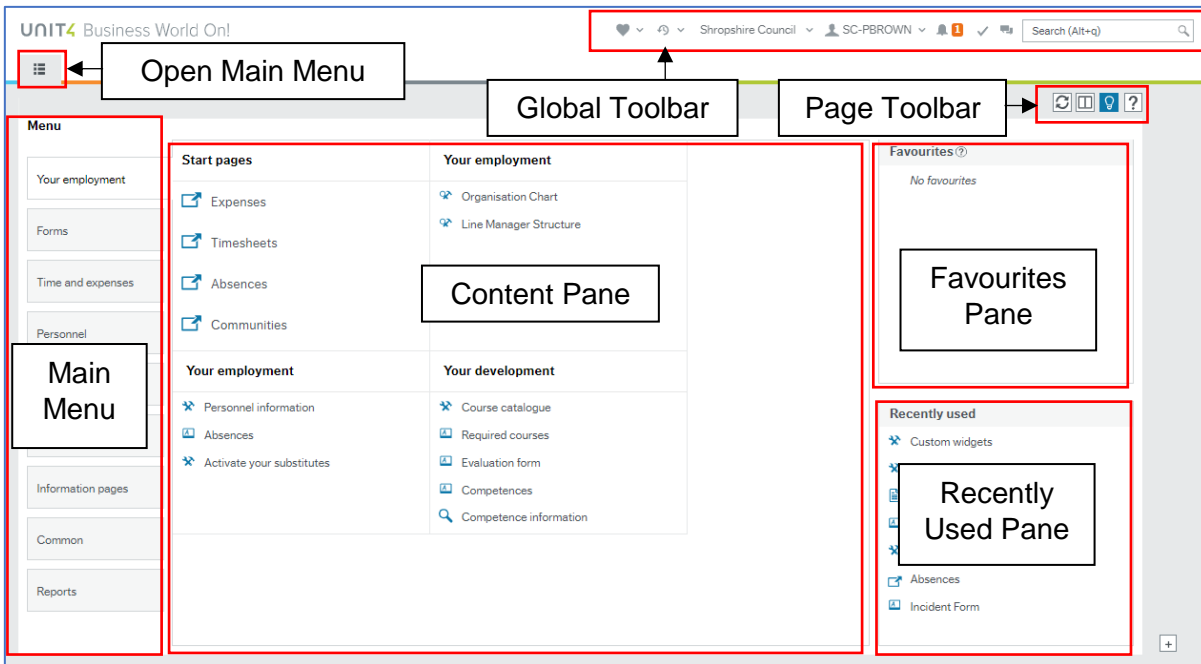
If the Product has a Technical Approval and the user places a Requisition against this product	If the user selects a product with Technical Approval the requisition will be routed to the Technical Approval to Approve / Reject before going to the Budget Approver
Supplier Creation	If the user creates a supplier they will include a Y in the Visible to Council Staff Relation and this will be routed to Procurement to Approve / Reject the Supplier Creation before going to the Payments Team to Approve / Reject
Supplier Visibility	User will only be able to see and use Suppliers that have the Y in the Visible to Council Staff Relation selected
Product Visibility	User will only be able to see and use Products that have the Y in the Product Visible to Council Staff Relation selected
Supplier Invoices	Invoices scanned through Proactis without a Purchase Order will be coded by the Council's Payments Team and the directed to the relevant Approver to authorise
Purchase Invoices	Invoices scanned through Proactis with a Purchase Order that have a discrepancy (such as a price mismatch) will be resolved by the Council's Payments Team
CIS	CIS Invoices received in relation to CIS orders will be resolved by the Council's Payments Team



3. Navigation

3.1. The Employee Home Page

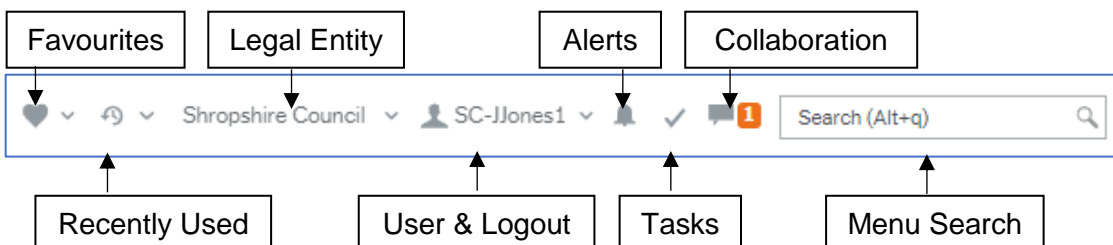
When you log on Business World Web you will 'land' on the Employee Home Page.



- **Open Main Menu** – opens the main menu from any page you are working in
- **Main Menu** – opens navigation options for the module selected
- **Content Pane** – is where the contents specific pages are opened and worked in
- **Favourites Pane** – contains shortcuts to any page you add to it
- **Recently Used Pane** - contains shortcuts to recently opened and closed pages

3.2. Global Toolbar

The Global Toolbar is visible from everywhere in BW.

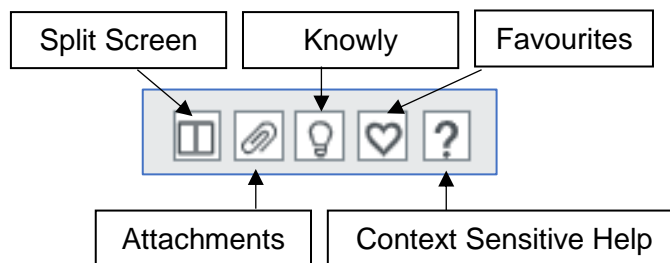


- **Favourites** – opens the list of favourite shortcuts
- **Recently Used** - opens the list of recently used pages
- **Legal Entity** – displays the organisation you are logged in to

- **User & Logout** – displays your user name and the drop-down contains options, including Logout
- **Alerts** – is where your alerts are accessed from. A white number on an orange background indicates how many alerts you have
- **Tasks** - is where your tasks are accessed from. A white number on an orange background indicates how many alerts you have
- **Collaboration** – is a messaging function for BW users that allows you to add screenshots and BW links
- **Menu Search** – allows you to search for, then open screens

3.3. Page Toolbar

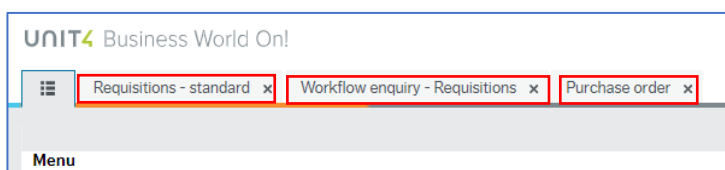
The Page Toolbar icons will change to reflect the open screen.



- **Split Screen** – allows two screens to be open at the same time
- **Attachments** – allows files to be added to records
- **Knowly** – is a means of sharing knowledge with other users or recording notes for yourself
- **Favourites** – opens the list of favourite shortcuts
- **Context Sensitive Help** – opens help for the screen that is active

3.4. Screen Tabs

It is possible to have multiple screens opened in BW and each will open in its own tab.

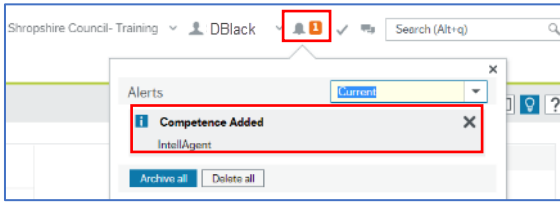


Click on a screen tab to make it the active screen or click on its cross to close it.

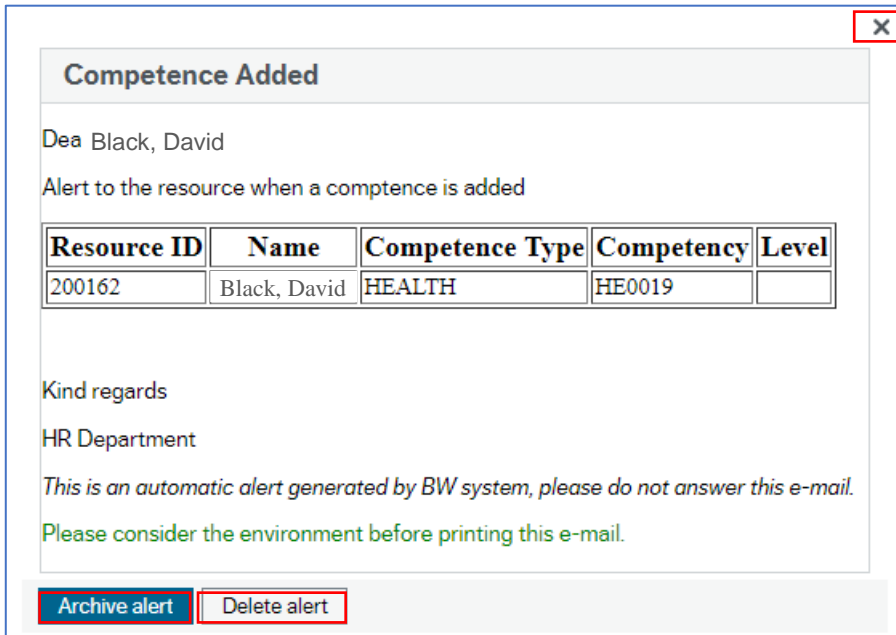
3.5. Alerts

An **Alert** provides information that may be useful to you. They do not require actioning to progress anything, but they may be related to an action or triggered by an action which has taken place in a Workflow. An example would when a competence is added, you will receive an alert to tell you which competence has been added.

If you have any **Alerts**, a number will appear telling you how many.



1. Click **Alerts**
2. Click a specific alert to see more details



When you have read the information you can:

- Close the popup window using the cross. This will keep the alert in the list
- Click **Archive alert**, to send the alert to the archive
- Click **Delete alert**

3.6. Tasks

3.6.1 Overview

Workflow Tasks are generated by BW according to a set of rules which are:

- Specific to each type of transaction
- Specific to each approval level

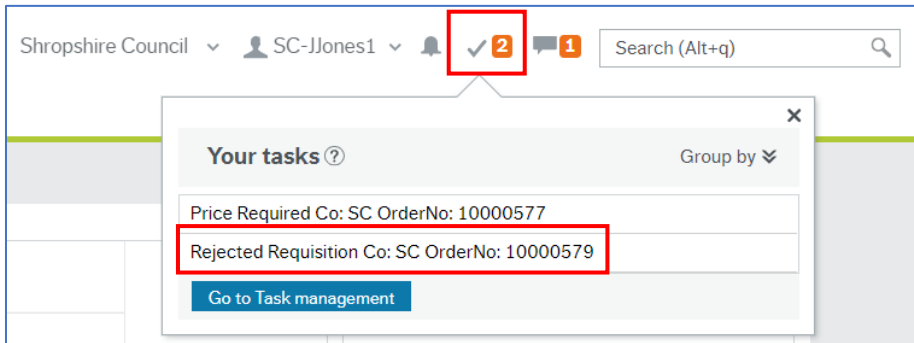
The Workflow Tasks ensure that:

- The correct person or team is notified of an action requirement.
- A link is provided to open the record requiring action
- The relevant action options are available



The example below is for a Rejected Requisition task.

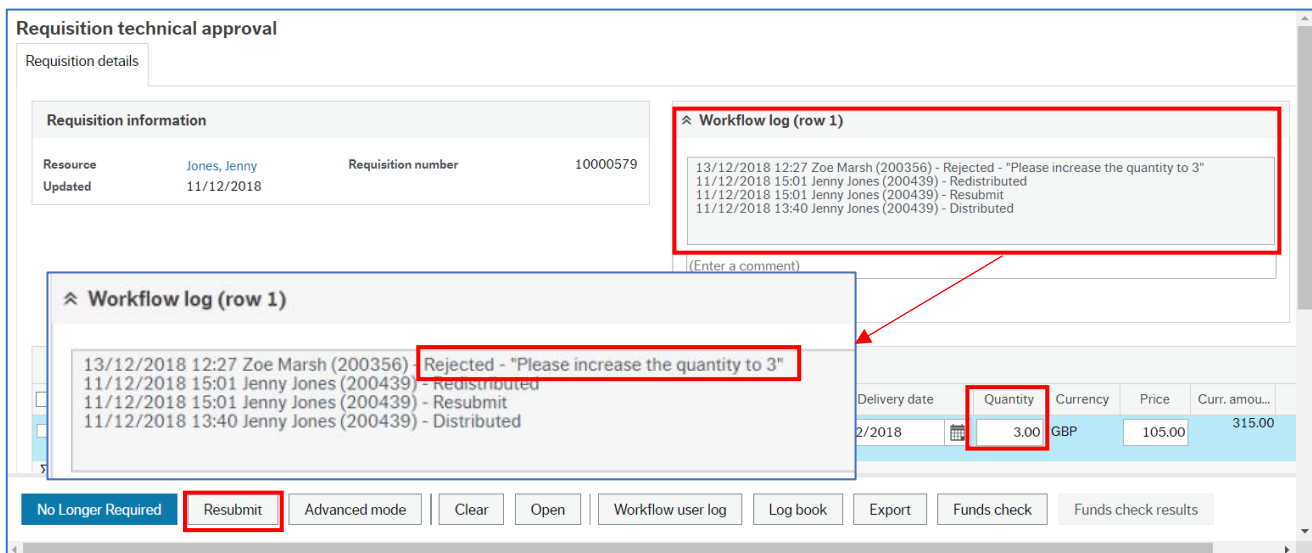
1. Click **Tasks**



You can click an individual line to open a specific task or you can click **Go to Task management** to open the task manager with all tasks available.

3.6.2 Action a Specific Task

1. Click the required task



2. Read the **Workflow Log**. Rejected requisitions must always have a reason entered:

- Click **No Longer Required** if the requisition, or product line, is to be cancelled or
- Enter the changes and click **Resubmit**

The Success popup will open.

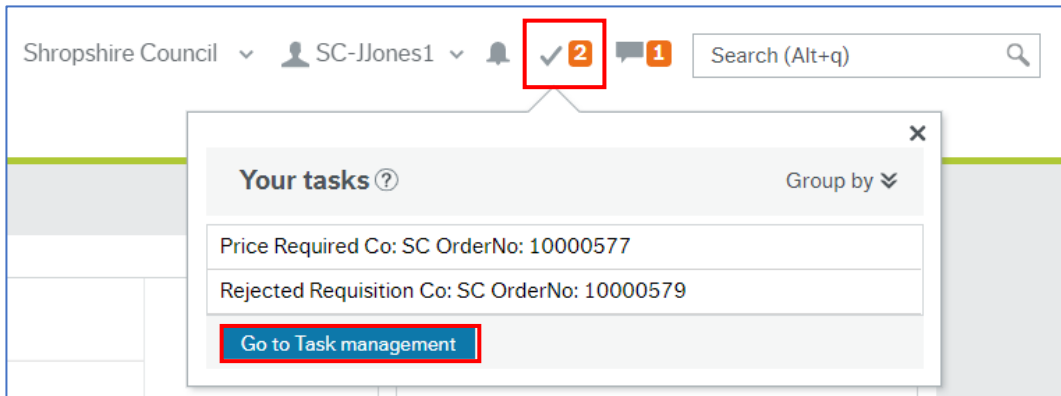
3. Click **OK**

The number of outstanding Tasks is reduced.

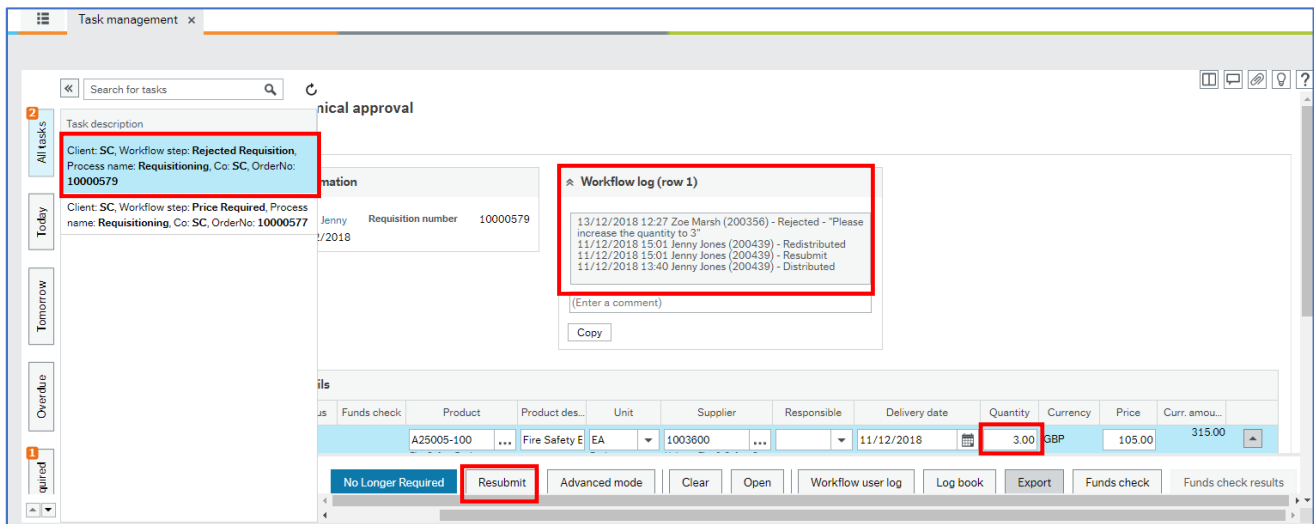


3.6.3 Action a Task from the Task Manager

1. Click **Tasks**



2. Click **Go to Task management**
3. Select the Task type – in this case **Rejected Requisition**
4. Click the required task



5. Read the **Workflow Log**. Rejected requisitions must always have a reason entered:
 - Click **No Longer Required** if the requisition, or product line, is to be cancelled or
 - Enter the changes and click **Resubmit**

The **Success** popup will open.

6. Click **OK**

The number of outstanding Tasks is reduced.



3.7. Favourites

Favourites is a means of creating shortcuts to the screens you use most often.

3.7.1 Add to Favourites

1. Navigate to the required screen



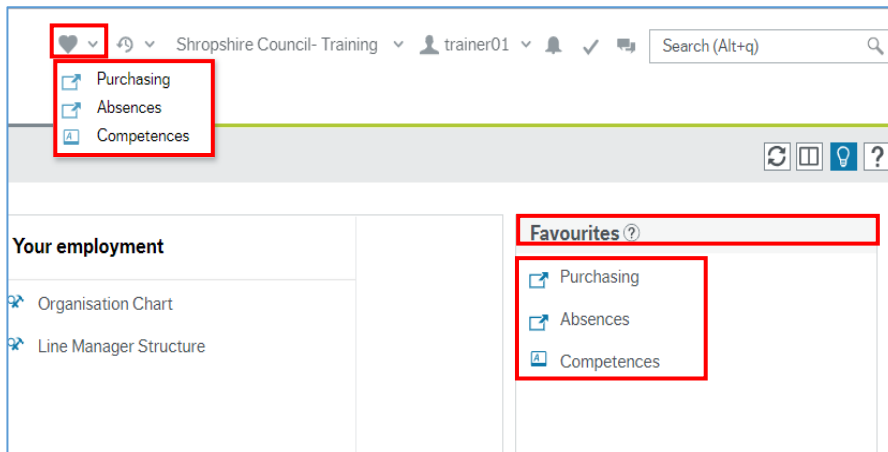
2. Click **Mark as favourite**



The icon will become blue. Clicking it again will remove it from the favourites list.

3.7.2 View Favourites

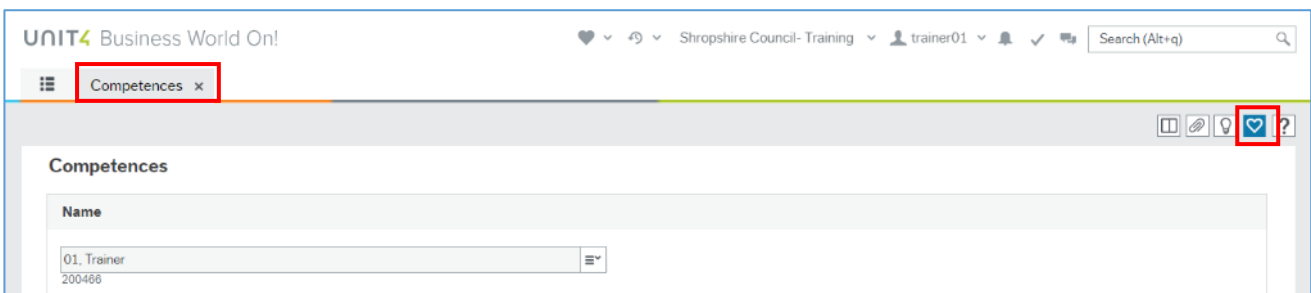
Favourites can be accessed from the Home Page in two places.



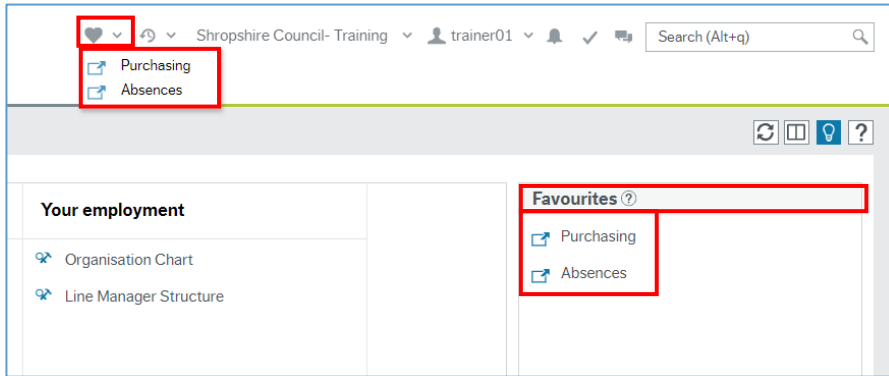
- The **Favourites** icon on the Global Toolbar produces a popup list of screen shortcuts
 - The **Favourites** pane contains the same list of screen shortcuts
1. Click any of the links listed to open them

3.7.3 Remove from Favourites

1. Open the screen to be removed from Favourites



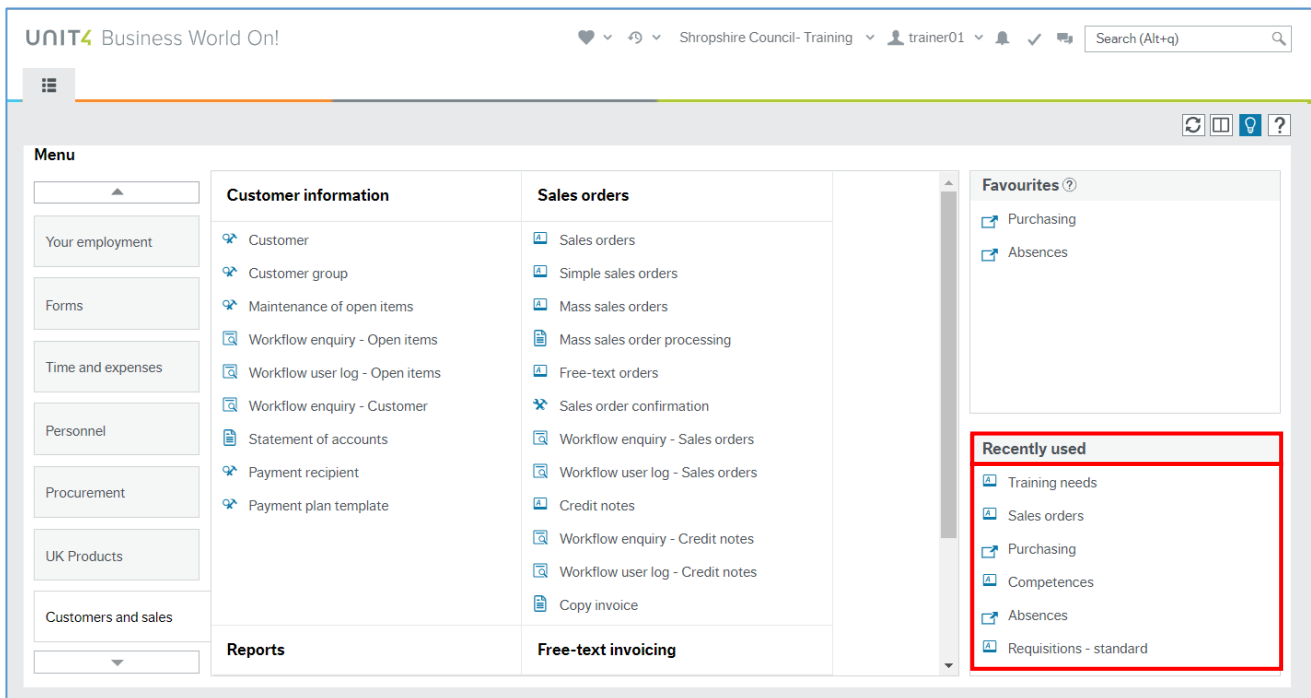
2. Click the blue **Remove from favourites** icon



In this example the Competences screen has been removed from Favourites.

3.1. Recently Used

The **Recently used** pane is a list of shortcuts to the 20 most recently opened screens, whether or not they are in the Favourites pane.



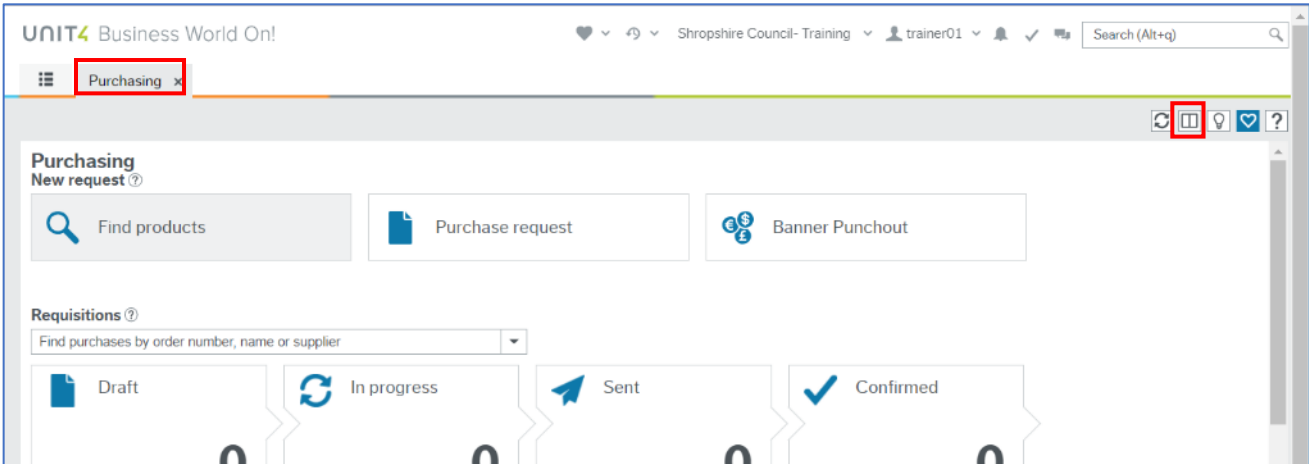
Each new screen that is opened is automatically added to the **Recently used** pane.



3.2. Split View

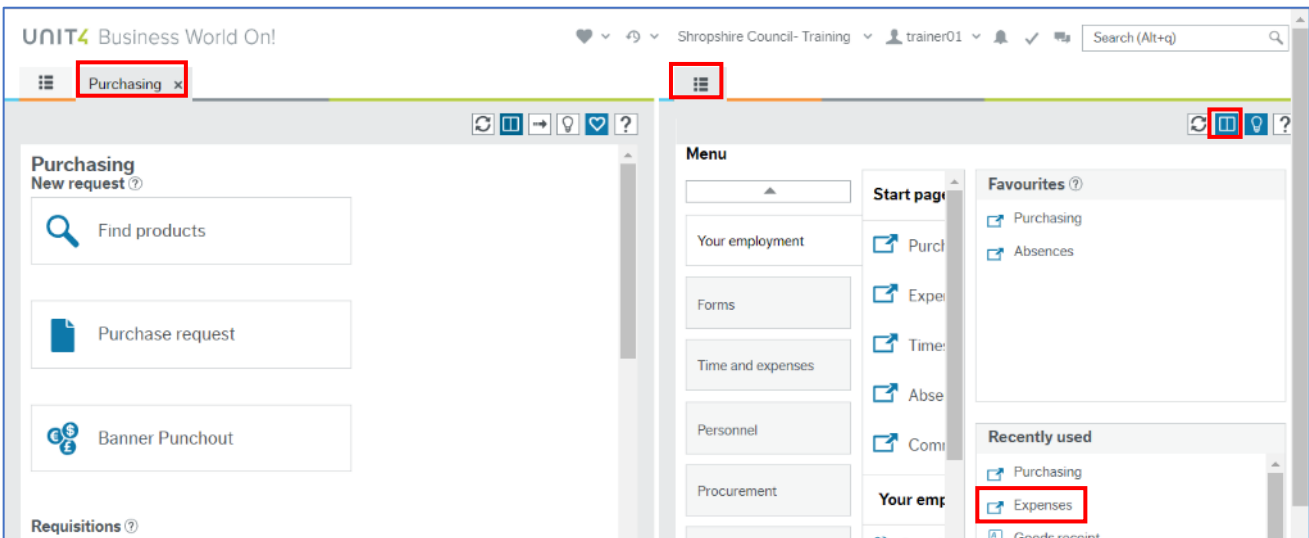
The **Split View** function allows you to have two screens open at the same time.

3.2.1 Open Two Screens

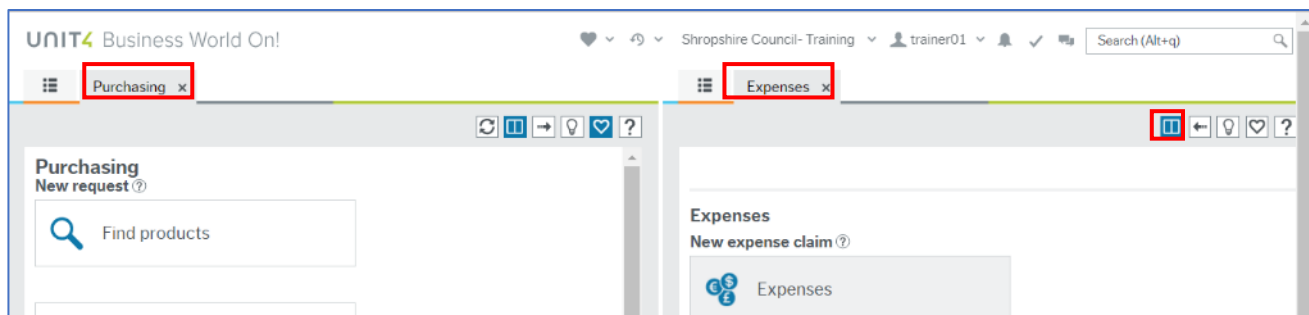


1. Open the first screen that you want, **Purchasing** in this example
2. Click **View screen**

The **Menu** is now open to the right of the selected screen and the split view icon is blue.



3. Select the next screen to be opened from the menu, **Expenses** in this example.

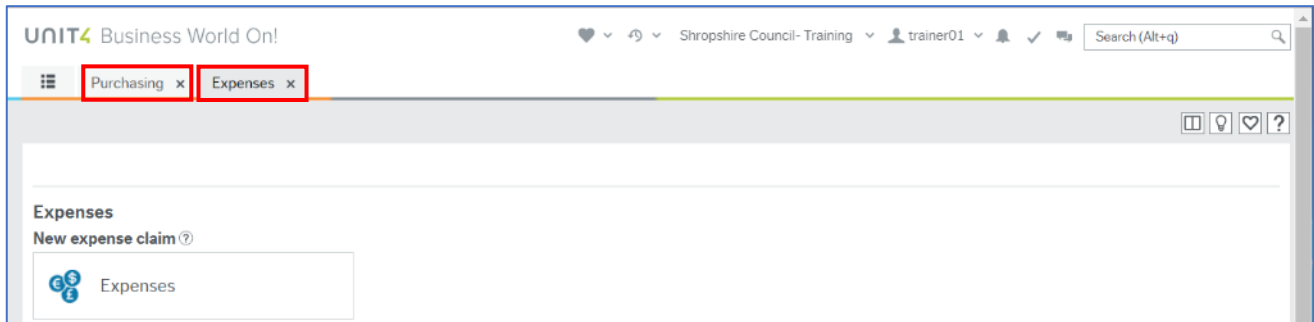


Both the **Purchasing** and **Expenses** screens are open at the same time.



3.2.2 Return to a Single Screen

1. Click **View screen**



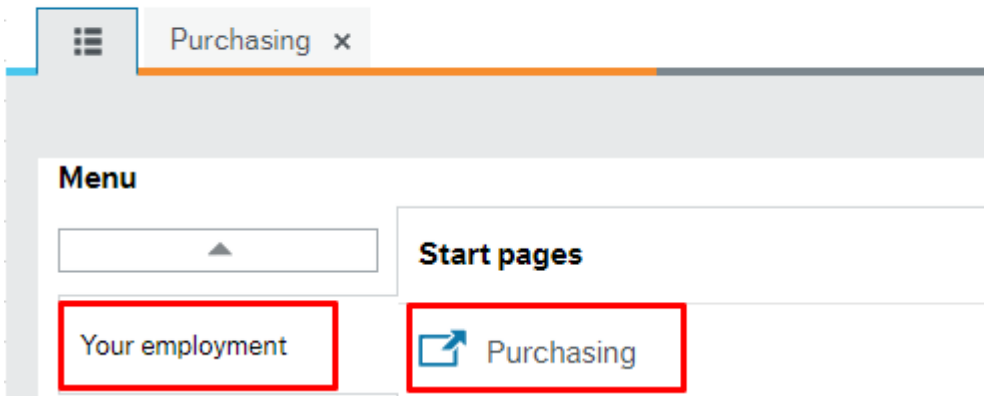
A single is open but there are now two Screen tabs available.



4. Raising Requisitions

4.1. Non-Catalogue Requisitions

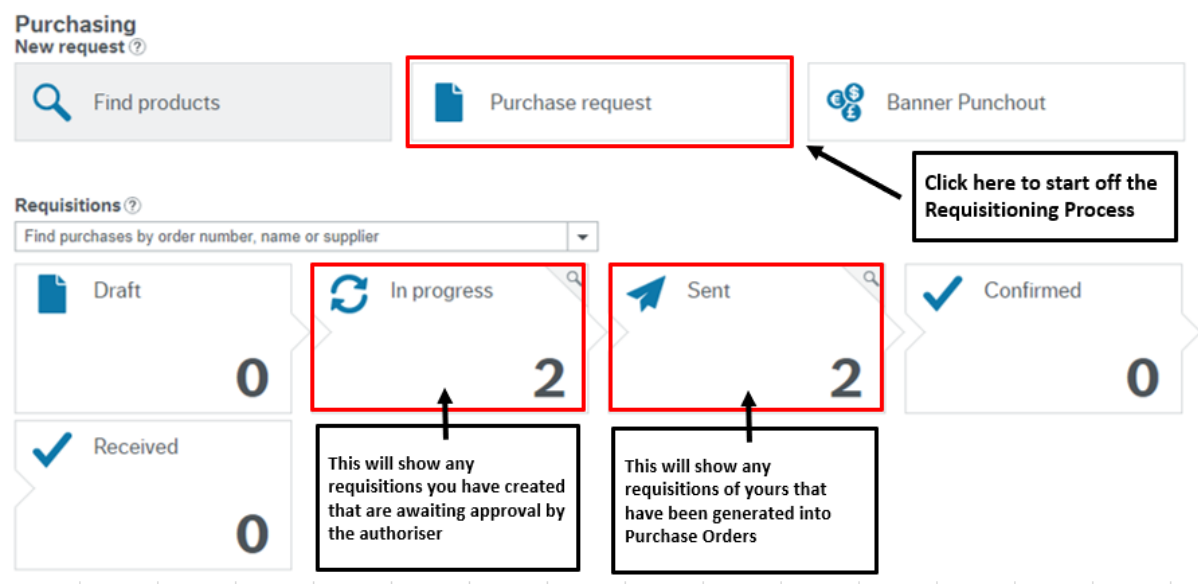
UNIT4 Business World On!



To raise a non-catalogue requisition:

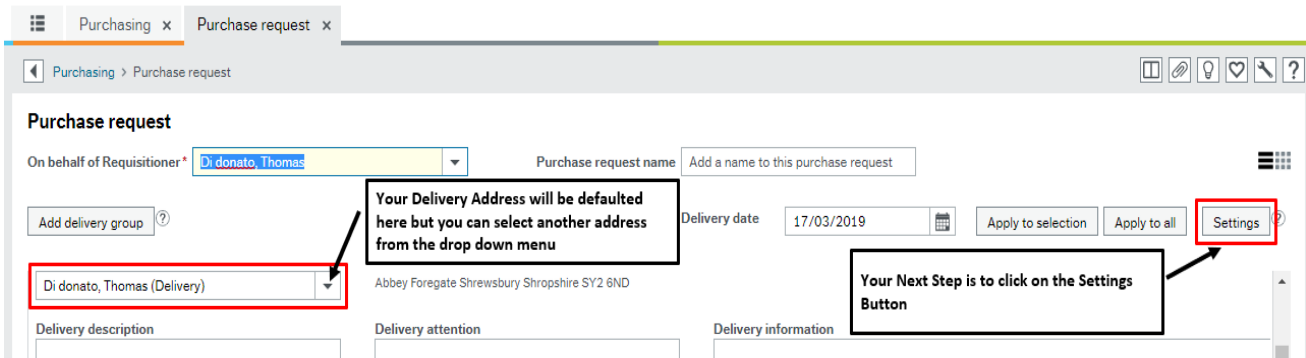
1. Navigate to **Your Employment** → **Purchasing**

After you click on the Purchasing Button, you can click on the Purchase Request Button to begin the Requisitioning Process.

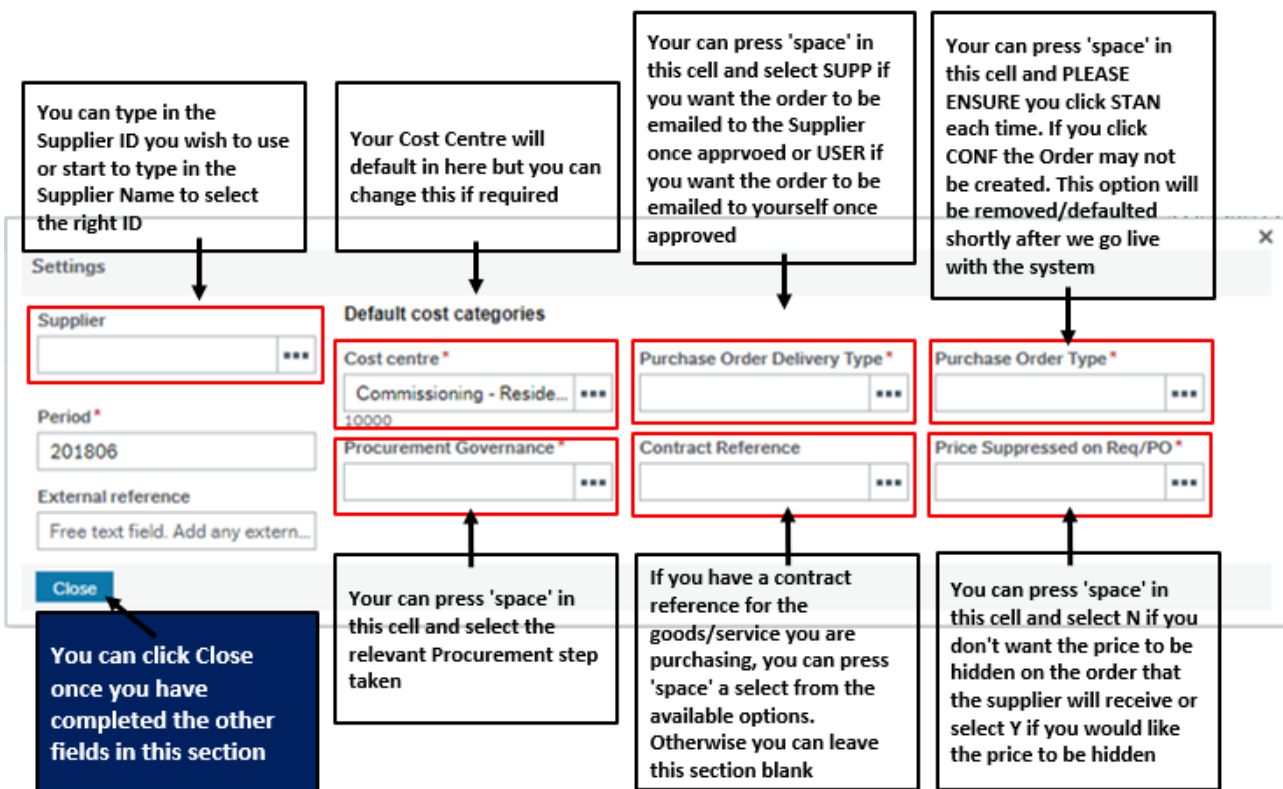




Next, you can click on the Settings Button.



After you click on the Settings Button, the following options will appear



Your next step is to click on the Add Product button and begin to enter your product details.

You can start to type in your Product ID or Product Name if you know it. If you are unsure of the Product Code you need to use, you can review the Product Masterfile list attached to your intranet guidance.

Please Note: The majority of products are generic and so the person who places the order will have to add the additional product detail in the product text section when placing a requisition so that this appears on the order that the supplier receives.



In the example below, I have selected a Clothing and Uniforms Product and then entered the quantity and price.

Purchase request

On behalf of Requisitioner* Di donato, Thomas

Purchase request name Add a name to this purchase request

Delivery date 17/03/2019

Delivery to

Delivery contact* Di donato, Thomas (Delivery)

Delivery address Abbey Foregate Shrewsbury Shropshire SY2 6ND

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency amo...	Funds check
A42000-101	Clothing & Uniforms - Employees	Bishop S... 1000142	17/03/2...	1	EA	100.00	GBP	100.00	

Total amount: GBP 100.00

After entering these details you can then click on the magnifying glass icon.

Purchase request

On behalf of Requisitioner* Di donato, Thomas

Purchase request name Add a name to this purchase request

Delivery to

Delivery contact* Di donato, Thomas (Delivery)

Delivery address Abbey Foregate Shrewsbury Shrop

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency amo...	Funds check
A42000-101	Clothing & Uniforms - Employees	Bishop S... 1000142	17/03/2...	1	EA	100.00	GBP	100.00	

Total amount: GBP 100.00

Callout box: You can then click on the magnifying glass icon to add the additional Product Detail and check that the correct Cost Centre, Account Code (Subjective), Tax Code has been used

Product: A42000-101 - Clothing & Uniforms - Employees

Cost categories **Product text**

Account	Cost centre	Legal entity	Tax code	Percentage	Amount	Funds check
* Clothin... A42000	Commissi... 10000	Shropshir... SC01	VAT Purc... P1	100	100.00	

Callout box: If you are happy with the Cost Centre, Account Code (Subjective) and Tax Details you can then click on the Product Text Box to add your additional product details requirement



After you have entered your additional Product Details you can then click on the Done button.

The final step is to click on the 'Send For Approval' Button if you are happy with your requisition. *To note, if you wanted to add an additional product you would just click on the Add Product button again. If you wanted to order an product for a different delivery address you can click on the Add Delivery Group button*

After you have clicked on the Send For Approval Button a notification will appear stating that that your requisition has been created

Send for approval



This requisition will then be workflowed to the authoriser of the Cost Centre that was included in the requisition. Once the authoriser approves this requisition it will then be automatically generated into a purchase order and sent to the supplier. An example of the order template that the supplier will receive is included below:

<p>Supplier Bishop Sports & Leisure Limited Test Road Test Supplier Code: 1008559</p>	<p>Deliver To / Execute Work At Abbey Foregate Shrewsbury Shropshire SY2 6ND</p>	Shirehall, Abbey Foregate VAT No: GB 1623 474 72
<p>Enquiries To Contact Details: Thomas Di donato Tel: 01234 567894 Email: erptest@shropshire.gov.uk</p>	<p>Invoice and Payment Please send an electronic pdf invoice to purchaseledger@shropshire.gov.uk Alternatively you can send a paper copy of your invoice to the delivery address above.</p>	<p>PURCHASE ORDER Purchase Order No: 20000416 Please quote this number in all correspondence Purchase Order Date : 17/03/2019 Authorised By:</p>

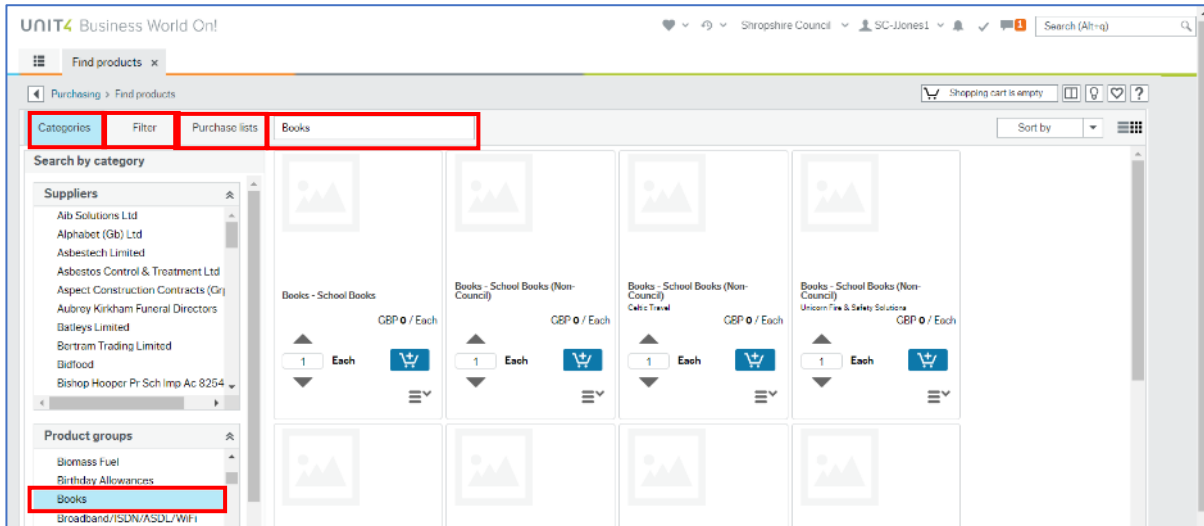
Page 1 of 1

Contract Ref	Supplier Product Code	Description	Required By	Qty	UOM	Unit Price	Net Price
	A42000-101	Clothing and Uniform - Employees High Visibility Reflective Jacket Size Medium Item Code COFD0001L	17/03/2019	1.00	EA	100.00	100.00
This order is subject to the terms and conditions included in your contract with Shropshire Council. Where you do not have a contract with Shropshire Council for the delivery of this good/service, this order is subject to Shropshire Council's General Terms and Conditions (as amended by any specific terms below) which can be found at:						Total Net Total VAT Total inc VAT	100 20 120



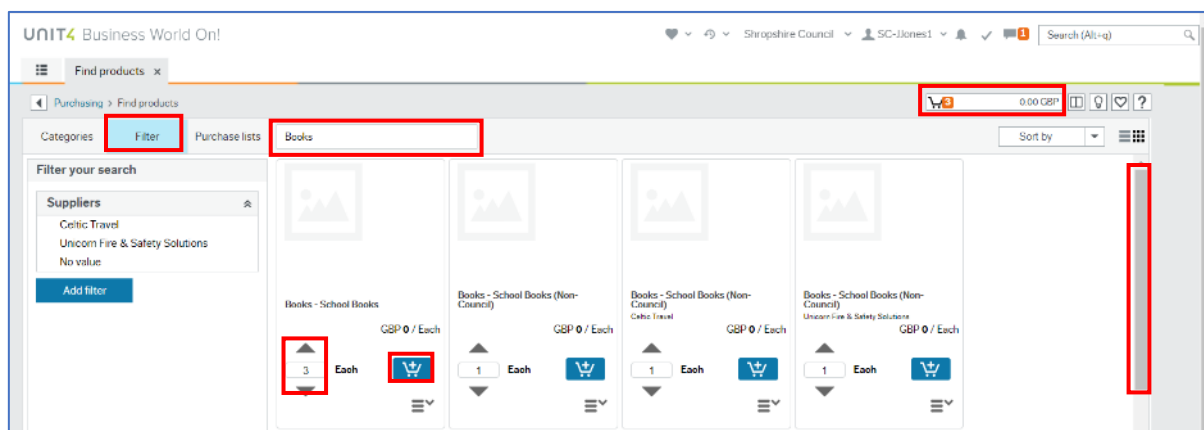
4.2. New Request via Find Products

1. Navigate to **Your Employment** → **Purchasing**
2. Click on **Find products**

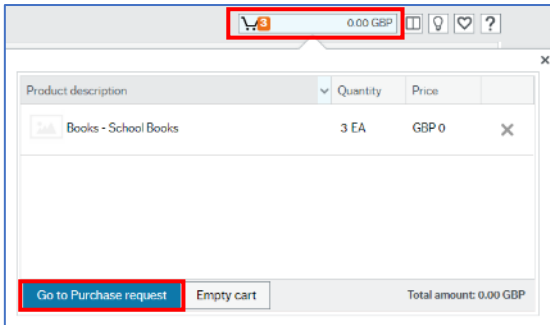


- **The Categories tab** - is selected by default, allowing products to be searched for by Supplier or Product group. You can also type the search parameter into the search field.
- **The Filter tab** - becomes the active tab and the content pane is populated with the results when the search parameter has been determined
- **The Purchase lists tab** – this displays those products that you have added to your Purchase lists from a requisition. You can select the product line in the content area, enter the quantity and click Add to Basket in exactly the same way as the example below

In the example above the Product group **Books** has been selected which is then automatically populated in the search field. At the same time, the related results are populated in the Content Area.

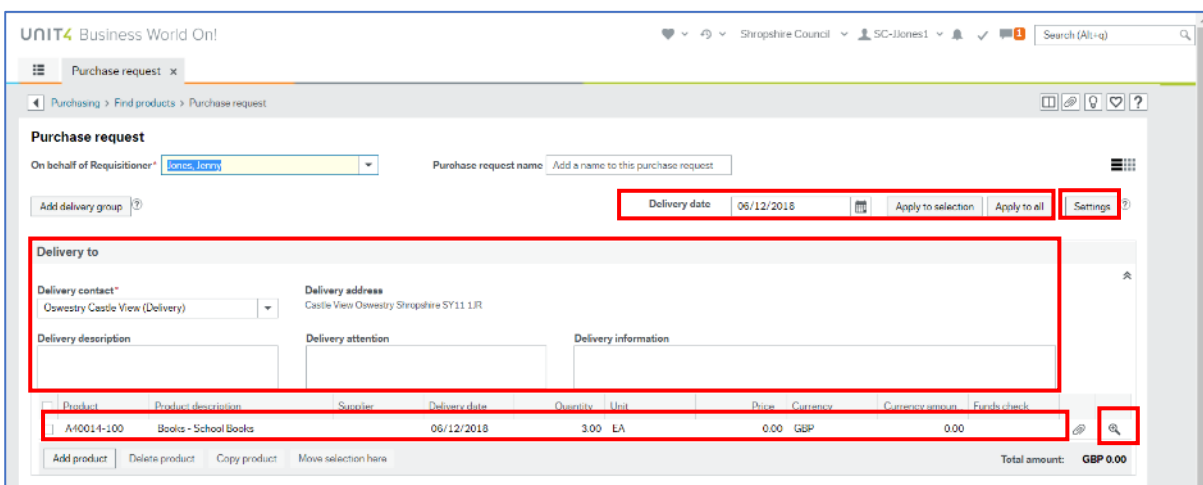


3. Scroll to find the required product
4. Enter the quantity, or use the arrows to select the select the quantity
5. Click the **Add to Basket** icon
6. Repeat steps 1-3 until all products have been added
7. Click in the **Cart** field to open the popup



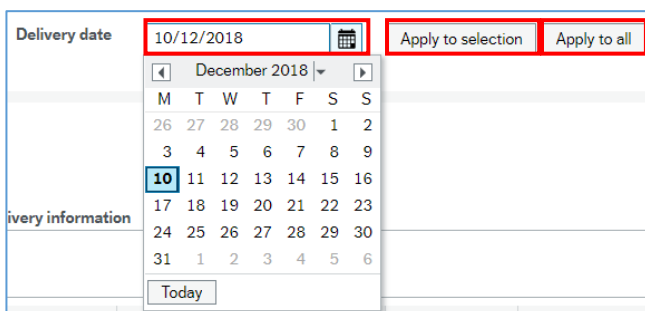
The shopping cart can be edited at this stage.

8. Click **Go to Purchase request**



The **Purchase request** screen is opened with the Product line(s) populated from the shopping cart.

4.2.1 Delivery date



The default delivery date on all requisitions is the same day. This can be used by clicking on the calendar icon and selecting a new date. This becomes the new expected delivery date and may be known from the contract terms and conditions or from the quotes obtained. This date populates the Expected Deliveries calendar on the Purchasing screen.

Having selected the date you can:

- Click **Apply to selection** if you have selected individual product lines
- Click **Apply to all** if the date is to apply to all product lines



4.2.2 Delivery to

- **Delivery contact** – is the default location of the requisitioner, but this can be changed by selecting from the drop-down
- **Delivery address** – is the delivery address related to the Delivery contact field
- **Delivery description** – allows additional information about delivery to be added, such as parking restrictions
- **Delivery attention** – allows the name of a contact person or department to be added
- **Delivery information** – allows such things as open times to be added


4.2.3 Product Lines

Some of the fields such as **Product description**, **Supplier** and **Price** may need to be entered or edited.

To add more product lines go to paragraph 4.3.1

A new product line will open which can be populated from the Value lookup or by entering the information.

If different Suppliers are used on the same requisition, a PO will be produced for each supplier.

 No PO will be produced until every line on the requisition has been approved.

1. Click **Settings**

The Settings popup is specific to the selected product line and has some fields that are populated from the Purchasing defaults that were set the first time you used the Purchasing screen. Some of these defaults may need to be changed, such as Procurement Governance. All fields should be checked and the details entered or edited as appropriate. The Supplier and External reference details will need to be added.



2. Click **Additional information**

Product name: Add a name to this purchase request

Delivery date: 10/12/2018

Buttons: Apply to selection, Apply to all, Settings

Quantity	Unit	Price	Currency	Currency amount	Funds check
3	EA	10.00	GBP	30.00	[Magnifying Glass Icon]

Total amount: GBP 30.00

Product: A40014-100 - Books - School Books

Cost categories | Product text

Account	Cost centre	Legal entity	Tax code	Percentage	Amount	Funds check
* Books A40014	Commissi... 10000	Shropshir... SC01	VAT Purc... P2	100	30.00	

Buttons: Split cost, Delete


Summary: 100.00 | 30.00

Done | Apply cost categories to all lines

The Additional information popup has two tabs:

- **Cost categories** – which contains the GL Analysis for the selected product line
 - **Account** – is the product Account Code. The Product group is displayed in the field and the Account Code is displayed below it
 - **Cost Centre** - enter the Cost Centre here if you are ordering for just a single department. See below for entering multiple Cost Centres
 - **Legal entity** – defaults to the user logged in. If the user has access to multiple Legal entities, this can be changed
 - **Tax Code** – select the relevant Tax code
 - **Percentage** – displays the percentage of the payment relating to the selected Cost Centre. See below for entering percentages for multiple Cost Centres
 - **Amount** – reflects the percentage of the requisition total cost to be attributed to the Cost Centre selected
 - **Funds check** – is where a warning appears if the order value exceeds 90% of the remaining budget for the Cost Centre/Account Code.



 Funds check warnings can be ignored by both the Requisitioner and the Approver as additional budget may be in the process of being added or may be added later.

- **Product text** – is an area where additional information about the product being ordered can be added as clarification such as size or colour.

4.2.4 Orders for Multiple Cost Centres

1. Click **Split cost**

Product: A40014-100 - Books - School Books

Cost categories | Product text

<input type="checkbox"/>	Account	Cost centre	Legal entity	Tax code	Percentage	Amount	Funds check
<input type="checkbox"/>	Books	Commissionin...	Shropshire C...	VAT Purchase...	100.00	30.00	
<input checked="" type="checkbox"/>	Books A40014	Accredite... 10010	Shropshir... SC01	VAT Purc... P2	0	0.00	

Percentage must be greater than 0 and less than or equal to 100.

Split cost ? | Delete

100.00 | 30.00

Done | Apply cost categories to all lines ?

2. Enter the next **Cost Centre**

3. Enter the percentage figure of the order value to be set against the new Cost Centre

Product: A40014-100 - Books - School Books

Cost categories | Product text

<input type="checkbox"/>	Account	Cost centre	Legal entity	Tax code	Percentage	Amount	Funds check
<input type="checkbox"/>	Books	Commissionin...	Shropshire C...	VAT Purchase...	75.00	22.50	
<input checked="" type="checkbox"/>	Books A40014	Accredite... 10010	Shropshir... SC01	VAT Purc... P2	25	7.50	

Split cost ? | Delete

100.00 | 30.00

Done | Apply cost categories to all lines ?

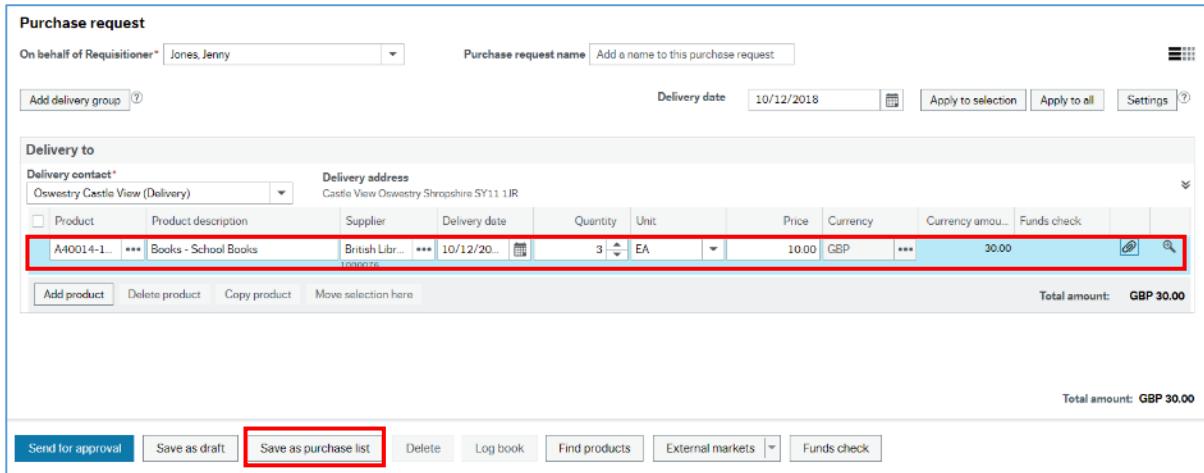
Entering the percentage will change the value on the first line and the Amount field on both lines.

4. Click **Done**

4.2.5 Save to Purchase List

At this stage it is possible to add any of the products in the requisition to your Purchase Lists, which is the third tab on the Find Products start page, making it quicker and easier to find regularly ordered, or difficult to find products.

1. Select the product line to be added



Purchase request

On behalf of Requisitioner* Jones, Jenny Purchase request name Add a name to this purchase request

Add delivery group Delivery date 10/12/2018 Apply to selection Apply to all Settings ?

Delivery to

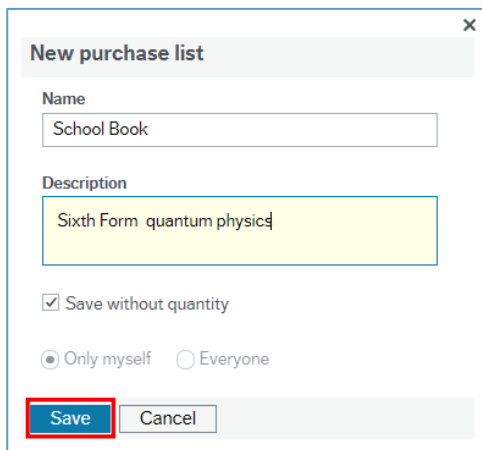
Delivery contact* Oswestry Castle View (Delivery) Delivery address Castle View Oswestry Shropshire SY11 1JR

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency amou...	Funds check
A40014-1...	Books - School Books	British Libr...	10/12/20...	3	EA	10.00	GBP	30.00	

Add product Delete product Copy product Move selection here Total amount: **GBP 30.00**

Send for approval Save as draft **Save as purchase list** Delete Log book Find products External markets Funds check

2. Click **Save to purchase lists**



New purchase list

Name
School Book

Description
Sixth Form quantum physics

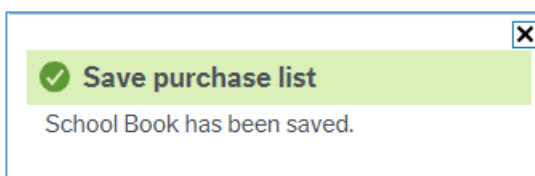
Save without quantity

Only myself Everyone

Save Cancel

- **Name** – enter a name for the product
- **Description** – enter a description for the product
- **Save without quantity** – tick the check box to save the product without the quantity. This is the default setting

3. Click **Save**



Save purchase list

School Book has been saved.




A confirmation popup will open and then close after a few seconds.

4.2.6 Complete the Requisition

At this point the requisition can be sent saved for future editing or sent for approval.

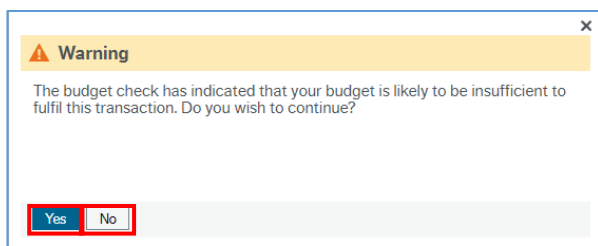
1. Click **Save as draft** if you to save what you have done so far and then carry out further editing

	This will save the requisition which can then be opened from Own Requisitions enquiry. It will not enter workflow. Take note of the requisition number.
---	--

2. Click **Send for approval** if you have finished editing. This will send the requisition into workflow to the relevant approver(s)

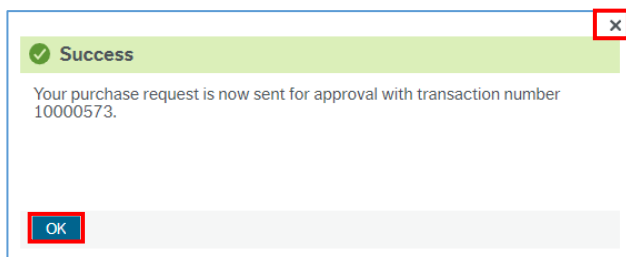
4.2.7 Funds Check Warning

If the order is likely to exceed 90% of the available budget for the Cost Centre/Account Code, the following warning will appear



A warning popup window with a yellow header and a close button (X) in the top right corner. The text inside reads: "Warning. The budget check has indicated that your budget is likely to be insufficient to fulfil this transaction. Do you wish to continue?". At the bottom, there are two buttons: "Yes" and "No".

3. Click **Yes** to ignore the warning, which closes the popup and sends the requisition into workflow
4. Click **OK** in the Success window to close it



A success popup window with a green header and a close button (X) in the top right corner. The text inside reads: "Success. Your purchase request is now sent for approval with transaction number 10000573.". At the bottom, there is one button: "OK".

5. Click on the Cross to close the warning. This will return you to the Purchase request screen, which now has an Exclamation mark on a red background in the Funds check field



You can now **Save as draft** or close the screen without saving the requisition.

4.3. Call-off Orders

Call-off orders are where you are ordering a value rather than a quantity. Examples are: maintenance of office equipment, consultancy and contract building work where invoicing may be periodic, on a call out basis or by milestones in a project.

The example above shows the raising of a consultancy requisition for £2,360 where invoicing will take place on achieving milestones. The Quantity entered is the full value of the order and the Price is entered as 1.

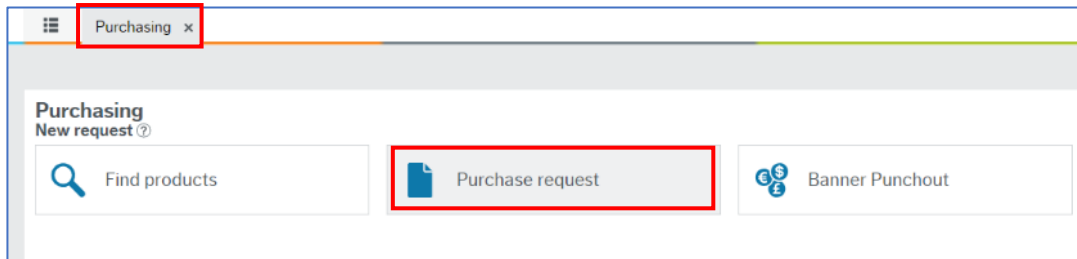
As receipting is carried out by quantity, this allows partial (periodic) receipting to take place. In turn this allows 3-way matching and payment to take place for partial invoicing.



4.4. Requisitions for Construction and Maintenance

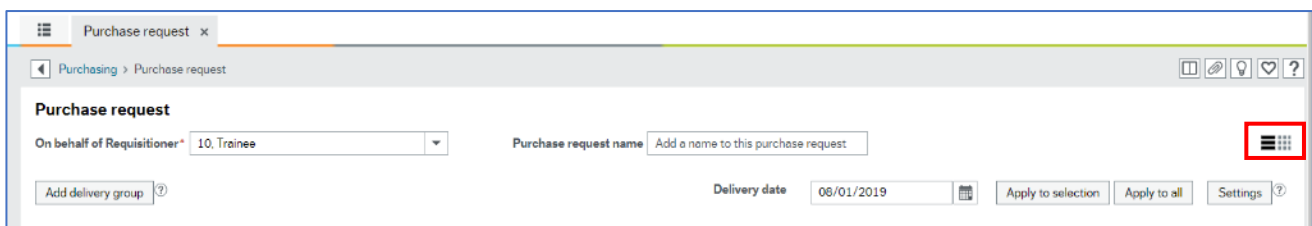
HRMC tax rules for the construction industry means that they are sometimes paid with tax deducted. This is set up in the Supplier Master File and actioned automatically. To allow this to happen, if the requisition is for both labour and materials the requisitions must always have two lines, one for the labour element and the other for materials. Both lines will have the same Product and Product description. The value of each line will be part of the quote from the supplier. Labour only requisitions will have just one line.

1. Navigate to **Your employment** → **Purchasing**

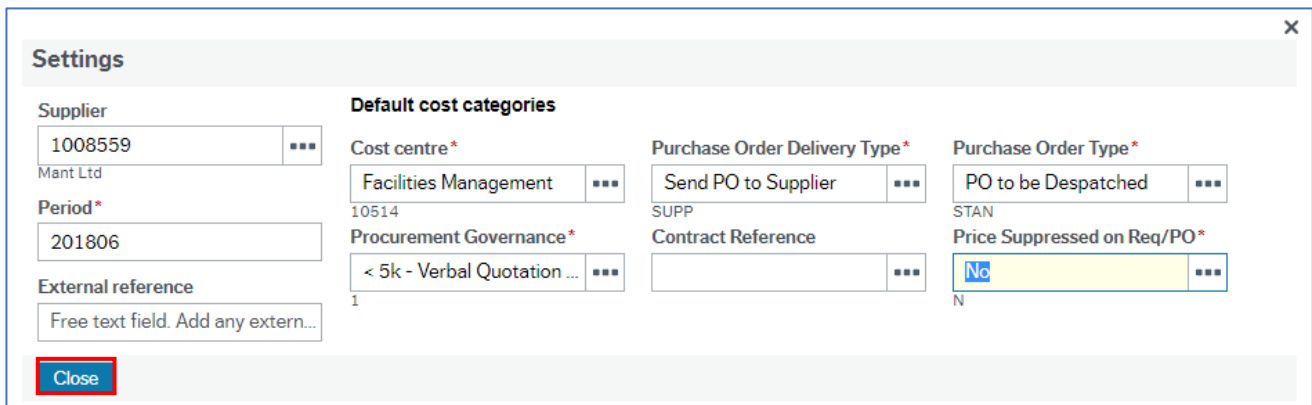


The **Purchase request** tab opens.

2. Select **Purchase request**



The Settings popup opens.



- **Supplier** – select the supplier using the lookup or type ahead
- **Cost centre*** – this defaults in
- **Purchase Order Delivery Type*** - press **[Space bar]** to select
- **Purchase Order Type*** – press **[Space bar]** to select
- **Period*** - leave as the default
- **Procurement Governance*** - press **[Space bar]** to select
- **Contract Reference** – this is not used



- **Contract Reference** – this is not used
 - **Price Suppressed in Req/PO*** – press [**Space bar**] to select
 - **External Reference** - this is not used
3. Click **Close**

4.4.1 Add the Labour Product Line

1. Click **Add product**

A new product line opens.

In this example, the first line will be used for the labour and the second line for materials.

- **Product** – select the product group using the lookup or type ahead
- **Product description** – the default product description is populated from the Product field
- **Supplier** – select the supplier using the lookup or type ahead
- **Delivery Date** – the default date is today. This can be changed using the calendar
- **Qty** – this can be entered by typing or using the up and down arrows
- **Unit** - EA
- **Price** – enter the price per item when ordering goods.
- **Currency** – this field is read only and defaults to GBP
- **Currency amount** – is the calculated by BW as the Quantity x Price

2. Click **Additional information**



Delivery date: 10/12/2018 [Calendar icon] [Apply to selection] [Apply to all] [Settings ?]

Quantity	Unit	Price	Currency	Currency amou...	Funds check
3	EA	10.00	GBP	30.00	[Info icon] [Magnifying glass icon]

Total amount: **GBP 30.00**

The additional information popup opens.

Product: A20000-100 - Property Repairs, Maintenance and Alterations - Planned - Mechanical Service Contracts

Cost categories | Product text


Account	Cost centre	Analysis	Labour or Mat...	Legal entity	Tax code	Percentage	Amount	Funds check
* Propert... A20000	Facilities ... 10514	Building ... RMCE-006	Labour LAB	Shropshir... SC01	VAT Purc... P1	100	100.00	

Split cost ? Delete 100.00 100.00

Done Apply cost categories to all lines ?

The Additional information popup has two tabs:

- **Cost categories** – which contains the GL Analysis for the selected product line
 - **Account** – is the product Account Code. The Product group is displayed in the field and the Account Code is displayed below it
 - **Cost Centre** - enter the Cost Centre here if you are ordering for just a single department. See below for entering multiple Cost Centres
 - **Analysis** – press **[Space bar]** to select the type of work to be carried out
 - **Labour or Materials Element** - press **[Space bar]** to select Labour
 - **Legal entity** – is read only
 - **Tax Code** – press **[Space bar]** to select the relevant Tax code
 - **Percentage** – displays the percentage of the payment relating to the selected Cost Centre. See below for entering percentages for multiple Cost Centres
 - **Amount** – reflects the percentage of the requisition total cost to be attributed to the Cost Centre selected
 - **Funds check** – is where a warning appears if the order value exceeds 90% of the remaining budget for the Cost Centre/Account Code.

 Funds check warnings can be ignored by both the Requisitioner and the Approver as additional budget may be in the process of being added or may be added later.

- **Product text** – has a single text box where additional information about the product being ordered can be added as clarification, such as size or colour.
3. Click on **Done**



4.4.2 Add the Material Product Line

1. Click **Add product** or
2. Select the first product line using the check box at the beginning of the line, and click **Copy product** which will add a second product line populated with exactly the same details

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency amount	Funds check
<input type="checkbox"/> A20000-100	Property Repairs, Maintenance and Alter...	Mant Ltd	08/01/2019	1.00	EA	100.00	GBP	100.00	
<input checked="" type="checkbox"/> A20000-100	Property Repairs, Maintenance and Alter...	Mant Ltd	10/01/2019	1	EA	120.00	GBP	120.00	

Buttons: Add product, Delete product, Copy product, Move selection here

Total amount: **GBP 220.00**

3. If you click **Add product** enter the following details:
 - **Product** – select the product group using the lookup or type ahead
 - **Product description** – the default product description is populated from the Product field
 - **Supplier** – select the supplier using the lookup or type ahead
 - **Delivery Date** – the default date is today. This can be changed using the calendar
 - **Qty** – this can be entered by typing or using the up and down arrows
 - **Unit** - EA
 - **Price** – enter the price per item when ordering goods
 - **Currency** – this field is read only and defaults to GBP
 - **Currency amount** – is the calculated by BW as the Quantity x Price
4. Click **Additional information**

Quantity	Unit	Price	Currency	Currency amount	Funds check
3	EA	10.00	GBP	30.00	

Buttons: Add, Additional information (highlighted), Search

Total amount: **GBP 30.00**

The **Additional information** popup opens.

Account	Cost centre	Analysis	Labour or Mat.	Legal entity	Tax code	Percentage	Amount	Funds check
Property... A20000	Facilities ... 10514	Building ... RMCE-008	Materials MAT	Shropshir... SC01	VAT Purc... P1	100	120.00	

Buttons: Split cost, Delete, Done, Apply cost categories to all lines

5. If you used **Copy product**, the following fields must be checked / edited:

On the product line:

- **Qty** – this can be entered by typing or using the up and down arrows
- **Price** – enter the price per item when ordering goods

On the **Additional information** popup:

- **Cost categories** – which contains the GL Analysis for the selected product line
 - **Labour or Materials Element** - press **[Space bar]** to select Labour
 - **Tax Code** – select the relevant Tax code
- **Product text** – enter the details of the materials in the text box.

6. Click on **Done**

7. Click **Send for approval**

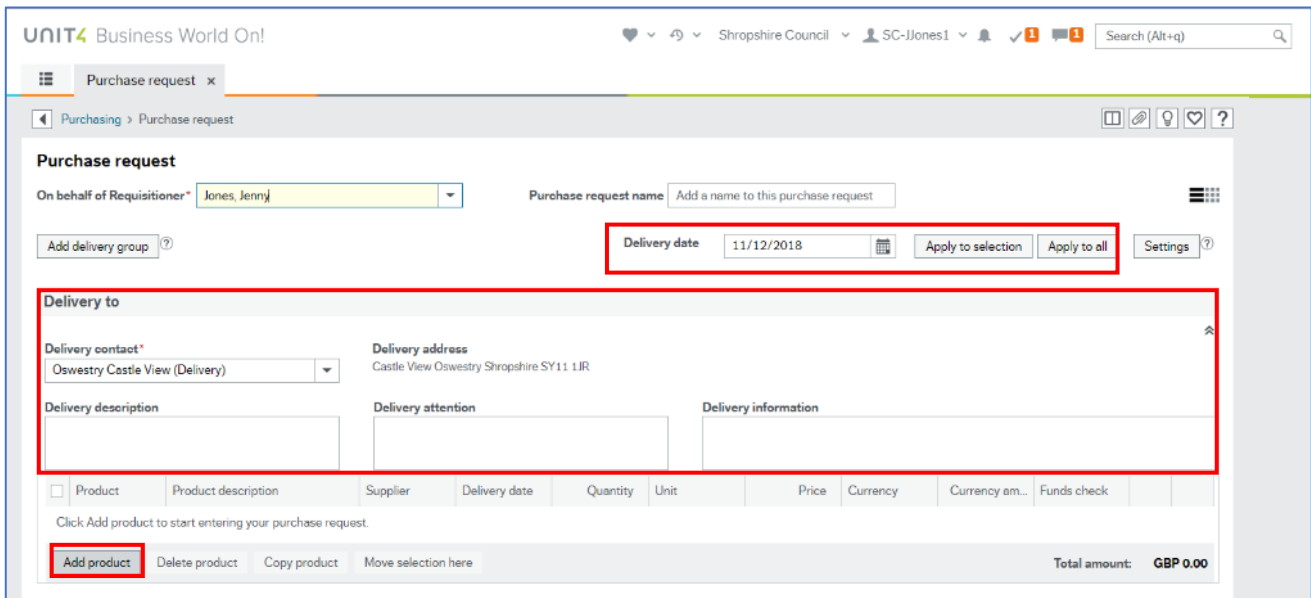
CIS orders go through the workflow for checking by the Accounts Payable Team. If they think you have not got it right, such as the tax code selected, they will reject it back to you with instructions on what changes to make.

4.1. Project Requisitions – No analysis access to capital sub-projects

Scheduled for testing in UAT 4

4.2. New Request via Purchase Request

1. Navigate to **Your Employment** → **Purchasing**
2. Click **Purchase request**



UNIT4 Business World On!

Purchasing > Purchase request

Purchase request

On behalf of Requisitioner: Jones, Jenny

Purchase request name: Add a name to this purchase request

Add delivery group ?

Delivery date: 11/12/2018

Apply to selection Apply to all Settings ?

Delivery to

Delivery contact*: Oswestry Castle View (Delivery)

Delivery address: Castle View Oswestry Shropshire SY11 1JR

Delivery description

Delivery attention

Delivery information

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency am...	Funds check
Click Add product to start entering your purchase request.									

Add product Delete product Copy product Move selection here

Total amount: GBP 0.00

For **Delivery date** go to paragraph 4.2.1

For **Delivery to** go to paragraph 4.2.2



4.2.1 Adding Product Lines

1. Click Add product

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency am...	Funds check
A40014-...	Books - School Books	British Li... 1000076	11/12/2...	3	EA	10.00	GBP	30.00	

Total amount: **GBP 30.00**

A new product line opens. The fields can be populated using Value Lookups, Type Ahead or the Calendar icon for dates.

- **Product** – select the product group using the lookup or type ahead
- **Product description** – the default product description is populated from the Product field
- **Supplier** – select the supplier using the lookup or type ahead
- **Delivery Date** – the default date is today. This can be changed using the calendar
- **Qty** – this can be entered by typing or using the up and down arrows
- **Price** – enter the price per item when ordering goods. See paragraph ???? for Call-off Orders
- **Currency** – this field is read only and defaults to GBP
- **Currency amount** – is the calculated by BW as the Quantity x Price

2. Click Settings

Settings

Supplier * <input type="text" value="1003600"/> <small>Unicorn Fire & Safety Solutions</small>	Default cost categories Cost centre * <input type="text" value="10000"/> Procurement Governance * <input type="text" value="1"/>	Purchase Order Delivery Type * <input type="text" value="Send PO to Supplier"/> <small>SUPP</small>	Purchase Order Type * <input type="text" value="PO to be Despatched"/> <small>STAN</small>
Period * <input type="text" value="201807"/>	Contract Reference <input type="text"/>	Price Suppressed on Req/PO * <input type="text" value="No"/>	
External reference <input type="text" value="Free text field. Add any extern..."/>			

The Settings popup is specific to the selected product line and has some fields that are populated from the Purchasing defaults that were set the first time you used the Purchasing screen. Some of these defaults may need to be changed, such as Procurement Governance. All fields should be checked and the details entered or edited as appropriate. The Supplier and External reference details will need to be added.

3. Click Additional information

Quantity	Unit	Price	Currency	Currency amou...	Funds check
3	EA	10.00	GBP	30.00	

Total amount: **GBP 30.00**



The additional information popup opens.

Account	Cost centre	Legal entity	Tax code	Percentage	Amount	Funds check
* Books A40014	*** Commissi... 10000	*** Shropshir... SC01	*** VAT Purc... P2	100	30.00	

Split cost ? Delete 100.00 30.00

Done Apply cost categories to all lines ?

The Additional information popup has two tabs:

- **Cost categories** – which contains the GL Analysis for the selected product line
 - **Account** – is the product Account Code. The Product group is displayed in the field and the Account Code is displayed below it
 - **Cost Centre** - enter the Cost Centre here if you are ordering for just a single department. See below for entering multiple Cost Centres
 - **Legal entity** – defaults to the user logged in. If the user has access to multiple Legal entities, this can be changed
 - **Tax Code** – select the relevant Tax code
 - **Percentage** – displays the percentage of the payment relating to the selected Cost Centre. See below for entering percentages for multiple Cost Centres
 - **Amount** – reflects the percentage of the requisition total cost to be attributed to the Cost Centre selected
 - **Funds check** – is where a warning appears if the order value exceeds 90% of the remaining budget for the Cost Centre/Account Code.

	Funds check warnings can be ignored by both the Requisitioner and the Approver as additional budget may be in the process of being added or may be added later.
--	---

- **Product text** – is an area where additional information about the product being ordered can be added as clarification such as size or colour.

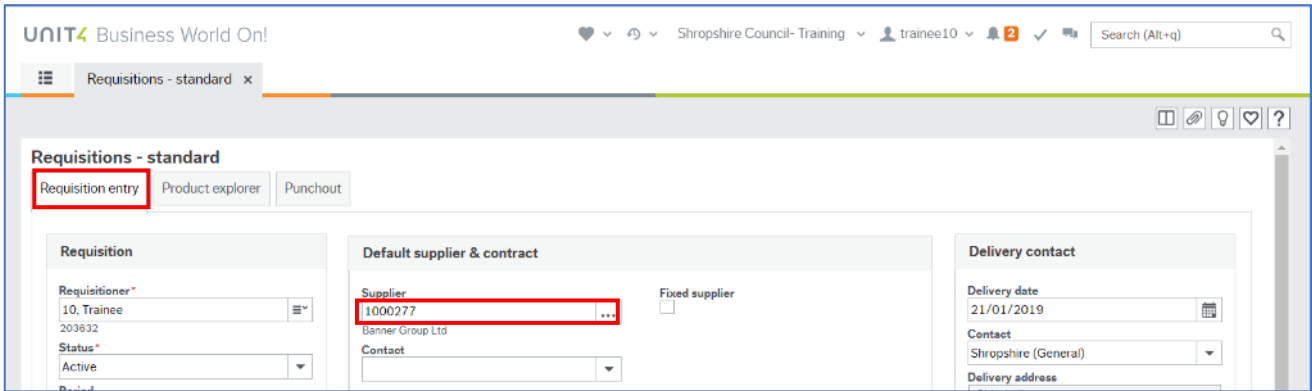
4.3. New Requisition via Punchout

Punchout is how you gain access to a supplier’s catalogue to add products directly from their catalogue to a requisition. The catalogue is accessed using the Standard requisition screen, rather than the Purchasing screen.




1. Navigate to **Procurement** → **Requisitions** → **Requisitions - standard**

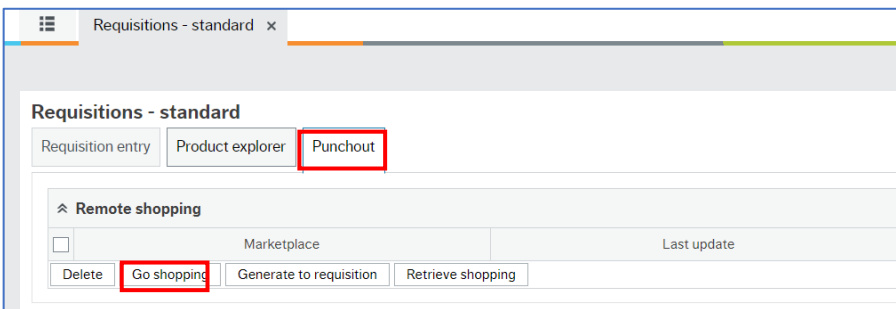
The **Requisitions – standard** screen opens with the **Requisition entry** tab active.



2. **Supplier** – select **Banner Group Ltd** using type ahead or the lookup.

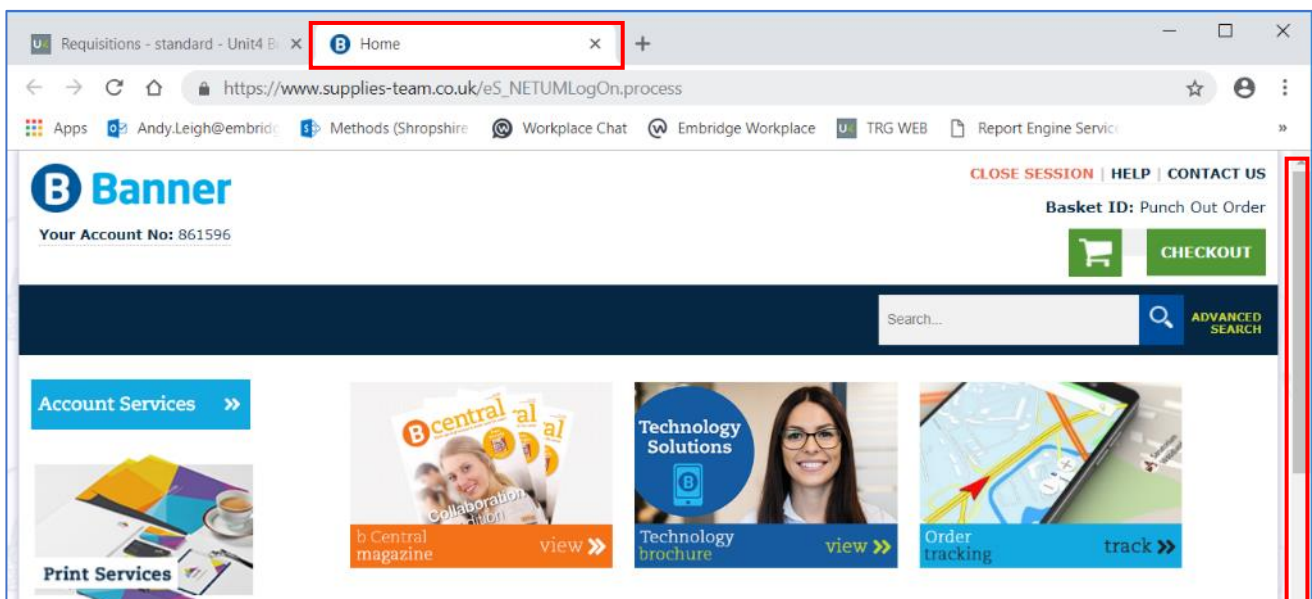
 Although there is currently only one Punchout catalogue, it is necessary to select the supplier whose catalogue you want to open.

3. Select the **Punchout** tab



4. Click **Go shopping**

The **Banner Catalogue** opens in a new browser tab called **Home**.



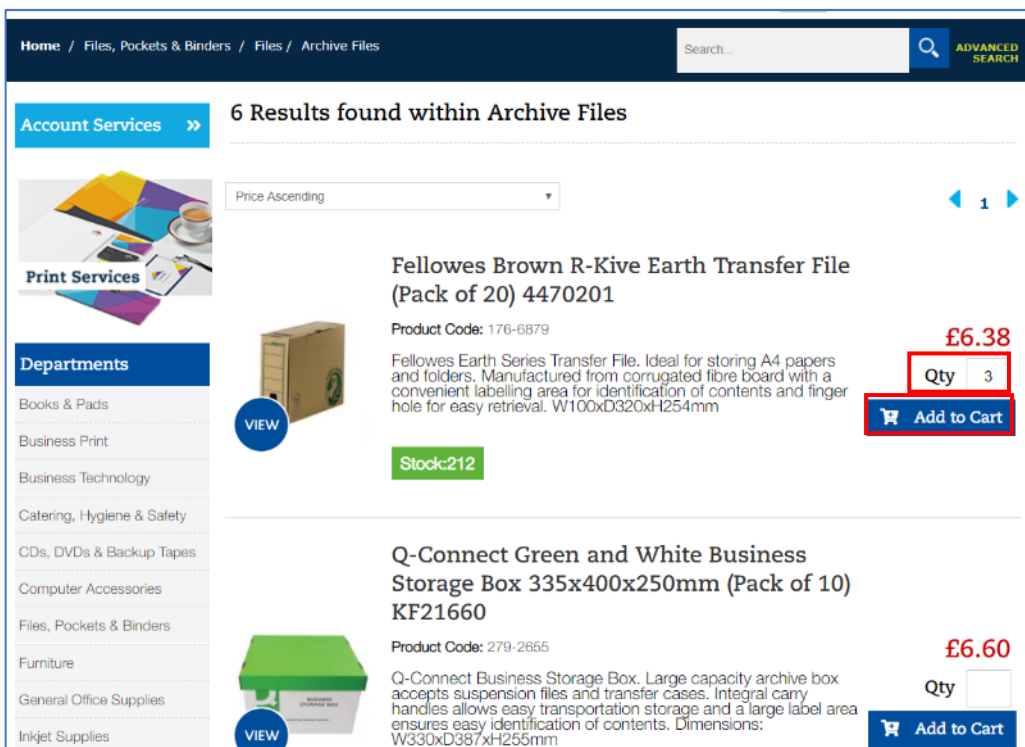


5. Scroll down the page to see the product filters



Products can be filtered by department from the left hand menu or the centre grid.

6. Navigate to the required department product list



7. Enter the Qty

8. Click **Add to Cart**

A popup will tell you the cart has been updated.





9. When all products have been added to the cart, click **Checkout**

Del	Line Description	Code	In Stock	Last Updated	Qty	Price	Total
<input type="checkbox"/>	1 Fellowes Brown R-Kive Earth Transfer-r File (Pack of 20) 4470201	176-6879	212	Dec 12 2018 08:03:23	3	£6.38	£19.14

Sub-Total: **£19.14**

The basket will be displayed with options to:

- **Del** – delete product lines
- **Qty** – change the quantity to be ordered
- **Update Basket** – update the basket to reflect deletions and changes of quantity
- **Continue Shopping** – returns you to the catalogue

10. Click **Continue>>** this confirms the basket

Banner | CLOSE SESSION | HELP | CONTACT US
Basket ID: Punch Out Order

Your Account No: 861596 | 1 Lines | £ 19.14 excl. VAT | CHECKOUT

Search... | ADVANCED SEARCH

Optimise Basket

Optimise	Description	Code	In Stock	Qty	Price	Saving
✓	Fellowes Brown R-Kive Earth Transfer File (Pack of 20) 4470201	176-6879	212	3	£ 6.38	€ 7.04

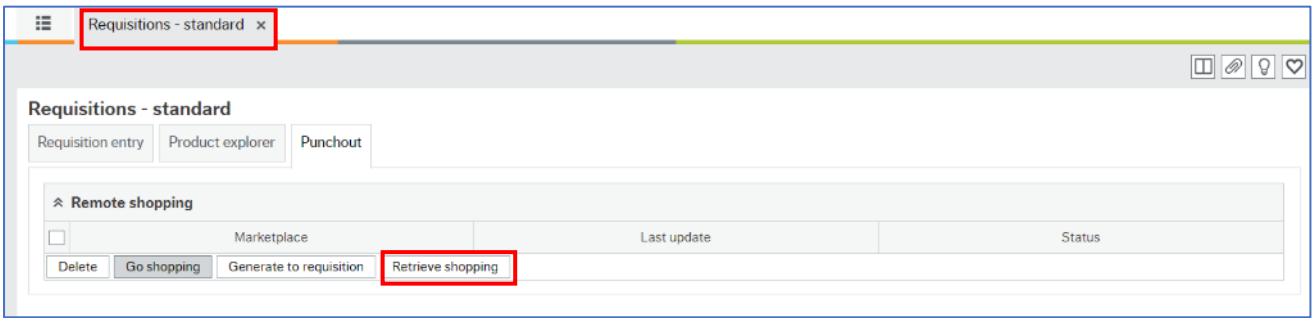
Sub-Total: **£ 19.14**
€ 21.13

Go Back | **Proceed to Checkout >>**

11. Click **Proceed to Checkout>>**

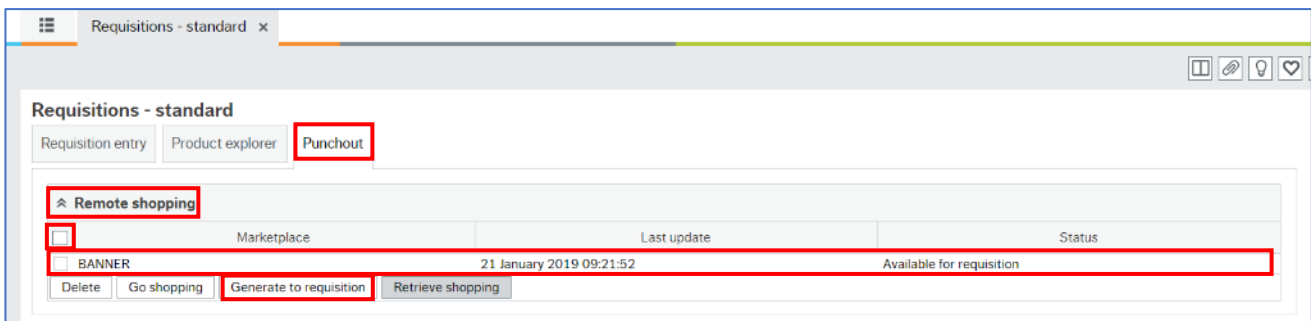


The Banner catalogue closes and returns to the **Requisition – standard** screen.



12. Click Retrieve shopping

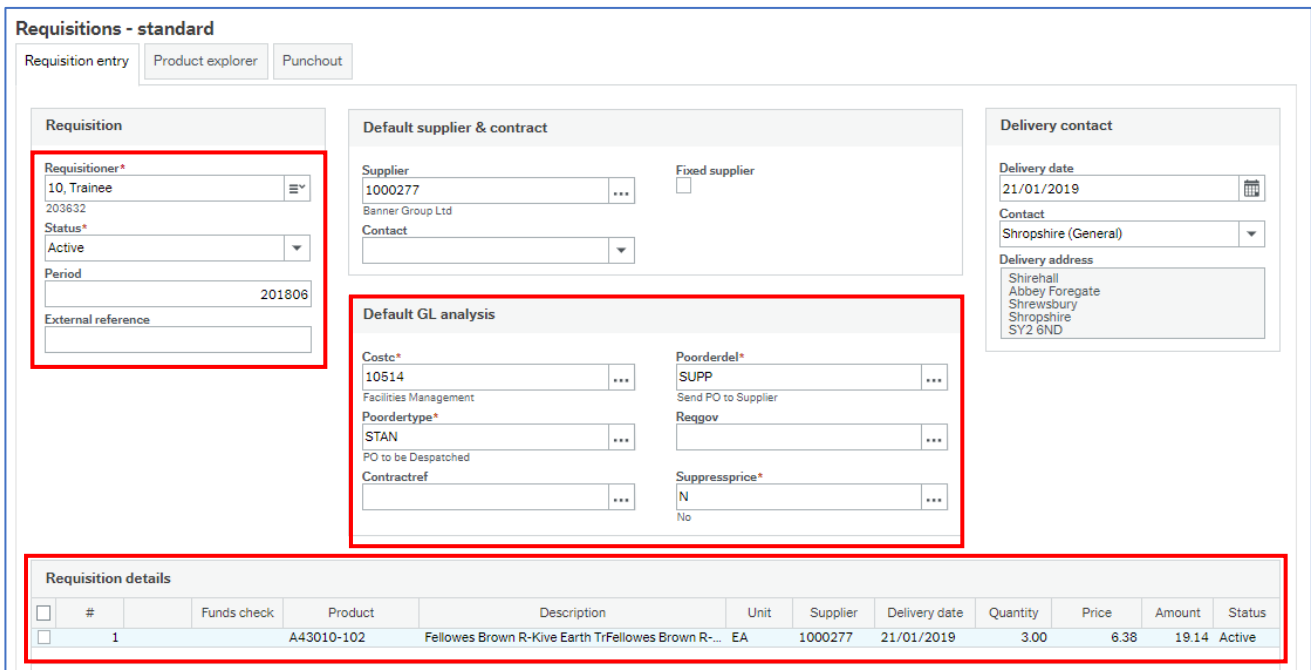
All of the lines from the shopping basket will appear in the **Remote shopping** section of the **Punchout** tab.



13. Select the products to be added to the requisition by selecting the individual lines or selecting the check box at the top of the list to select all lines

14. Click Generate to requisition

The **Requisition entry** tab opens.



The mandatory fields have been populated and all product lines added to the **Requisition details** section.



The product lines can be amended by clicking on the line and making the required adjustments in the editable fields.

15. Click on a product line to see the full GL Analysis details in the lower GL Analysis section

Requisition details													
<input type="checkbox"/>	#	Funds check	Product	Description	Unit	Supplier	Delivery date	Quantity	Price	Amount	Status		
<input type="checkbox"/>	1	A43010-102	Stationery (Banner)	Fellowes Brown	EA	1000277	21/01/2019	3.00	6.38	19.14	Active	N	
										19.14			
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Reset"/> <input type="button" value="Park"/> <input type="button" value="Close"/> <input type="button" value="Search kits"/> <input type="button" value="Kit components"/> <input type="button" value="Go shopping"/> <input type="button" value="Generate to requisition"/>													
GL Analysis													
<input type="checkbox"/>	#	Funds check	Account	Costc	Cat7	Tax code	Tax system	Percentage	Amount				
<input type="checkbox"/>	1	A43010	Stationery	10514	SC01	P1		100.00	19.14				
										100.00	19.14		
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Open"/> <input type="button" value="Print preview"/> <input type="button" value="Export"/> <input type="button" value="Log book"/> <input type="button" value="Copy requisition"/> <input type="button" value="Start from template"/> <input type="button" value="Save as template"/> <input type="button" value="More actions"/>													

16. Click **Save** to send the requisition for approval.

4.4. Guidance for Key Product Types

The table below gives further guidance for specific product types.

Type of Good / Service	Required Action
Stationery	Use Supplier Banner through Punchout on Unit4.
IT Equipment	There will be a selection of Laptops, Tablets and Monitors included as Products on Business World with images. These will all go for Technical approval with IT.
Furniture	<p>Before attempting to Order any Furniture on Business World, the requisitioner must register on Warp-It:</p> <p>https://www.warp-it.co.uk/company/shropshirecouncil</p> <p>to see if the item is available there. Warp-It will show any available furniture in the Council that can be provided free of charge. If the item is not on Warp-It and the user places a requisition for furniture, it will be directed to Simon Maceachen (Accommodation Logistics Officer) to approve/reject the requisition before it goes to the Budget Manager.</p>
Agency Staff	All Agency Staff requests are currently done via the Matrix portal and this will remain the same.
Internal Services	Orders for internal Council Services such as Room Hire or Printing Services, will be placed in the same way they currently are but Internal Products will be added to Business World soon.
Mobile Phones	These will need to be ordered through IT, as they currently are. There is guidance on the intranet for how to do this.

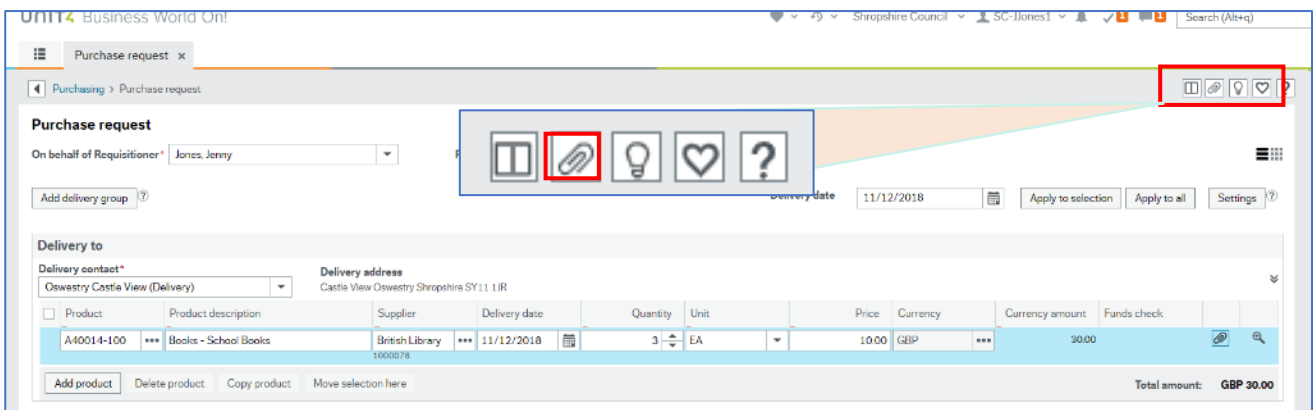


5. Attachments

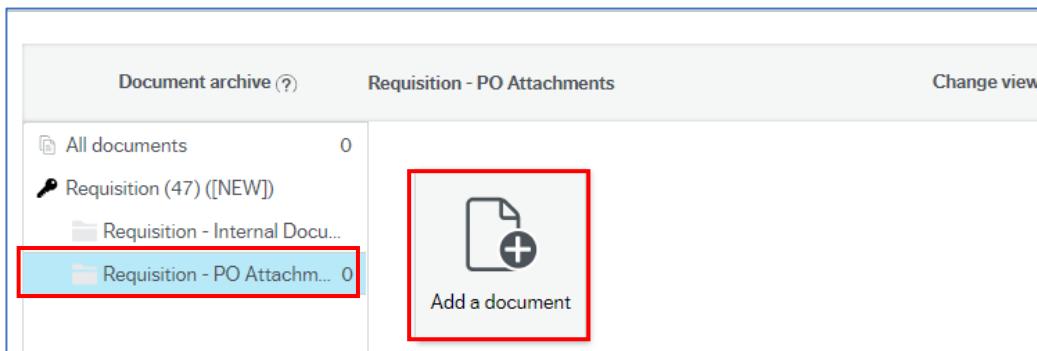
You can add attachments to a requisition – for example a detailed specification for some maintenance work. Attachments can be added to individual lines or at the header level. At line level, the attachment will always go to the supplier. When you attach a document to a line it will always be sent to the supplier with the PO. When you attach a document at the header level, there are two options available:

- **Requisition – Internal Documents.** This is a document that is only attached to the Requisition and will only be seen by internal personnel.
- **Requisition – PO Attachments.** This document will be sent to the supplier with the PO.

5.1.1 Adding Attachments to the Header



1. Click **Open documents** – the paperclip icon at the top of the page

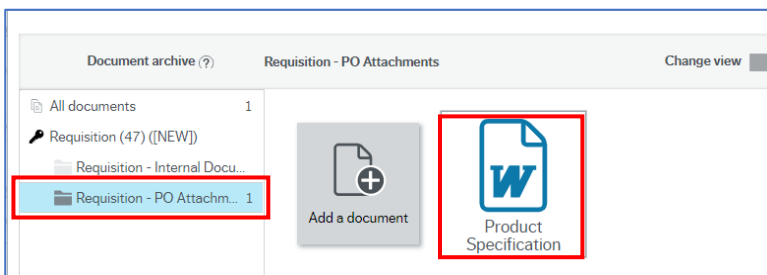


2. Select the required document option for internal or external document
3. Click **Attach a document**

The **Add a document** popup will open.



- **Document type** – is the selection made in the menu on the left, but it can be changed using the drop-down
 - **File name** – click Upload and navigate to the document to be added
 - **Document title** – populates from the document properties
 - **Document description** – can be added to give further details about the document contents
4. Click **Save**



The attached document(s) can be seen in the Open documents popup for the type selected.

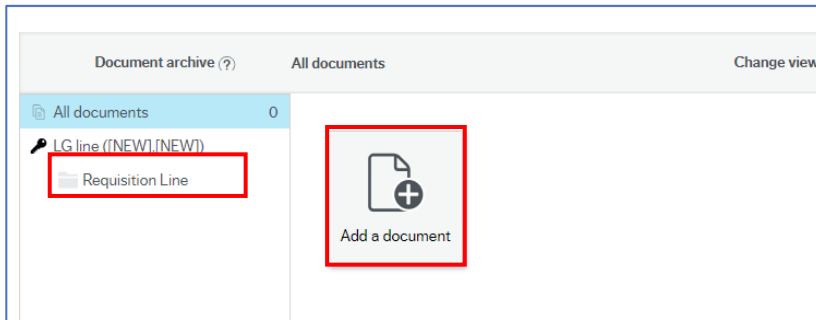
5. Select **All documents** in the menu to see the attached documents of all types

5.1.2 Adding Attachments to the Line

All documents added to a specific product line will be sent to the supplier with the PO.

1. Click **Open documents** – the paperclip icon on the requisition line

Price	Currency	Currency amount	Funds check
10.00	GBP	30.00	
		Total amount:	GBP 30.00

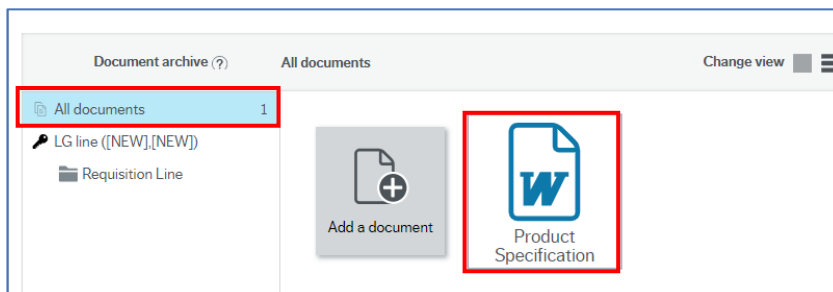


2. Select **Requisition Line**
3. Click **Attach a document**

The **Add a document** popup will open.

- **Document type** – this cannot be changed as it is the only option
- **File name** – click Upload and navigate to the document to be added
- **Document title** – populates from the document properties
- **Document description** – can be added to give further details about the document contents

3. Click **Save**



The attached document(s) can be seen in the Open documents popup for the type selected.



The requisition needs to be saved if you want to see the attachments at line level as it's held against line number which doesn't exist until the requisition is saved, as draft or after it has been submitted form.

6. Workflow Enquiry

Workflow enquiries allow users to see where their requisitions are in the process, what actions have been taken and who took them. They also show the expected workflow for actions yet to be taken.

1. Navigate to **Procurement** → **Requisitions** → **Workflow enquiry – requisitions**

Selection criteria are entered at the top of the screen.

Selection criteria

RequisitionNo. like

Company like ...

Workflow status like ▼

Task owner like ...

Results

Search Detail level ▼

2. Enter your criteria

- **Company like** – this defaults to your legal entity and cannot be changed
- **Workflow status like** – select the status you want to see, this will usually be **Workflow in progress**
- **Task owner like** – if you want to see requisitions awaiting action by someone specific, select their name from the lookup table

3. Click on **Search**

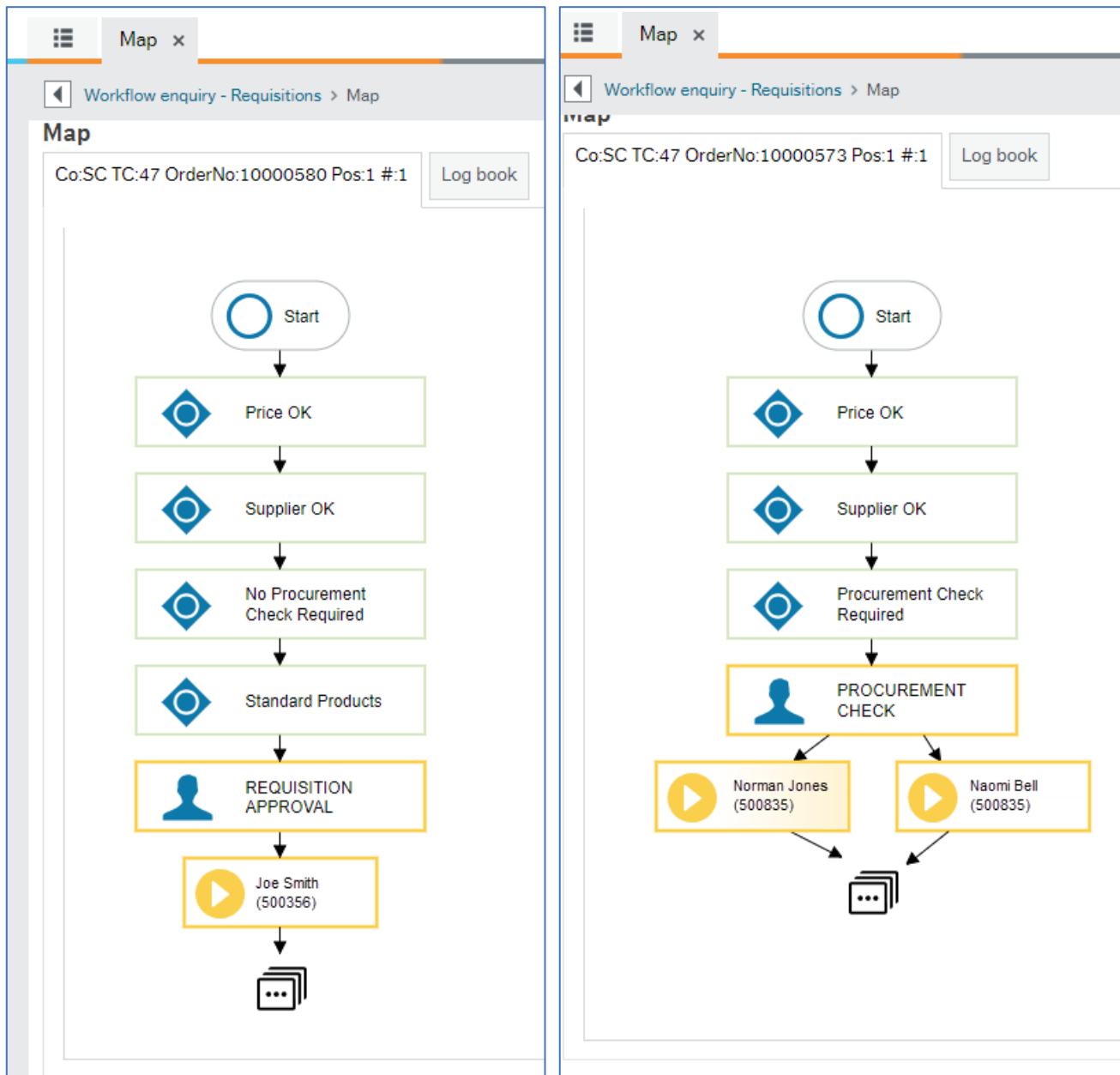
ID	Type	Requisition...	Action	Owner	Status	Req No	Item No	Description	
184	A	Requisition...	Requisition Approval	Deborah Webster	Workflow in progress	10000569	A25005-100	Fire Safety Equipment	
185	A	Requisition...	Requisition Approval	Deborah Webster	Workflow in progress	10000569	A25005-100	Fire Safety Equipment	
Σ1 10000569									
187	A	Requisition...	Requisition Approval	Deborah Webster	Workflow in progress	10000570	Abbie Price	A25005-100	Fire Safety Equipment
188	A	Requisition...	Requisition Approval	Deborah Webster	Workflow in progress	10000570	Abbie Price	A25005-100	Fire Safety Equipment
Σ1 10000570									
190	A	Requisition...	Procurement Check	Nigel Denton	Workflow in progress	10000571	A40014-101	Books - School Books (Non-Council)	
191	A	Requisition...	Procurement Check	Thomas Di donato	Workflow in progress	10000571	A40014-101	Books - School Books (Non-Council)	
Σ1 10000571									
193	A	Requisition...	Procurement Check	Nigel Denton	Workflow in progress	10000573	A40014-100	Books - School Books	
194	A	Requisition...	Procurement Check	Thomas Di donato	Workflow in progress	10000573	A40014-100	Books - School Books	
195	A	Requisition...	Procurement Check	Thomas Di donato	Workflow in progress	10000573	A40014-100	Books - School Books	
196	A	Requisition...	Procurement Check	Nigel Denton	Workflow in progress	10000573	A40014-100	Books - School Books	
Σ1 10000573									
198	A	Requisition...	Price Required	Jenny Jones	Workflow in progress	10000577	A40014-100	Books - School Books	
Σ1 10000577									
200	A	Requisition...	Procurement Check	Nigel Denton	Workflow in progress	10000578	A40014-100	Books - School Books	
201	A	Requisition...	Procurement Check	Thomas Di donato	Workflow in progress	10000578	A40014-100	Books - School Books	
Σ1 10000578									
203	A	Requisition...	Requisition Approval	Zoe Marsh	Workflow in progress	10000579	A25005-100	Fire Safety Equipment	
Σ1 10000579									
205	A	Requisition...	Requisition Approval	Zoe Marsh	Workflow in progress	10000580	A25005-100	Fire Safety Equipment	

4. Click on **Workflow in progress** for the required requisition

The Workflow Map opens

6.1. Workflow Map

The workflow map will show the path the requisition is expected to take, depending on the type of product and the value.



The system carries out checks to determine the route to be followed:

- **Price OK** – does each line have a price?
 - If **Yes**, go to the next step
 - If **No**, send **Price required** task to requisitioner
- **Supplier OK** – if the product has a preferred supplier was it selected?
 - If **Yes**, go to the next step
 - If **No**, send to **Procurement** for approval
- **(No) Procurement Check Required** – some products require Procurement approval



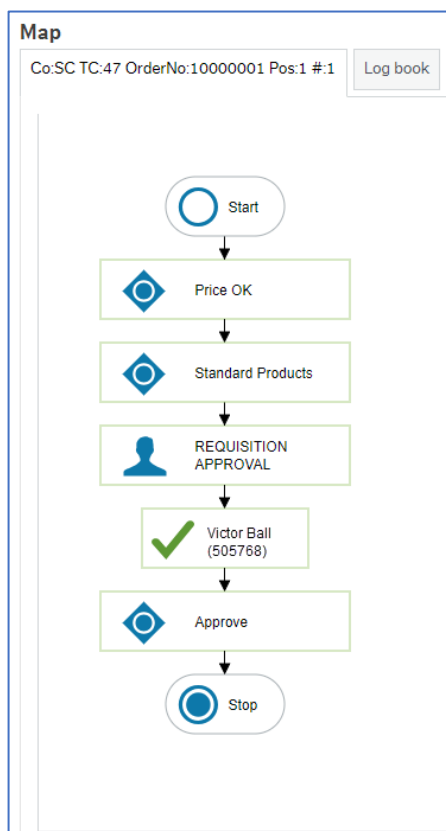
- If **Yes**, go to procurement team for **Procurement Check**
- If **No**, go to the next step
- **Standard Products** – is it for standard products?
 - If **Yes**, go to the next step
 - If **No**, send for **Technical Approval**, this applies to IT and Furniture products
- **Requisition Approval** – if the requisition requires either **Procurement** or **Technical approval**, this step would say **Technical Approval**, which always comes before financial approval
- **Joe Smith** – is the name of the person the requisition has been sent to for approval. This may be a row of names in individual boxes where anybody in a team can respond.
- The last icon indicates there will be more to follow depending on the approval decision

All steps are colour coded:

- **Grey** – step not reached
- **Green** – step completed as positive - Approved
- **Red** – step completed as negative – Rejected
- **Yellow** – solid means it is available for action. This may change to dotted when it is no longer available because one person in the team has actioned it already

If a task has not been actioned after 3 working days it will be escalated to your Line Manager.

Below is a completed requisition workflow map.

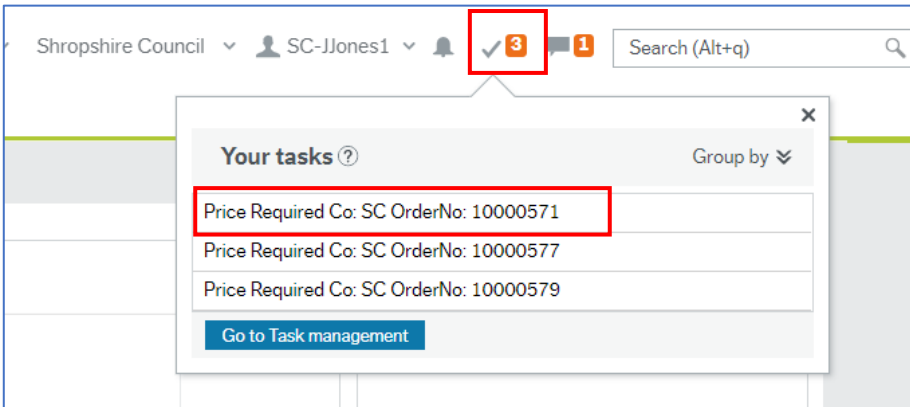


7. Tasks

7.1. Price Required Task

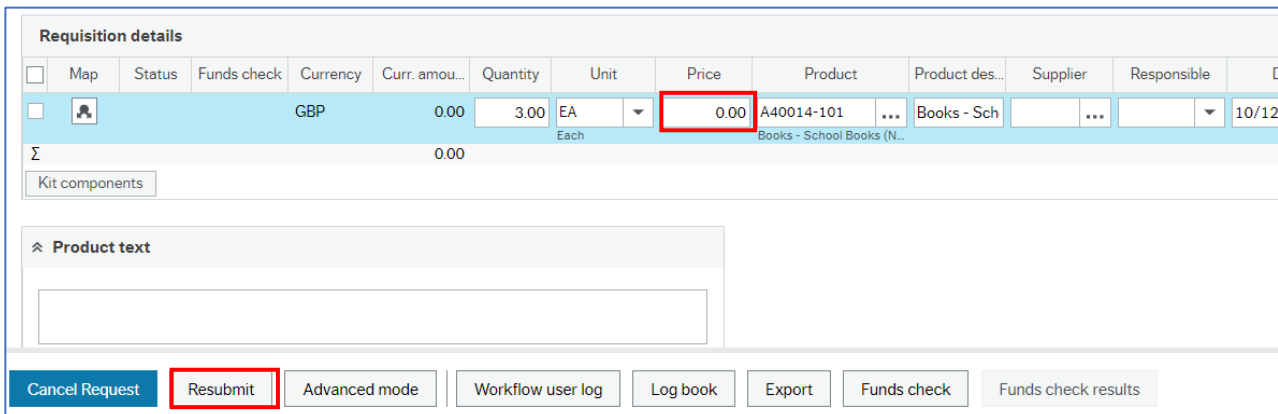
If a requisition enters workflow without a price the requisitioner will receive a Price required task.

1. Click **Tasks**



You can click an individual line to open a specific task or you can click **Go to Task management** to open the task manager with all tasks available.

2. Click the required task



3. Enter the **Price**

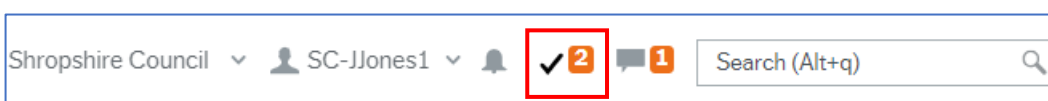
4. Press **Tab** on the keyboard

5. Click **Resubmit**

The **Success** popup will open.

6. Click **OK**

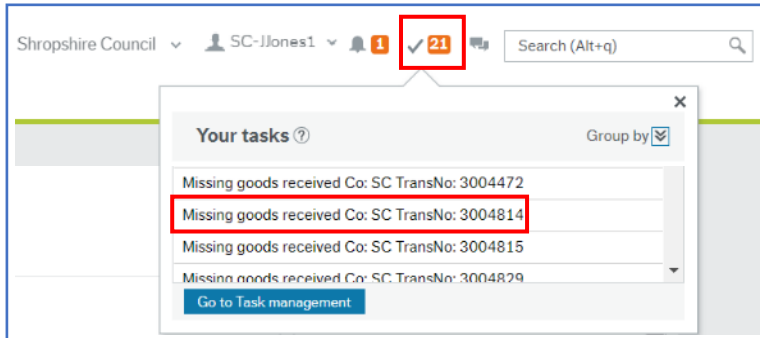
The number of outstanding Tasks is reduced.



7.2. Missing Goods Received Task

If an invoice is registered before the goods receipt, the requisitioner receives a **Missing goods received** task.

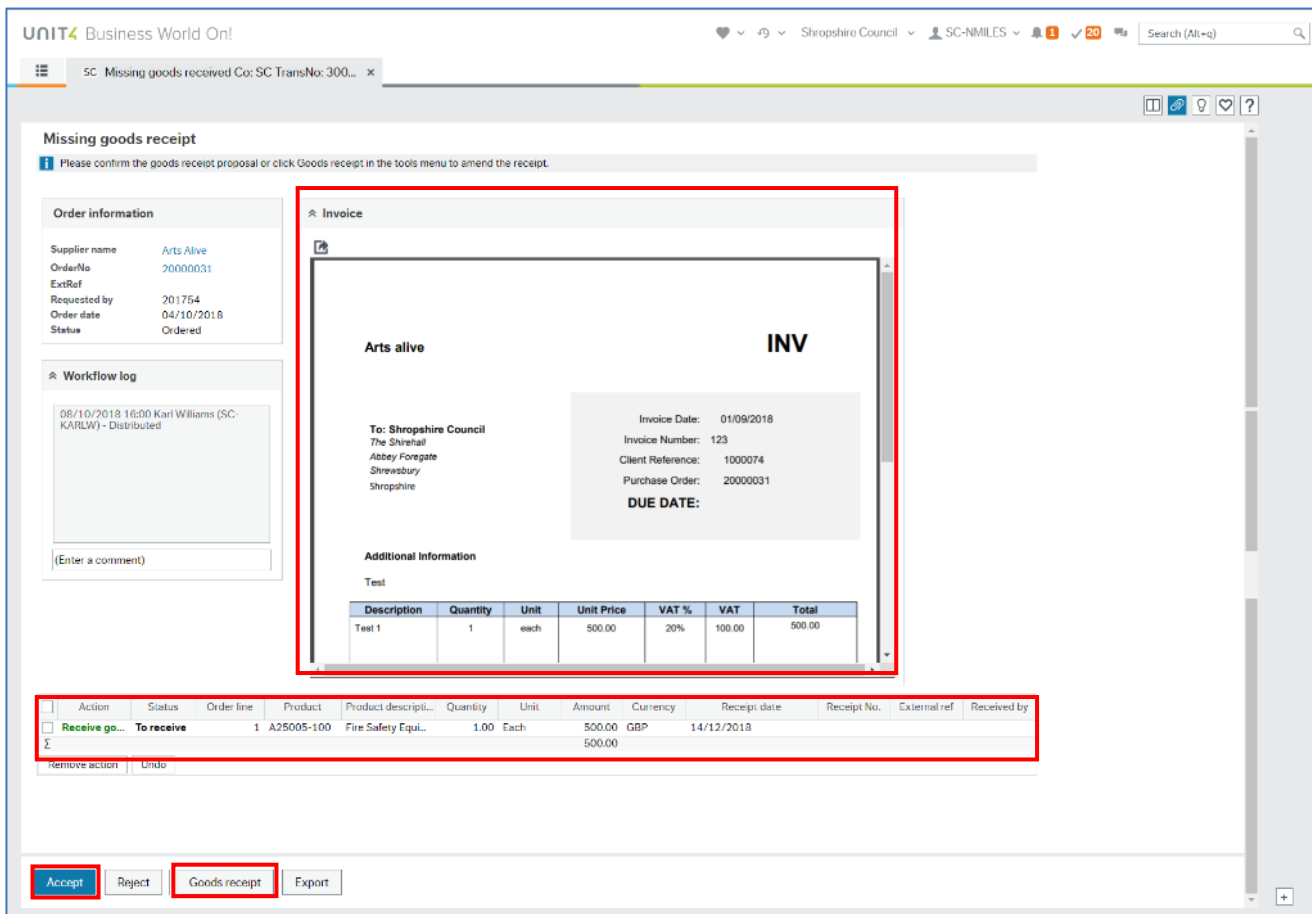
1. Click **Tasks**



You can click an individual line to open a specific task or you can click **Go to Task management** to open the task manager with all tasks available.

7.2.1 Missing Goods Received Task

2. Click the required task



The **Missing goods receipt** screen opens. This displays an image of the registered invoice which can be compared to the PO product line(s).

3. Click **Accept** to fully receipt the selected lines and the screen becomes blank or

4. Click **Goods receipt** to open the **Goods receipt** screen and carry out the goods receipt process.

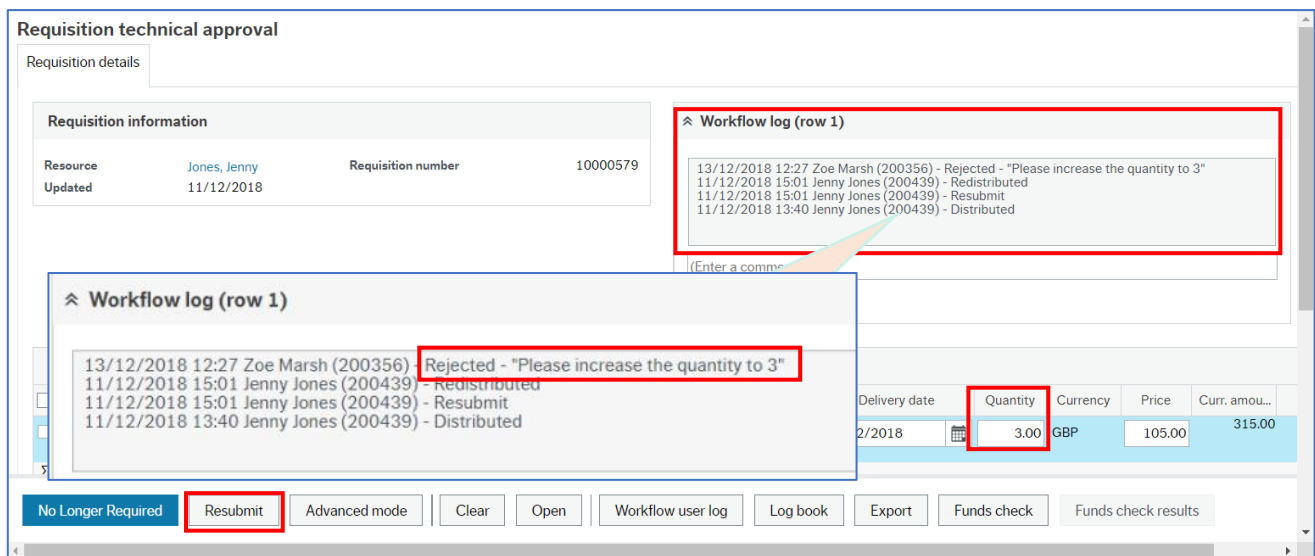
The number of outstanding Tasks is reduced.



7.3. Rejected Requisition Task

Requisitions may be rejected for many reasons, but rejected doesn't necessarily mean No. It may be to use another supplier, change the quantity, change the price, attach the missing documents. Only the originator can amend or close a requisition.

1. Click the required task



2. Read the **Workflow Log**. Rejected requisitions must always have a reason entered:

- Click **No Longer Required** if the requisition, or product line, is to be cancelled or
- Enter the changes and click **Resubmit**

The Success popup will open.

3. Click **OK**

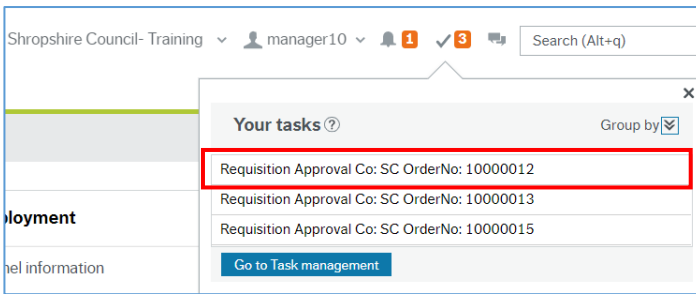
The number of outstanding Tasks is reduced.



7.4. Approval Tasks

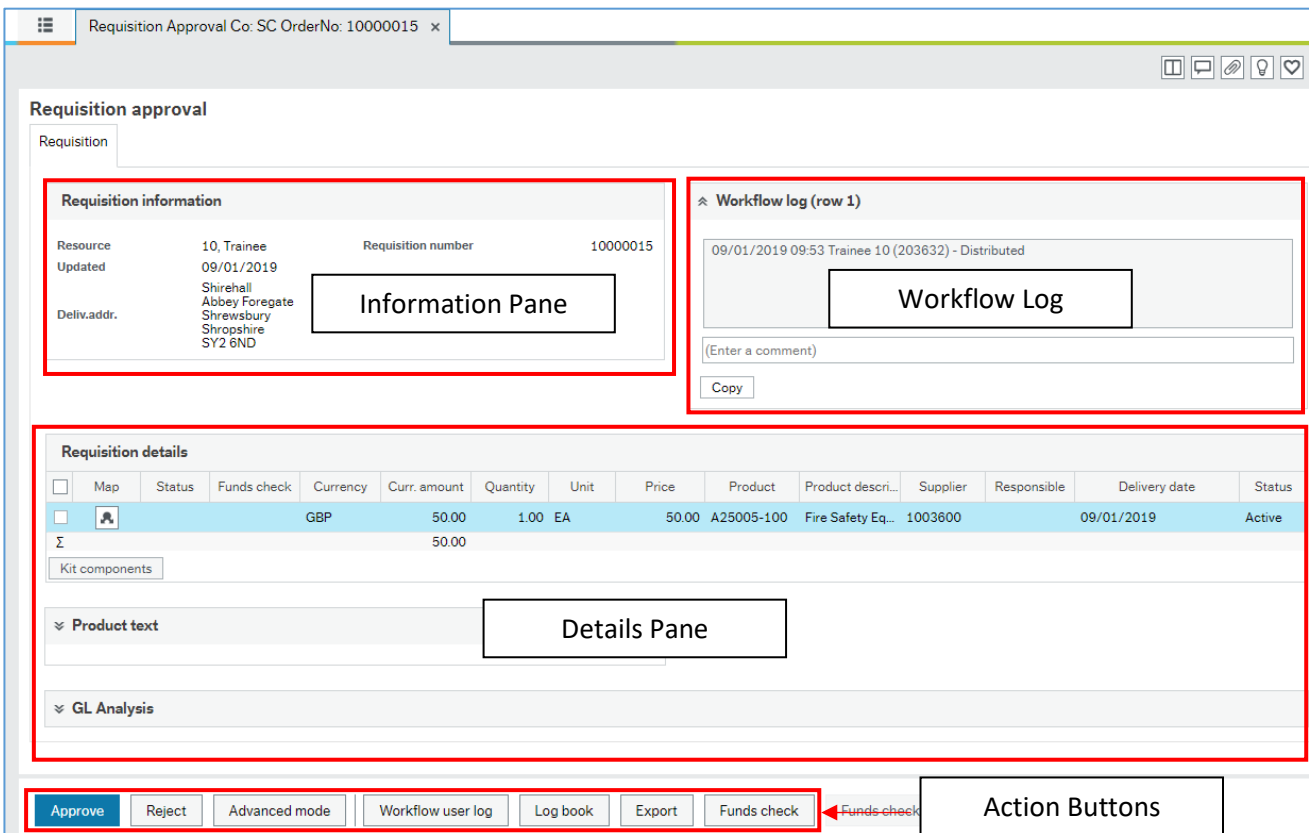
An approver can action a task in either of the two ways detailed above. Whatever type of approval is required, the actions available work in the same way.

1. Click **Tasks**



2. Select the task to be actioned

The approval screen opens.



The Approval Task screen has four distinct areas:

- **Information Pane** – displays header information about the task
- **Workflow Log** – displays the record of actions in workflow for the task and any comments entered at each stage
- **Details Pane** – displays the record details of what the approval is being requested for
- **Action Buttons** – these will always include a version of Accept and Reject, and may have other options depending on the type of approval.

7.4.1 Information Pane

The Information Pane displays the main details about what the approval is for. In this example it shows which customer record is to be added.



Requisition information			
Resource	10, Trainee	Requisition number	10000015
Updated	09/01/2019		
Deliv.addr.	Shirehall Abbey Foregate Shrewsbury Shropshire SY2 6ND		

7.4.2 Workflow Log

The Workflow Log shows how the record has progressed through workflow with the details of who has actioned items and comments that have been added

Workflow log (row 1)

09/01/2019 09:53 Trainee 10 (203632) - Distributed

(Enter a comment)

Copy

Negative actions must always have a comment added in the Workflow Log.

7.4.3 Details Pane

The Details Pane shows the full details for which the approval is being requested. For different types of approvals this may include multiple sections.

Requisition details														
<input type="checkbox"/>	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product	Product descri...	Supplier	Responsible	Delivery date	Status
<input type="checkbox"/>				GBP	50.00	1.00	EA	50.00	A25005-100	Fire Safety Eq...	1003600		09/01/2019	Active
					Σ			50.00						
Kit components														
Product text														
<input type="text"/>														
GL Analysis														
<input type="checkbox"/>	Map	Status	Funds check	Account	Costc	Cat7	Tax code	Tax system	Percentage	Amount				
<input type="checkbox"/>				A25005	10514	SC01	0			100.00	50.00			
										Σ	100.00	50.00		

The Action Buttons available on an approval screen will depend on the type of record, but the basic actions available to an approver will always have options to Approve (positive action) or Reject (negative action) the task, but they may have different names.

Approve | Reject | Advanced mode | Workflow user log | Log book | Export | Funds check



In the case of a new customer request, the following applies:

- **Approve** - this is a positive action and will result in the record being created and the originator being informed that the customer record is available for use
- **Reject** - this is a negative action and will create a task for the originator asking them to add the missing information. This may be a business requirement that is not actually a system mandatory requirement such as a customer email address
- **Advanced Mode** – displays the first three buttons in a different area of the screen. It is not used
- **Approve** - this is a positive action and will result in the record being created and the originator being informed that the customer record is available for use
- **Workflow user log** – opens the workflow comments log in a popup
- **Log book** – this is a summary of the Workflow log but without the Comments
- **Export** – this produces a report that could be printed
- **Funds check** – produces a warning if the requisition is likely to exceed 90% of the available budget



8. Goods Receipting

When you order goods or services in BW you should complete the Goods Receipt when the products are received.

If a Goods Receipt is not completed, 3-way matching cannot be completed, so the invoice will not be paid. You can part receipt and you can cancel the rest of the order to prevent further payment. You are Goods Receipting a Purchase Order. You can goods receipt before the invoice arrives or you can do it afterwards. If the invoice is registered first, you will receive a task showing an image of the invoice and requesting you to complete the receipt.

8.1. Receipting Goods

8.1.1 Enter a Goods Receipt

1. Navigate to **Procurement** → **Purchase Orders** → **Goods Receipt**

The screenshot shows the 'Goods receipt' form with the following fields:

- Order information:** Order number (20000391), Order status, Supplier.
- References:** Requested by, External reference.
- Delivery:** Delivery date, Delivery time.

2. Enter the PO number using type ahead or the lookup
3. Press **[Tab]**

The screenshot shows the 'Order details' table with the following data:

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	Reason code
1	A25005-100	Fire Safety Equipment	A25005-100	Fire Safety Equipm...	2.00	210.00	0.00	0.00	EA	105.00	<input type="checkbox"/>	
					Σ	2.00	0.00	0.00				

The 'Qty. received' field is highlighted with a red box.

4. Review / edit the product line:



- **Order qty** – is the total number of products ordered
 - **Previously received** – is the number of items already entered as a goods receipt
 - **Qty received** – enter the number of items to be received on this occasion. This cannot be greater than the **Order qty** minus **Previously received** but it can be less, which allows for partial delivery
 - **Rest cancelled** – can be selected for a partial delivery where the remainder is no longer required. This releases the committed funds back into the relevant budget and adjusts the PO values to prevent over paying an invoice
 - **Reason code** – if Rest cancelled is selected, a reason for the cancellation must be selected from the drop-down
5. For a multi-line order, you can:
- Check the delivery against each line
 - Select all lines where the received quantity is the outstanding balance for the lines
 - Click **Goods received**

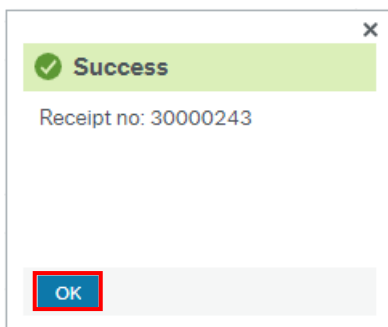
This performs the **Order qty** minus **Previously received** calculation and enters the balance in the **Qty received** field for each selected line

Order details										
<input checked="" type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit
<input checked="" type="checkbox"/>	1	A25000-100	Physically Attached Fixtures & Fittin...	A25000-1...	Physically Attached Fixtures & Fittin...	10.00	1,000.00	9.00	1.00	EA
<input checked="" type="checkbox"/>	2	A25005-100	Fire Safety Equipment	A25005-1...	Fire Safety Equipment	10.00	1,000.00	9.00	1.00	EA
						Σ	20.00	18.00	2.00	

Buttons: Add, Set received to zero, **Goods received**, Rest cancelled, Delete, Batch and serial information

6. Click on **Save**

A success popup opens with the Receipt number. This number is not required.



7. Click **OK**



8.2. Receipting Call-off Orders

Call-off orders are receipted in the same Goods receipt screen as goods orders.

1. Navigate to **Procurement** → **Purchase Orders** → **Goods Receipt**

The screenshot shows the 'Goods receipt' screen. The 'Order information' section contains the following fields:

- Order number:** 2000394 (highlighted in red)
- Order status:** Ordered
- Supplier:** Allied Healthcare Group Ltd

The 'References' section contains:

- Requested by:** Jenny Jones
- External reference:** (empty)

The 'Delivery' section contains:

- Delivery date:** 14/12/2018
- Delivery time:** 00:00

2. Enter the PO number using type ahead or the lookup
3. Press **[Tab]**

The screenshot shows the 'Order details' table. The first row is highlighted in blue and has a red box around it. The data in this row is:

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	Reason code
1	A44006-100	Consultancy Services	A44006-100	Consultancy Servi...	2,300.00	2,300.00	0.00	0.00	EA	1.00	<input type="checkbox"/>	
Σ					2,300.00		0.00	0.00				

Below the table, there are buttons: **Save**, **Clear**, **Workflow user log**, **Export**, and **Log book**.

4. Review / edit the product line:

- **Order qty** – is actually the total value of the order, while the Unit price is entered as 1. This is because all receipting is entered by Quantity.
- **Previously received** – is the number of items already entered as a goods receipt
- **Qty received** – enter the number of items to be received on this occasion. This cannot be greater than the **Order qty** minus **Previously received** but it can be less, which allows for partial delivery
- **Rest cancelled** – can be selected for a partial delivery where the remainder is no longer required. This releases the committed funds back into the relevant budget and adjusts the PO values to prevent over paying an invoice



- **Reason code** – if Rest cancelled is selected, a reason for the cancellation must be selected from the drop-down
5. For a multi-line order, you can:
- Check the delivery against each line
 - Select all lines where the received quantity is the outstanding balance for the lines
 - Click **Goods received**

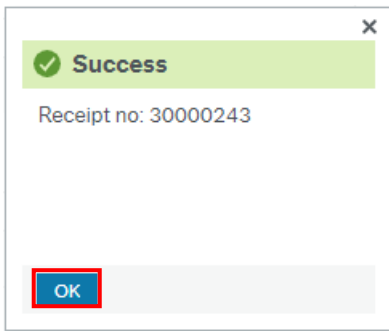
This performs the **Order qty** minus **Previously received** calculation and enters the balance in the **Qty received** field for each selected line

Order details										
<input checked="" type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit
<input checked="" type="checkbox"/>	1	A25000-100	Physically Attached Fixtures & Fittin...	A25000-1...	Physically Attached Fixtures & Fittin...	10.00	1,000.00	9.00	1.00	EA
<input checked="" type="checkbox"/>	2	A25005-100	Fire Safety Equipment	A25005-1...	Fire Safety Equipment	10.00	1,000.00	9.00	1.00	EA
Σ						20.00		18.00	2.00	

Buttons: Add | Set received to zero | **Goods received** | Rest cancelled | Delete | Batch and serial information

6. Click on **Save**

A success popup opens with the Receipt number. This number is not required.



7. Click **OK**

8.3. Rest Cancelled Option

Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	Reason code
<input type="checkbox"/> A40045AA-001	Translation service at St Giles Family Centre 30/07/2014	4.00	132.00	4.00	0.00	UN	33.00	<input type="checkbox"/>	
<input checked="" type="checkbox"/> A40045AA-001	Translation service at St Giles Family Centre 04/08/2014	2.00	66.00	1.00	0.00	UN	33.00	<input checked="" type="checkbox"/>	
Furniture									
Σ		6.00		5.00	0.00				

Buttons: Add | Set received to zero | Goods received | Rest cancelled | Delete | Batch and serial information

Where you have estimated an amount on an order and the goods or services come in under that amount it is important to close the purchase order to indicate that there are no more deliveries expected. This performs two functions:

1. The Purchase Order is closed meaning that no further invoices can be paid against the order
2. Any outstanding commitment held against the order will be released back into budget



8.4. Goods Return

The screenshot shows the UNIT4 Agresso interface for a Goods Return. The top navigation bar includes 'UNIT4 Agresso' and a search bar. The main content area is divided into several sections:

- Order information:** Order Num (80000000), Supplier (Office Update), Order status (Ordered).
- References:** Requested by (Lisa Wilkinson), External reference.
- Delivery:** Delivery date (01/12/2014), Delivery time (0).
- Workflow log (row 1):** A large empty area for logging workflow steps, with a 'Copy' button below it.
- Order details:** A table with columns: Order line, Product, Description, Order qty, Previously received, Unit description, Qty returned, Unit price, No replacement expected, Reason code, and Ware. The table contains one row with the following data:

Order line	Product	Description	Order qty	Previously received	Unit description	Qty returned	Unit price	No replacement expected	Reason code	Ware
1	A40048AA-001	41GRANTHAM 600196606	1.00	1.00	1.00 Unit	1.00	49.04	<input type="checkbox"/>		
Σ			1.00	1.00		0.00				

At the bottom of the form, there are buttons for 'Save', 'Clear', 'Workflow user log', 'Export', and 'Log book'. The 'Save' button is highlighted with a red box.

If you have receipted an order but then decide that the goods are faulty or you are not happy with the service you can do a Goods return. This will prevent payment of the invoice unless it has already been paid, in which case the supplier will provide a Credit Note.

1. Navigate to **Procurement** → **Purchase orders** → **Goods return**
2. Enter the Purchase Order number and press **[Tab]**
3. Enter the amount to be returned in the **Qty returned** field and press **[Tab]**
4. Click **Save**



9. Invoice Processing

9.1. Purchase Order Invoices

9.1.1 Invoices for Shropshire council / Marches LEP / Pension Fund

The Supplier will receive the Order which will state that they can send the Invoice electronically in a pdf format to shropshirecouncil.invoices@proactiscapture.com or they can send a paper copy of the invoice to the requisitioner.

If the Supplier sends the invoice directly to Proactis, the invoice will be processed into BW and paid on the due date, if there are no discrepancies.

If the Supplier sends the invoice to the requisitioner, the requisitioner will scan the invoice as a pdf and send the pdf document to shropshirecouncil.invoices@proactiscapture.com. This will then be processed into BW.

9.1.2 Invoices for Star Housing

The Supplier will receive the Order which will state that they can send the Invoice electronically in a pdf format to starhousing.invoices@proactiscapture.com or they can send a paper copy of the invoice to the requisitioner.

If the Supplier sends the invoice directly to Proactis, the invoice will be processed into BW and paid on the due date, if there are no discrepancies.

If the Supplier sends the invoice to the requisitioner, the requisitioner will scan the invoice as a pdf and send the pdf document to starhousing.invoices@proactiscapture.com. This will then be processed into BW.

9.2. Supplier Invoices

9.2.1 Invoices for Shropshire council / Marches LEP / Pension Fund

If an invoice is received which does not relate to a Purchase Order, the Requisitioner **must write the Cost Centre that will incur the cost** on the invoice before they scan it as a pdf and then send the pdf document to shropshirecouncil.invoices@proactiscapture.com. If the supplier does not exist the Requisitioner will have to go through the supplier creation route first.

9.2.2 Invoices for Star Housing

If an invoice is received which does not relate to a Purchase Order, the Requisitioner **must write the Cost Centre that will incur the cost** on the invoice before they scan it as a pdf and then send the pdf document to starhousing.invoices@proactiscapture.com. If the supplier does not exist the Requisitioner will have to go through the supplier creation route first.

9.3. AC1 Form

AC1 forms are used for instances such as:

- When a Grant Payment is made to a supplier and we haven't received an invoice from the Supplier
- When a Sundry Payment would be made

For Grant Payments, once the form is populated by the devolved user, it will need to be saved as a PDF and sent to:

shropshirecouncil.invoices@proactiscapture.com or

starhousing.invoices@proactiscapture.com for Star Housing.

After it has been processed through Proactis by the AP team it will workflow to the authoriser of the Cost Centre to approve in BW.

For Sundry Payments, once the form is populated by the devolved user, it will be sent to the Payments Team. One member of the payments team will enter the payment onto the system, which will be workflowed to a second payments team member to approve and check that the bank details entered are correct. Once this is done it will go to the budget holder for final approval.

9.4. Proactis Guidelines

PDF documents can only be processed if they meet the following criteria:

- PDFs must be 1 PDF to 1 invoice / credit, as each file is treated as a new document
- The PDF must not have security applied, as these cannot be read by the system
- Documents other than invoice / credit related PDF files (for e.g. T&C's, statements) should not be sent to the dedicated email address
- The PDF must be attached to the original email and not embedded as part of a forwarded email
- The dedicated inboxes are not manually monitored and therefore supplier queries or questions etc. will not be dealt with
- It is highly recommended that any scanned PDF documents are of a minimum resolution of 300dpi. This helps to ensure consistent and accurate extraction of data from the images

The PDF file size should be kept as low as possible, typically less than 150KB to reduce the reliance on bandwidth usage and to speed up processing.

The system will not accept any other format of documents such as JPG and TIFF.

As this mailbox is not monitored, any emails that are sent to the mailbox that do not have any attachments or incorrect format will not be returned and will be deleted after 30 days. Senders of emails without valid attachments, will receive a notification informing them of this.



10. New Product Requests

If you have a requirement for a product that is not currently available in BW, you can request that it is added to the Product Master File using the Purchase Product Request form. Forms are used where requests have to be evaluated before data is entered into BW. In the case of new products, the evaluation is carried out by Procurement.

10.1. Purchase Product Request Form

1. Navigate to **Forms** → **Finance** → **Purchase Product Request**

Purchase Product Request

⌵ P2P Product Request Form

Form ID*
[NEW]

Form description*
Carbon Monoxide Detector

New Product Request

New Product Request

Please complete all fields except New Product ID - this is for Procurement to complete once product is created

Name of New Product*
Carbon Monoxide Detector CO-9D

New Product ID
CO1 DETECTOR

Product Group*
Fire Safety Equipment

Preferred Supplier
Unicorn Fire & Safety

Product Setup

Unit*
Each

Purchase Price
17.50

Purchase Tax Code
VAT Purchases (Standard Rate NET)

Amount Use?

Effective Date
01/01/2019

Product Information

Product Hierarchy

UNSPSC Category
Workplace safety equipment and supplies and training mater

Technical Approval*
No Technical Approval Required

ProClass Category
Health & Safety - Products

Reason

Reason*
Required in all rooms where gas boilers are present under the new amendment to regulations governing boilers

Clear Print preview Submit form Save as draft Export

This form has five separate sections to be completed.



10.1.1 P2P Product Request Form Section

- **Form ID*** - the system generates this number when you submit it or save it
- **Form description*** - enter a description to describe what it is for and make it easier to find

10.1.2 New Product Request Section

- **Name of new product*** - enter the product name
- **Product Group*** - press **[Space bar]** to select from the lookup
- **New Product ID** – this is completed by Procurement
- **Preferred Supplier** – enter the supplier name

10.1.3 Product Setup Section

- **Unit*** - press **[Space bar]** to select from the lookup
- **Purchase Price** – enter the purchase price
- **Purchase Tax Code** – press **[Space bar]** to select from the lookup
- **Amount Use?** – leave blank
- **Effective Date** – enter the date the product is wanted

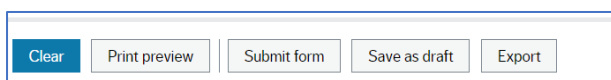
10.1.4 Product Information

- **Product Hierarchy** – this is completed by Procurement
- **UNSPSC Category** – press **[Space bar]** to select from the lookup
- **Technical Approval*** – press **[Space bar]** to select from the lookup
- **ProClass Category** – press **[Space bar]** to select from the lookup. This field is used for reporting purposes

10.1.5 Reason Section

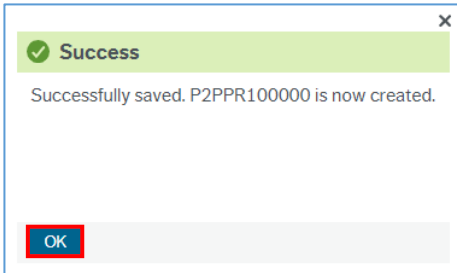
- **Reason** – enter the reason why this product is needed

10.1.6 Action Buttons



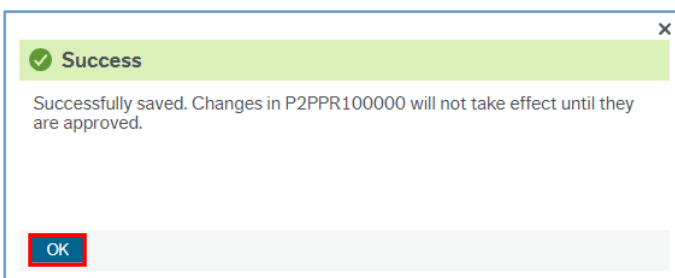
- **Clear** - clears the contents of the form and removes the **Print preview** button
- **Print preview** - provides a view of the printed form; use **[Ctrl] + [P]** to print the form
- **Submit form** - sends the form into workflow for approval
- **Save as draft** – allowing it to be completed later

If you select **Save as draft**, the **Success** popup will open.



1. Take a note of the number as it will be needed to re-open the form
2. Click **OK**

If you select **Submit form**, the **Success** popup will open.



3. Take a note of the number as it will be needed to re-open the form
4. Click **OK**

When the product has been created in the Product Master file the originator is notified by email that the product is available for use.



11. Own Requisitions

A useful enquiry is **Own requisitions** which will:

- Give you access to show open a requisition by clicking on the Requisition number
- Tell you where your requisition is in the purchasing process – Workflow status
- If the status is Finished, the Purchase order number will be present and can be clicked on to open the PO

1. Navigate to **Procurement** → **Requisitions** → **Own requisitions**

#	Requisition	Workflow status (T)	Product	Description	Unit	Ordered	Amount (C)	SupplID (T)	Purchase order	Deliv.date	Contract
1	10000565	Finished	A25005-100	Fire Safety Equipment	EA	2.00	210.00	Unicorn Fire & Safety Solutions	20000391	05/12/2018	
2	10000565	Finished	A40014-106	Books - Other	EA	2.00	10.00	British Library	20000392	05/12/2018	
3	10000565	Finished	A40014-106	Books - Other	EA	2.00	10.00	British Library	20000392	05/12/2018	
Σ1	10000565						230.00				
5	10000566	Finished	A25005-100	Fire Safety Equipment	EA	2.00	210.00	Unicorn Fire & Safety Solutions	20000393	05/12/2018	
Σ1	10000566						210.00				
7	10000567	Workflow in prog...	A25005-100	Fire Safety Equipment	EA	3.00	315.00	Unicorn Fire & Safety Solutions		07/12/2018	
Σ1	10000567						315.00				
9	10000568	Workflow in prog...	A40014-106	Books - Other	EA	2.00	24.00	Unicorn Fire & Safety Solutions		07/12/2018	
Σ1	10000568						24.00				
11	10000569	Workflow in prog...	A25005-100	Fire Safety Equipment	EA	2.00	210.00	Unicorn Fire & Safety Solutions		07/12/2018	
12	10000569	Aborted	A40014-102	Books - Library books for Ad...	EA	1.00	13.00	Unicorn Fire & Safety Solutions		07/12/2018	
13	10000569	Aborted	A40014-102	Books - Library books for Ad...	EA	2.00	24.00	Unicorn Fire & Safety Solutions		07/12/2018	
Σ1	10000569						247.00				
15	10000571	Workflow in prog...	A40014-101	Books - School Books (Non-	FA	3.00	30.00	British Library		10/12/2018	

2. Click on the **Rows per page** drop-down and select a larger number

11.1. Your Purchases

Step	State	Last updated	Updated by
Requisition	✓ Transferred	01/12/2014 08:40	LGAB
Purchase order	✓ Sent	01/12/2014 08:44	
Goods receipt	⌚ Partially received	01/12/2014 09:23	LGJW
Invoice			

Another useful enquiry is called **Your purchases**. This shows you the complete lifecycle of your orders. In the above example you can see that the top Purchase Order is highlighted in blue on the left and the details are shown on the right-hand side. This requisition has been raised, approved, been converted to a Purchase Order, has been part received and no invoice has been registered against it.

12. New Supplier Request

If you have a requirement to use a supplier that is not currently available in BW, you can request that it is added to the Supplier Master File using the Supplier screen. When saved, the request is workflowed to Procurement for assessment and approval.

12.1. Supplier Request Process

If you have identified a good/service that you wish to purchase from a supplier, you will first need to check if the supplier currently exists on the system by going to Procurement>Supplier Information>Suppliers and then type in your Supplier name in the Lookup box to see if it exists. If the supplier does not exist on the system, you should liaise with Procurement on procurement@shropshire.gov.uk to ascertain whether you can purchase the specified goods/services from this new supplier. Procurement will either confirm that this is OK, or they may advise you to use another supplier that the Council has a corporate contract with and is currently on the system that will be able to provide this type of good/service.

If Procurement recommend a corporate supplier instead, then the user can go straight to the requisitioning/ordering stage and place an order with the recommended supplier.

If Procurement accept that a new supplier can be used for this good/service, the user will be required to send the Supplier Creation Form attached as a related document on this webpage to the new supplier and ask them to populate it and send it back to the user to start off the process of setting up the supplier on the system.

1. Discuss the requirement with Procurement
2. Send the Supplier New Supplier Creation Form to the supplier and state that an order can only be placed once the supplier has completed the form and sent it back to them to update the supplier details on the system.
3. The form is attached to the supplier record that you have created once all of the details have been entered.

12.2. Supplier Search

Before you request a new supplier, you should always do a search in the system to find out whether they already exist. To do this:

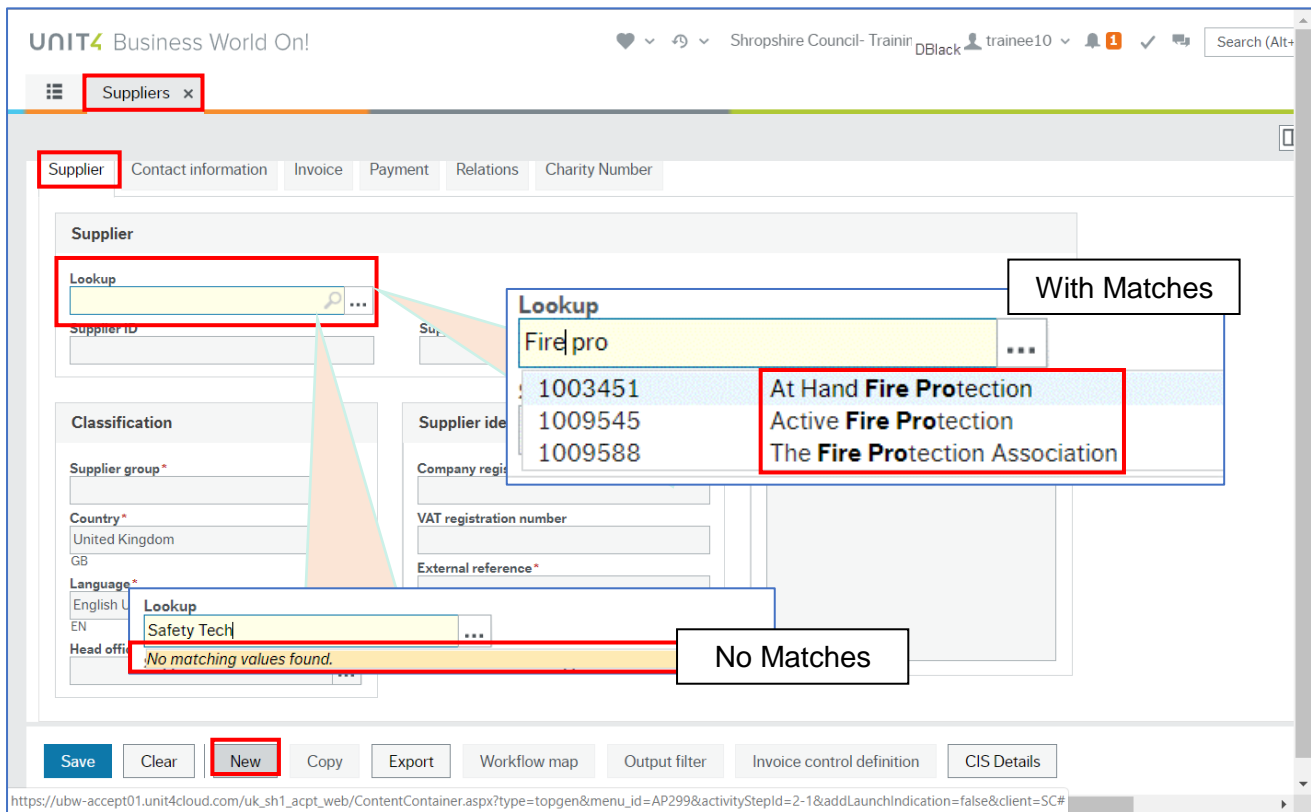
4. Navigate to **Procurement → Supplier information → Suppliers**
5. Click on the **Value lookup** button to the right of the **Lookup** field. A Value lookup screen appears
6. In the Value lookup window grid enter search criteria in one or more fields using wildcards (LN1* searches for any Post Code that begins with LN1)
7. Click on **Search**
8. Try different variations of searches until you are certain that they do not exist



12.3. New Supplier Request

1. Navigate to **Procurement** → **Supplier information** → **Suppliers**

The Supplier screen opens.



2. Enter any part of the Supplier name in the Supplier lookup field.

- If it matches any part of any Supplier’s name it will appear in a popup. If the Supplier you are trying to create is in the popup, click on it to populate the screen with the existing details
- If there are no matches for the name, check with different spellings or a different part of the name to ensure they do not exist in BW already. A tooltip will appear saying No matching values found if the Supplier does not exist with the details entered

3. Click **New**

The Customer window has five tabs at the top of the screen:

- **Supplier** – contains the Classification and Supplier identification details
- **Contact information** – the customer address and contact details
- **Invoice** – the invoicing terms applicable to the Supplier
- **Relation** – the reporting and action relations for the Supplier
- **Action overview** – used for such things as when a Supplier has gone into liquidation

12.3.1 The Supplier Tab

In the **Classification** section:

- **Supplier group*** – select this from the drop-down

When you create a supplier in the system, there are a number of different Supplier Groups available to choose from, with the most commonly used being the **General Supplier (GS) Group**.

Below is a table of other available Supplier Groups to choose from. Please note you will only have access to the groups that relate to your service area. For example, if you work in Social Care you will be able to see the Adult Care Services Supplier Group but users from other service areas will not.



Supplier Group	Supplier Name	Note
GS	General Supplier	
AC	Adult Care Services	Only Social Care teams would set these suppliers up
CC	Children's Care Services	Only Social Care teams would set these suppliers up
CT	Public Corporations & Trading Funds	
CV	Charities & Voluntary Sector	
EM	Resources – Employees	Only HR/Payroll would set these suppliers up
EN	Resources – Non Employees	Only HR/Payroll would set these suppliers up
GB	Central Government / Government Bodies	
IR	IR35 Non Resources Employee	
IS	Internal Supplier	Only Sys Admin / Procurement would set these suppliers up
LA	Local Authorities	
NE	NHS England	
NO	NHS Other	
PS	Payroll Supplier	Only HR/Payroll would set these suppliers up
SS	Sundry Supplier	Only the Payments Team would set these suppliers up



- **Country*** – this defaults to the United Kingdom. To change it use type ahead and then select the country from the drop-down
- **Language*** – this defaults to English UK. To change it use type ahead and then select the country from the drop-down
- **Head office*** - this defaults to the Supplier name but can be changed

In the **Supplier identification** section:

- **Company registration number** – enter if applicable
- **VAT registration number** – enter if applicable
- **External reference*** – this is the reference in the legacy system. If it is a new customer, enter **NA**
- **Customer ID** – leave blank

In the **Notes** section:

- **Notes** – this field is not used on creating a supplier but can be used when the account is active for such things as insolvency or bankruptcy details



12.3.2 The Contact Information Tab

1. Select the **Contact Information** tab
2. Click **Add** to create a new address.

In the **Address details** section:

- **Address type*** – select the type from the drop-down
- **Street address** – is the number/name and street name only
- **Country*** – the default is the United Kingdom but can be changed using the drop-down
- **Postcode** – enter the postcode
- **Town** – enter the town
- **County** – enter the county

In the **Phone numbers** section, enter the all the telephone details that you have.

The **European Article Numbering** section is not used.

In the **Email and website** section enter all the relevant details that you have.

If a supplier has sent an email address for where they would like their orders and remittances to be sent this should be added as a general supplier address. If the supplier has sent different emails for where they would like their order and remittances to be sent then the order email address can be



added as the general email address and the remittance email address will need to be added as a payment email address.

In the **Contact person** section:

- **Name** – enter the name of the person to contact in the Supplier's organisation
- **Position** – the contact person's position in the Supplier's organisation



12.3.3 The Invoice Tab

This tab is populated by Procurement / AP.

12.3.1 The Payment Tab

Suppliers

Supplier | Contact information | Invoice | **Payment** | Relations | Charity Number

Supplier

Lookup:

Payment details

Pay method*: BACS Fixed

IP:

Payment recipient: Fixed

Bank details

Account Number:

Roll Number:

Account Name:

IBAN:

Swift:

Sort Code:

Status

Status*: Active

N

Buttons: Save, Clear, New, Copy, Export, Workflow map, Output filter, Invoice control definition, CIS Details

1. Select the **Payment** tab
2. Enter any **Payment** and **Banking** details you have, the remainder will be completed by AP.

12.3.2 The Relation Tab

Suppliers

Supplier | Contact information | Invoice | Payment | **Relations** | Charity Number

Supplier

Lookup:

<input type="checkbox"/>	Relation	Relation value	Description
<input type="checkbox"/>	Supplier group (SUPPGRP)	GS	General Suppliers
<input type="checkbox"/>	National Fraud Initiative (NFI)		
<input type="checkbox"/>	Whole of Government Accounts (WGA)		
<input type="checkbox"/>	Small & Medium Enterprises (SME)		
<input type="checkbox"/>	Publish Spend (PUBSPEND)		
<input type="checkbox"/>	Supplier visible to Council Staff (SUPVS)	Y	Yes
<input type="checkbox"/>	Types of Business (TOB)		
<input type="checkbox"/>	SIC Code (SICCODE)		
<input type="checkbox"/>	SIC Code 2 (SICCODE2)		
<input type="checkbox"/>	SIC Code 3 (SICCODE3)		
<input type="checkbox"/>	Supplier using Personal Data (SUPPD)		

Buttons: Save, Clear, New, Copy, Export, Workflow map, Output filter, Invoice control definition, CIS Details



3. Select the **Relations** tab

In the relations tab the user will have to populate any data here that they have received in the Supplier Creation Form that has been returned to them so this could include:

The key relation to populate here is the Supplier Visible to Council staff relation.

If you work directly for the Council you will have to enter a Y in this field, otherwise you will be unable to see the supplier once it has been created.

If you work for a School or for STAR Housing you will have to enter an N in this field.

Other relations that you can populate from the Supplier Creation form are:

- Whether they are a Small or Medium Enterprise (SME)
- A supplier in the Shropshire Area
- The type of business that the supplier is
- The Supplier Standard Industry Classification Code (SIC)
- Whether they have a Whole of Government Account Code (Applicable to public sector organisations only)

If the supplier doesn't provide the user with this detail then this section can leave it blank

4. Enter **Y** or **N**

12.3.3 The Charity Number Tab

The screenshot shows a web application window titled 'Suppliers x'. The main content area is titled 'Suppliers' and contains several tabs: 'Supplier', 'Contact information', 'Invoice', 'Payment', 'Relations', and 'Charity Number'. The 'Charity Number' tab is currently selected. Below the tabs, there are two main sections. The first section is titled 'Supplier' and contains a 'Lookup' field with a dropdown arrow. The second section is titled 'Charity Number' and contains a 'Charity Number' input field. At the bottom of the window, there is a toolbar with buttons for 'Save', 'Clear', 'New', 'Copy', 'Export', 'Workflow map', 'Output filter', 'Invoice control definition', and 'CIS Details'.

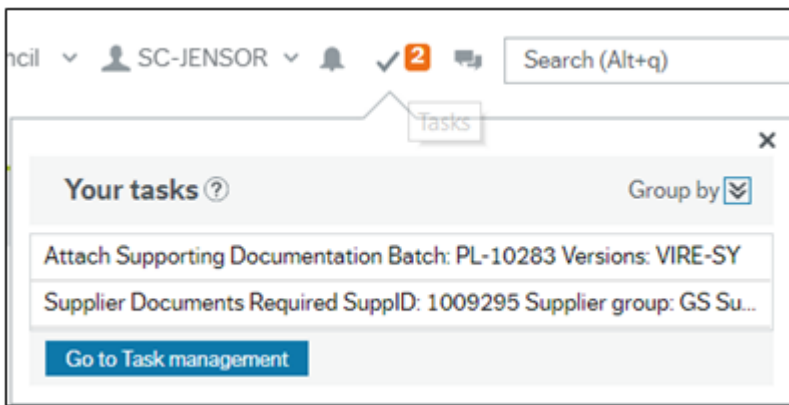


1. Select the **Charity Number** tab
2. If the new supplier is a charity, enter their number in the **Charity Number** field
3. Click **Save**
4. Click on **OK**

12.3.4 Complete the process

When all the new Supplier's details have been entered you can click save.

A **Success** popup will then appear but it is important to note that a task will then be rerouted to yourself within a minute. This task will require you to then attach the Supplier Creation Form that the Supplier Completed and that you have used to populate the details.



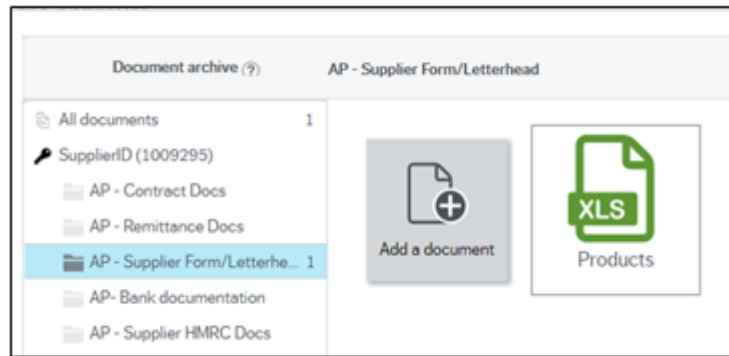
You will have to click on this Supplier Document Task in your taskbar in the top right hand corner (identified by a tick mark) and then click on the Paperclip icon in the top right hand corner and to attach the Supplier Creation Form. Once you have done this you can click on the Task Complete button in the bottom left hand corner.





The 'Add a document' dialog box contains the following fields and controls:

- Document type:** A dropdown menu with 'AP - Supplier Form/Letterhead' selected.
- File name:** A text input field containing 'Products.xlsx' and an 'Upload' button.
- Document title:** A text input field containing 'Products'.
- Document description:** A large empty text area.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.



The supplier creation will then be workflowed to Procurement to be approved if a Council member of staff has requested to set up the supplier before going to the AP team to verify that the data and correct bank details have been included.

If a schools or Council member of staff has requested to set up the supplier this will be workflowed directly to the AP team to verify that the data and correct bank details have been included.

12.4. Workflow enquiry

As with requisitions you can do a Workflow enquiry for new supplier requests.

1. Navigate to **Procurement** → **Supplier information** → **Workflow enquiry – Supplier**
2. Click on the Workflow map icon to the left of the supplier you want to enquire on

You will now see the relevant workflow map.

Shropshire Council New Supplier Request

