INSPIRING ACHIEVEMENT

Guide for raising Purchase Orders in Tech One CiA Financials

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1. Important information to consider before raising a Purchase Order

Please ensure the below criteria is read and adhered to when purchasing goods:

- Any purchases above $20,000 **must** have a Purchase Order. Below $20,000 should have a Purchase Order.
- Create new Purchase Orders for new contracts.
- Do not extend Purchase Orders.

Ensure Quotes are obtained as per the below rules:

- 2 quotes required for above $7,500;
- 3 quotes for $15,000 – $100,000;
- Above $100,000 is Acquisition Plan
- or exemption from quote needs to be completed and retained for auditing purposes

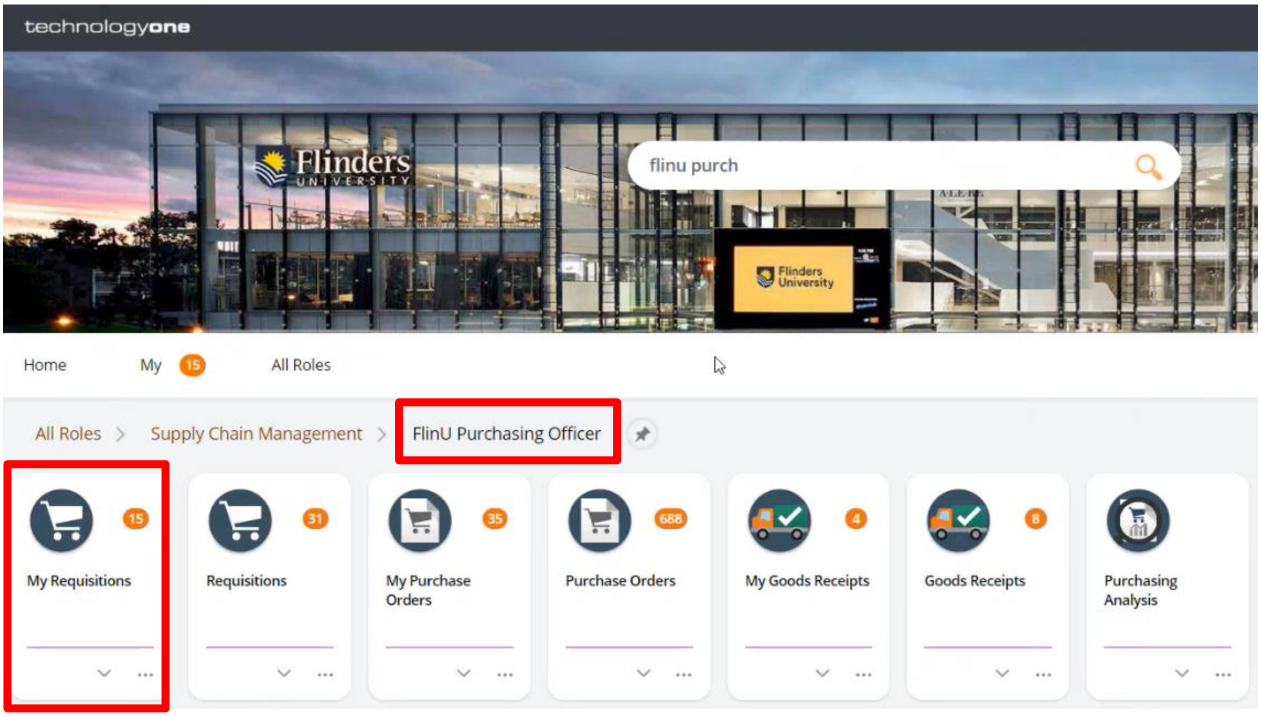
To find out further information in relation to Purchase Order exemptions or to refer to the Purchasing Policy, please click here.

2. How to Create a Purchase Order

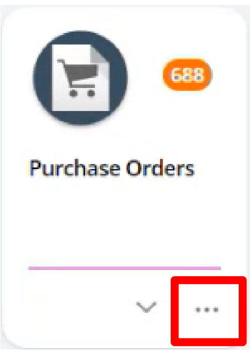
The following steps apply to creating PO for **all areas, including IDS and PFD.**

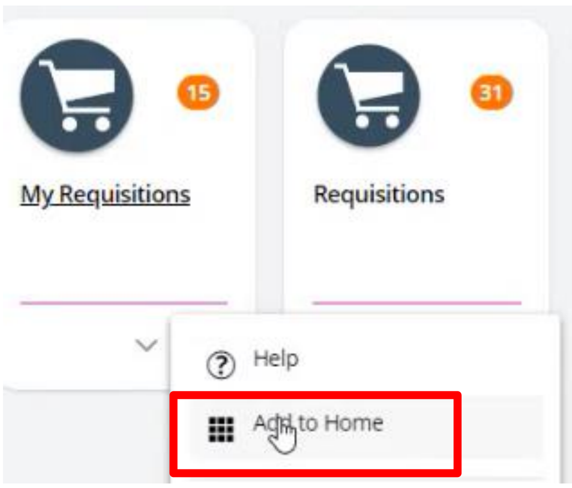
Creating a Requisition

Click on the **My Requisitions** tab within the ***FlinU Purchasing Officer*** role in TechOne.

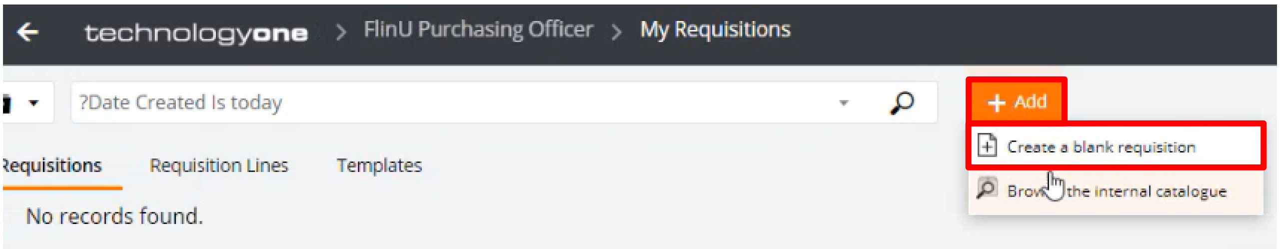


NOTE: You can add a commonly used tile to your TechOne Home screen by clicking on the three dots at the bottom right-hand side of the tile and then clicking on **Add to Home.**

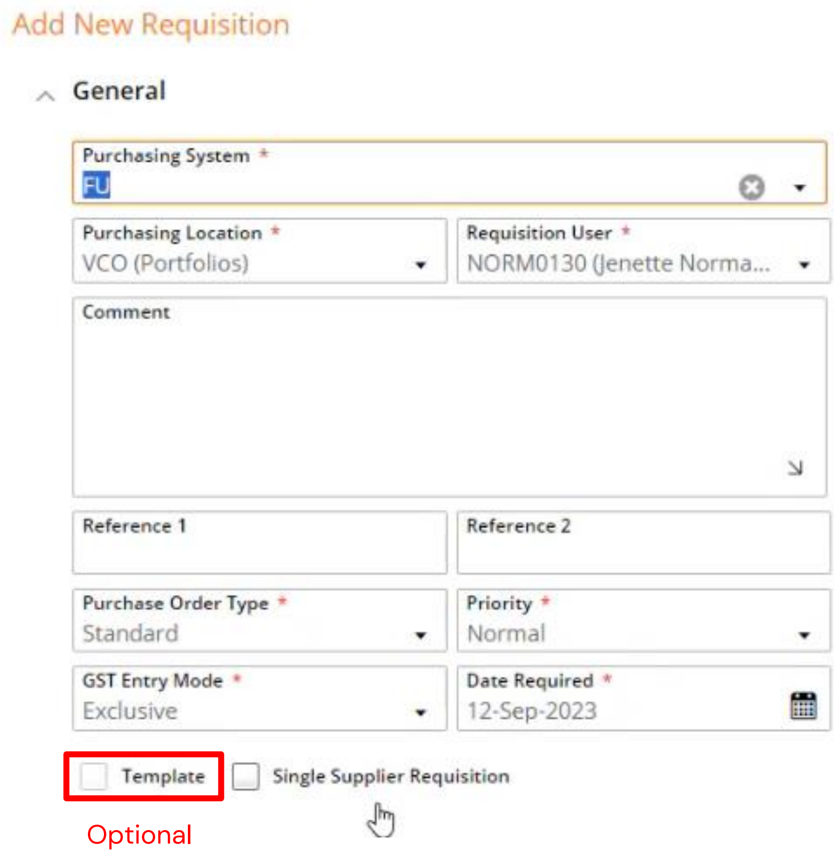




Click **Add.** Then click **Create a blank requisition.**



Fill out all necessary fields in the ‘Add New Requisition’ screen, as per descriptions provided below.



Template tickbox: Template functionality will remember your inputs when adding a new requisition, so you can use template to quickly create requisitions with the same details. If you want to use the current setting as a template, tick the box and name the template. Please go to section 10 for detailed instructions.

Purchasing System: Select the relevant purchasing system.

Purchasing Location: Select the relevant area making the purchase. This should default to your location.

Requisition User: Will default to your User ID. You can change it if you are raising on behalf of someone else.

Comments – This detail WILL appear on the PO so please ensure any comment here is **meaningful** (e.g. description of goods/services, delivery only on Monday mornings, quote number, etc.). The detail entered here is searchable in Tech One.

Reference 1: Quote number, etc. – This WILL NOT appear on the PO.

Reference 2: Any additional reference numbers relating to the purchase. – This WILL NOT appear on the PO.

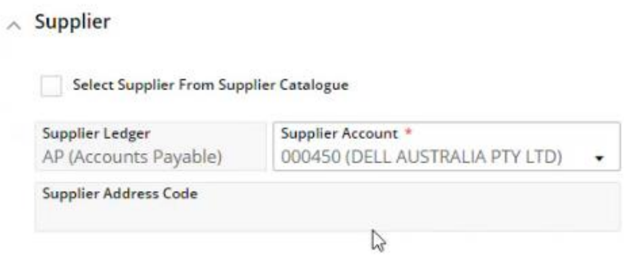
Purchase Order Type: Will default to Standard.

Priority: Select relevant priority (Normal, High, Urgent, Emergency).

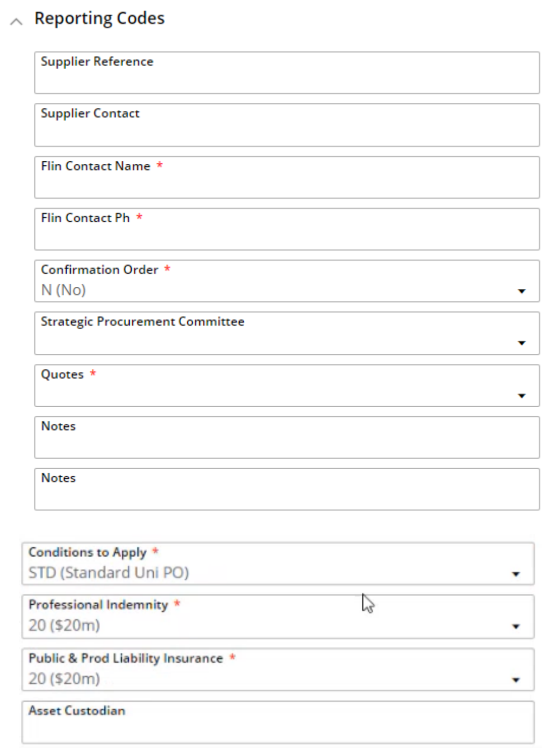
GST Entry Mode: Select relevant option (Exclusive, Inclusive). Will default to Exclusive.

Date Required: Enter date that goods/service is required. This WILL appear on the PO.

NOTE: Tick the **Single Supplier Requisition** box to enter a requisition for **one Supplier only**. This will bring up the option to add the Supplier details on this screen.



Supplier Account: Enter 6 digit Supplier Account No. if known or start typing the name of the Supplier to bring up the relevant Supplier. You can also click on the Advanced Search for a full list of Suppliers.



Supplier Reference: Quote number, etc. – This WILL NOT appear on the PO.

Supplier Contact – This WILL appear on the PO.

Flin Contact Name: Contract Owner/Delegate/PO creator – This WILL appear on the PO.

Flin Contact Phone: Contract number for Owner/Delegate/PO creator – This WILL appear on the PO.

Confirmation Order: Y/N for the words “Confirmation Only” to print/not print on the PO

Strategic Procurement Committee: Y/N – Must be Y if total contract value is $100k or above and need to attach SPC approval.

Quotes: Pick an option – please ensure this meets requirements outlined under 'Important Information' (page 1)

Notes: e.g. Completed Agreement and ROEC attached – this WILL NOT appear on the PO

Conditions to Apply: Defaults to Standard Uni PO

Professional Indemnity, Public & Prod Liability Insurance: Defaults to $20m

Asset Custodian: If purchasing an asset, the person who will "own" this asset.

Once all mandatory fields have been completed, click **Save.**

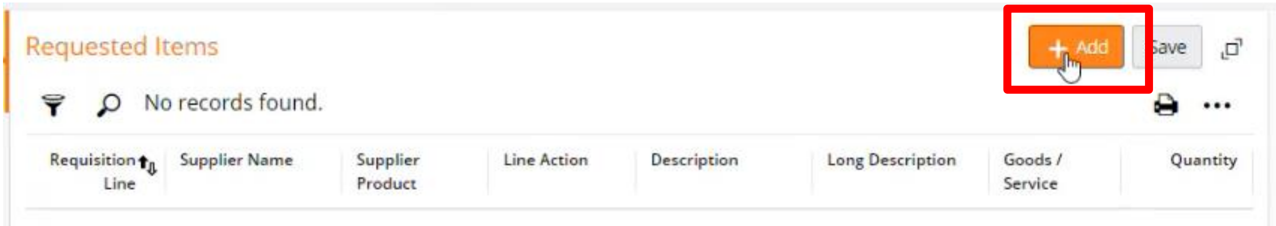
Adding items

Select **Add** then **Ad hoc request**.

To add **Capital Works** related lines, please add an **Ad hoc request** as below then follow the instruction for CW lines.

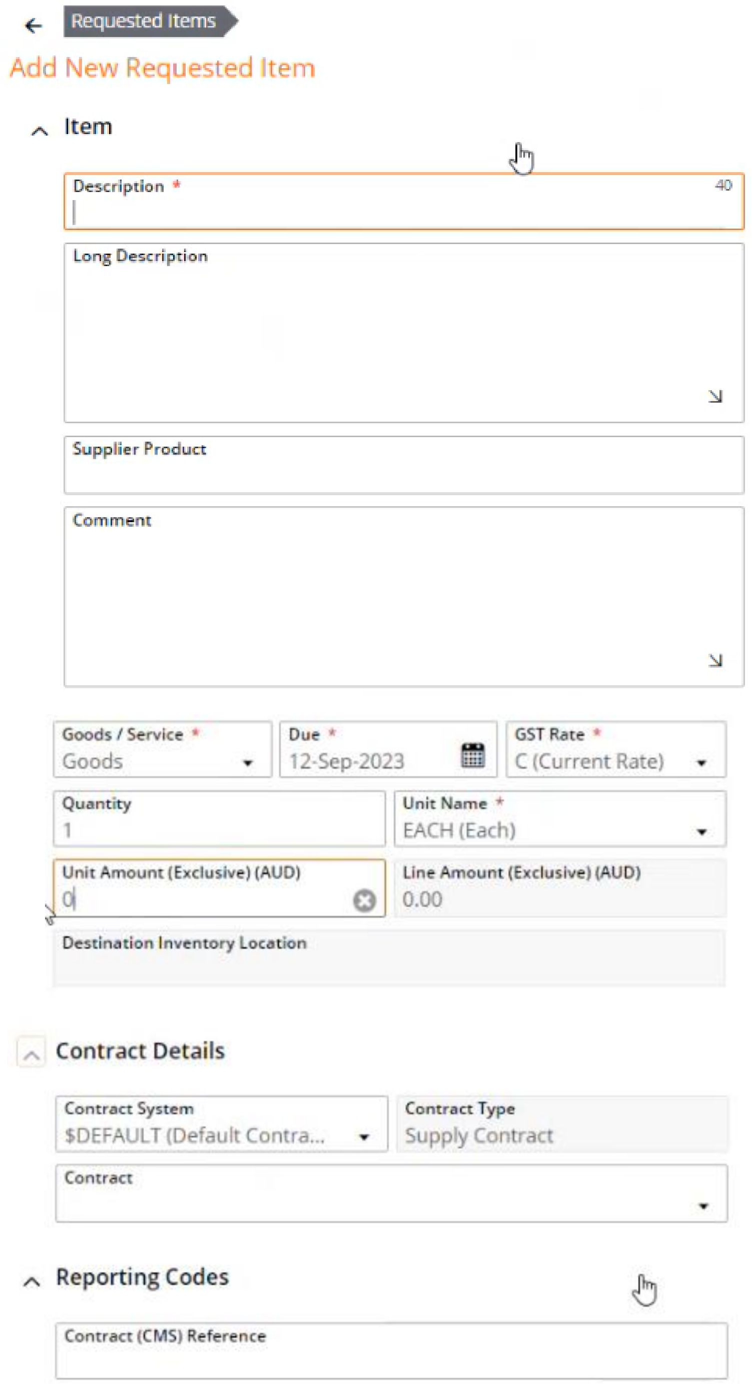
Adding Ad hoc request

On the Requested Items screen, click **Add.**



Select **Ad hoc request.**

Fill out all necessary fields in the 'Add New Requested Item' screen, as per descriptions provided below:



Description is mandatory as this information comes over to Basware – Enter a **short meaningful description** for <u>each</u> item.

Long Description: Can be used to fit additional information, if required.

Supplier Product: Enter details of what you are purchasing.

Comment: Additional information can be included, as required.

Select Goods or Service – Goods will be a quantity at a rate; Service will be a total.

Due: Enter due date for goods/service. Will default to 7 days.

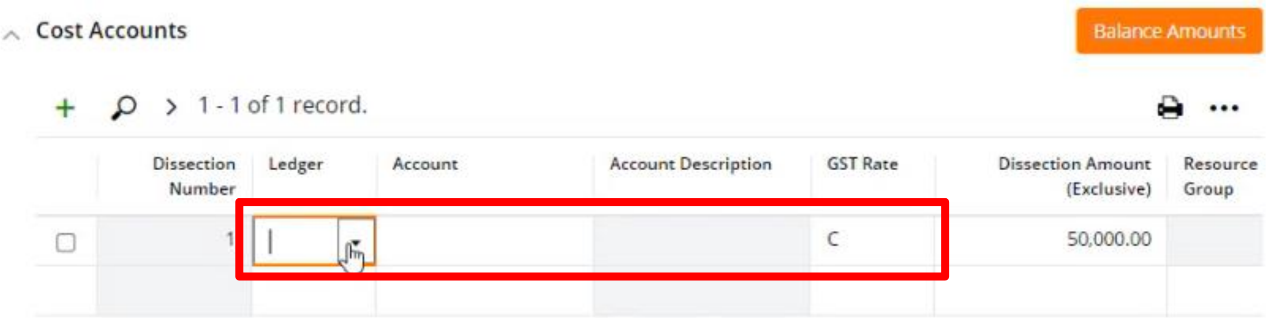
GST Rate: Will default to Current Rate, but can change if required.

Unit Amount: Enter GST exclusive amount.

Contract Details: N/A (relates to TechOne Contracts)

Contract (CMS) Reference: Enter CMS reference for purchase, if applicable.

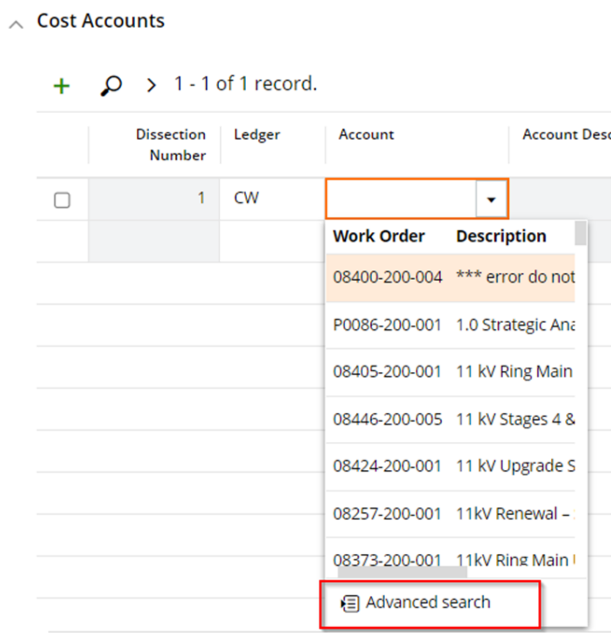
Under the **Cost Accounts** section, enter relevant **Ledger** (GL, SL or CW).



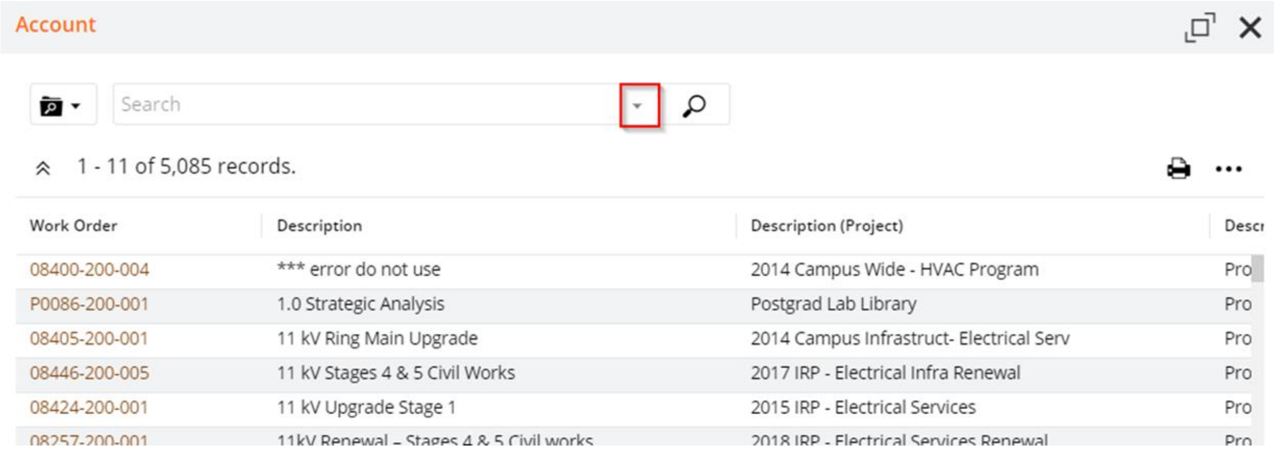
In the **Account** field, select the correct Account number. This will populate the Account Description field.

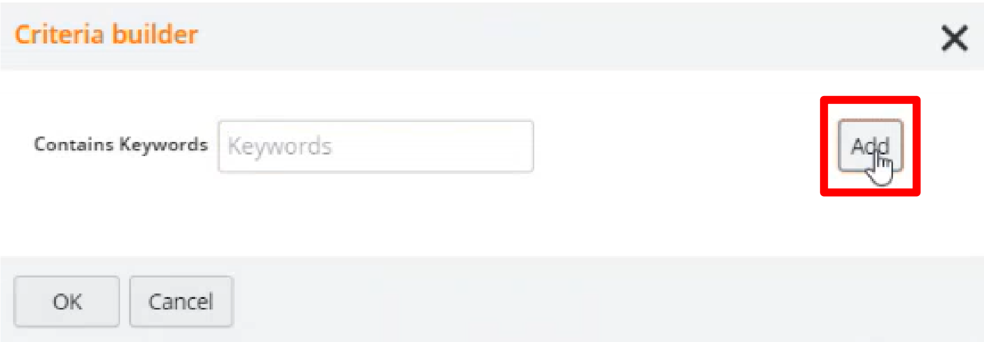
Finding active Account

Account can be selected in the Drop-down list. This list shows <u>inactive</u> and <u>active</u> tasks, and the system will produce an error if an inactive task is selected. Please enter an active account you wish to purchase against or filter on Active tasks only. <u>Below screenshots show how to use the filter function</u>.

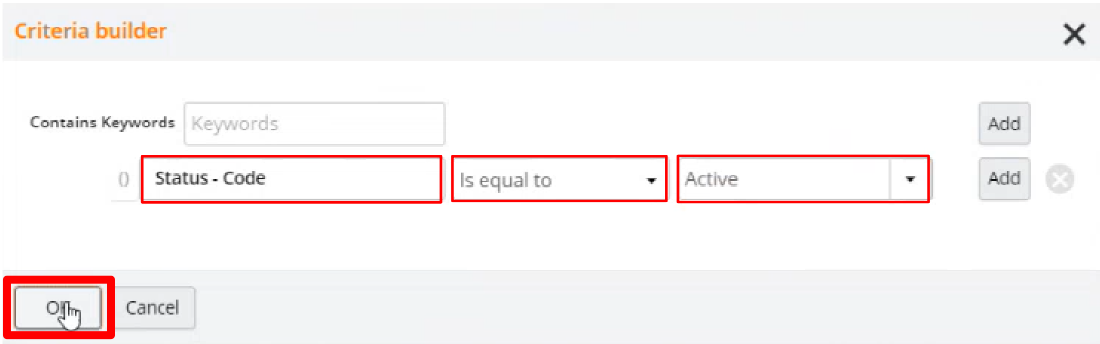


Flinders University

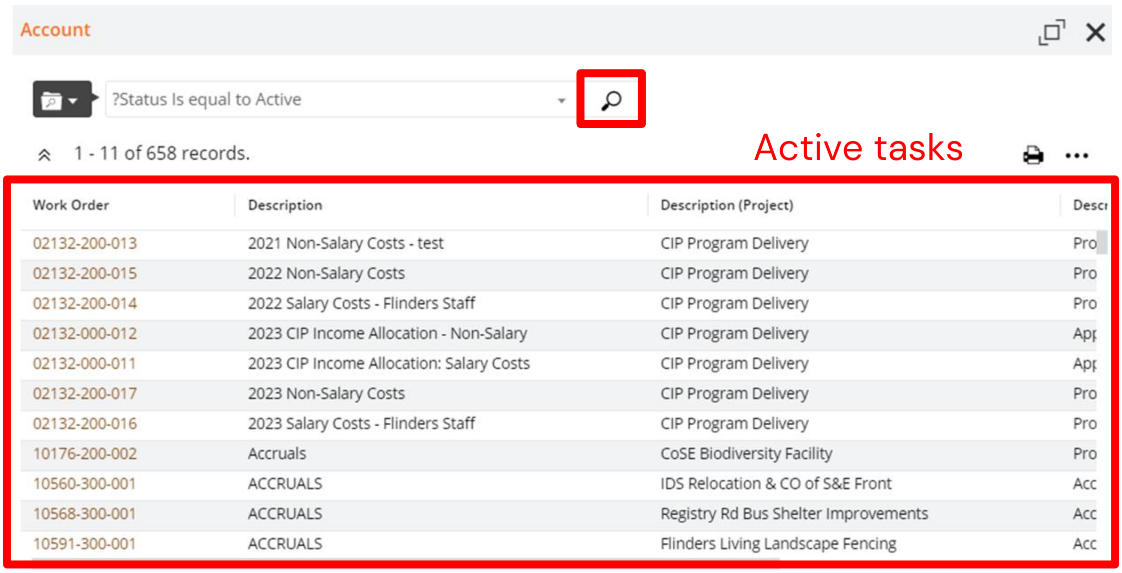




Type in the criteria as in the screenshot below, then click **Ok**.



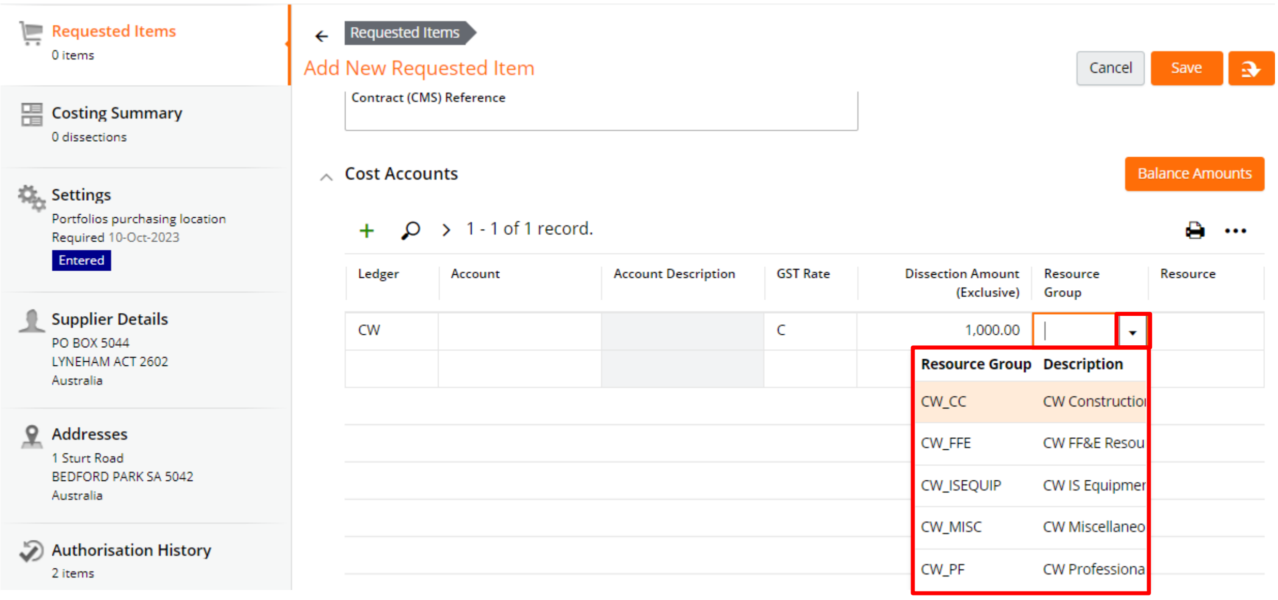
Then click on the **Magnify Glass** icon to filter.

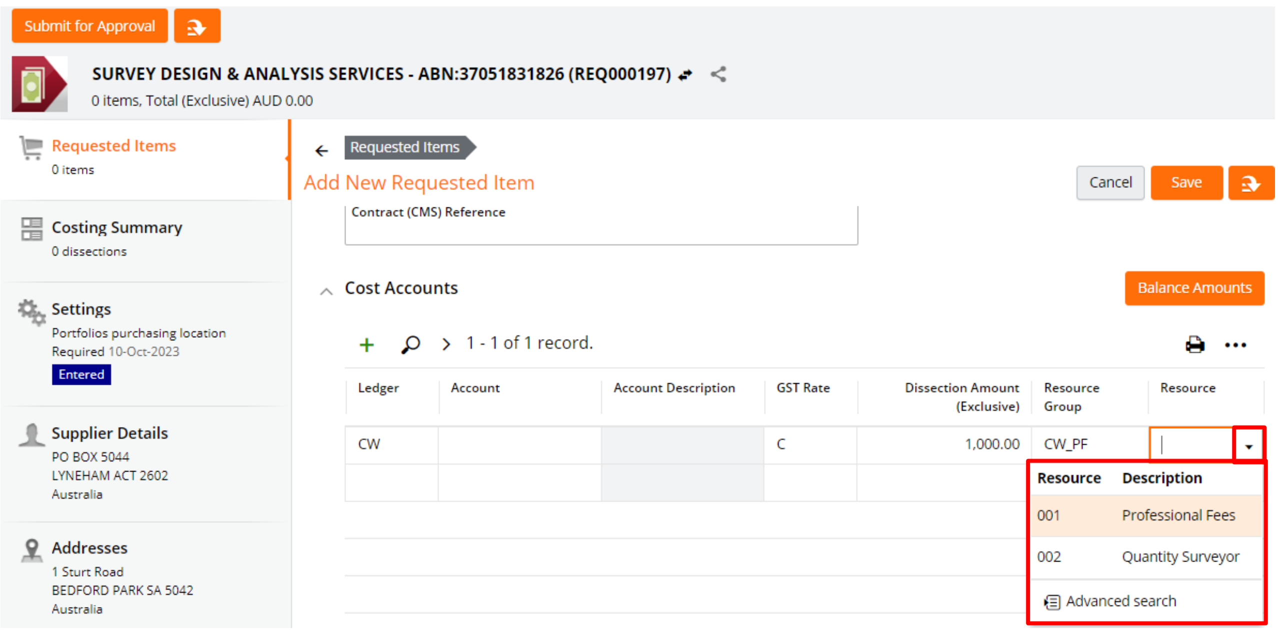


Select the applicable **GST Rate**.

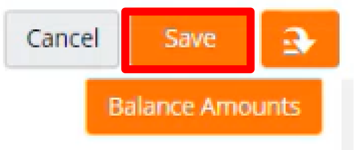
<u>NOTE</u>: You can add multiple lines if required.

For **Capital Work**, choose Ledger as **CW**, then select the required **Resource Group** and **Resource** from the drop-down lists.



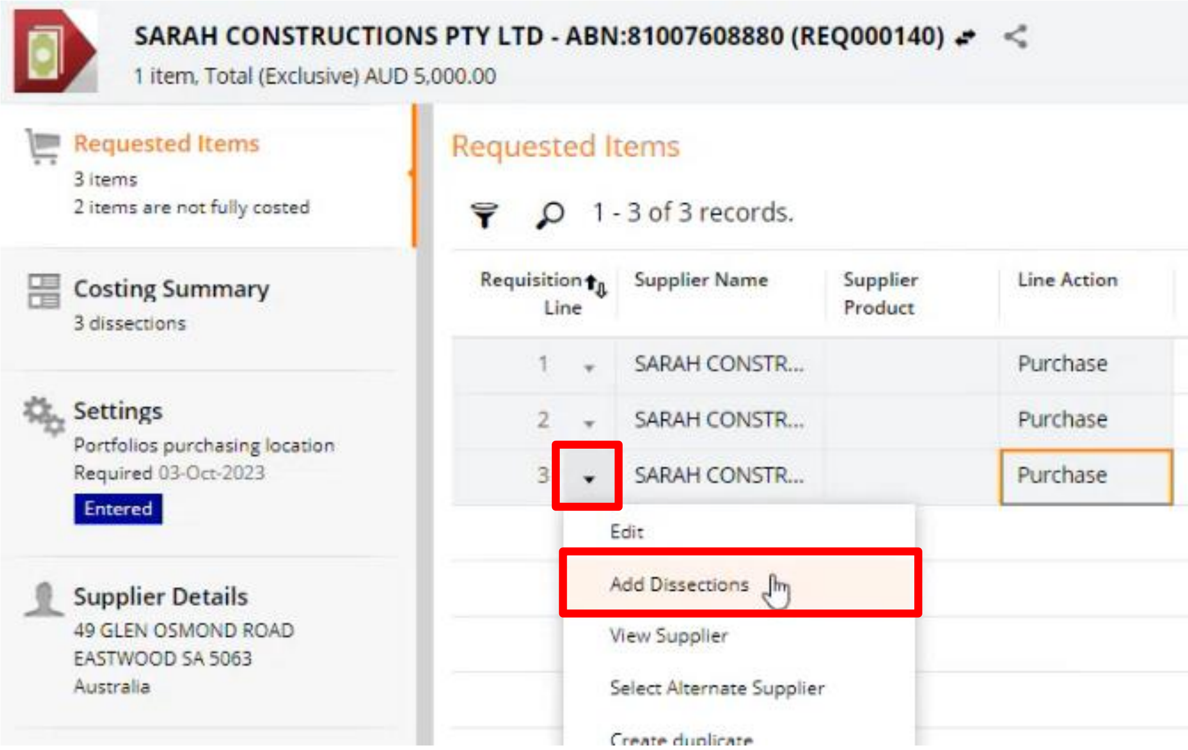


Once done, click **Save**.



Adding Dissections

Click on an Item, then **Add Dissections.**

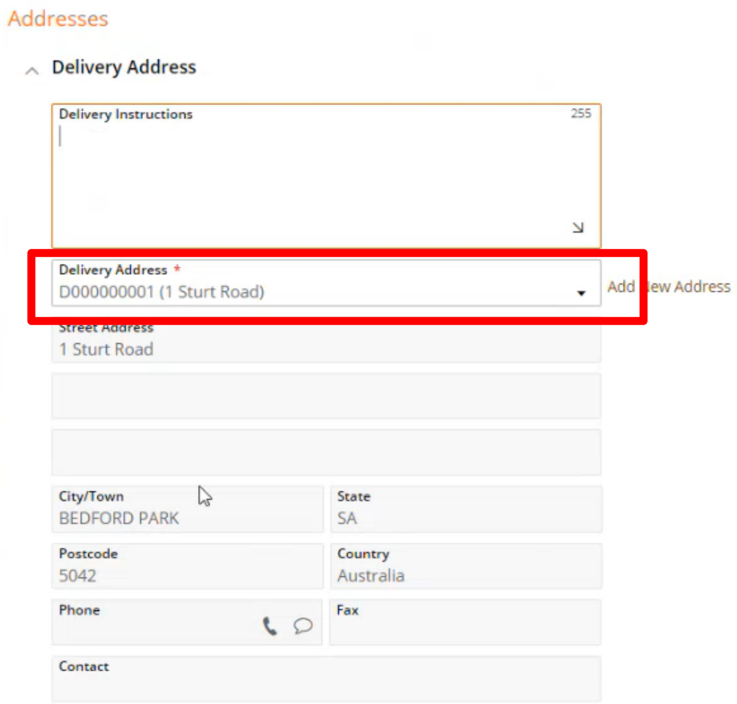


Fill out the required fields.

Editing Addresses and Adding Attachment

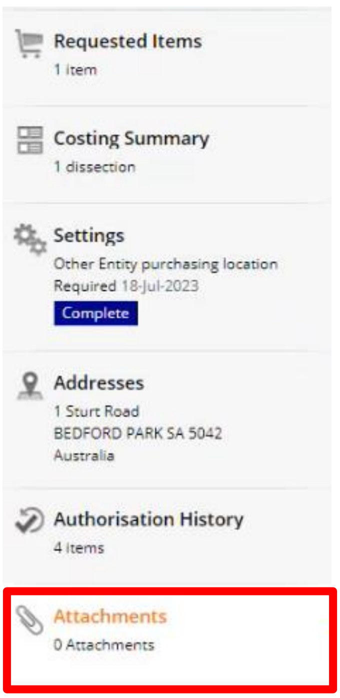
Click on the **Addresses** tab, from the menu on the left-hand side of screen.

Change the **Delivery Address**, to ensure it reflects the address you want the goods/service to be directed to.

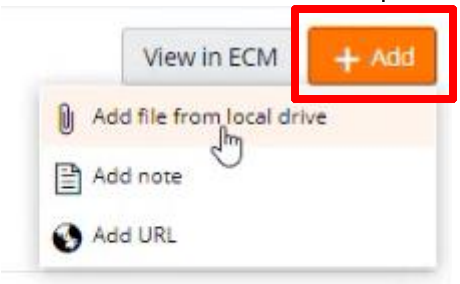


Click **Save.**

To add attachments to the Requisition (E.g. Agreement, ROEC, SPC approval, tender exemption, quotes, coding confirmation, etc) click on the **Attachments** tab on the left-hand side menu.



Click **Add**. You then have the option to **Add from local drive**, **Add note** or **Add URL**.



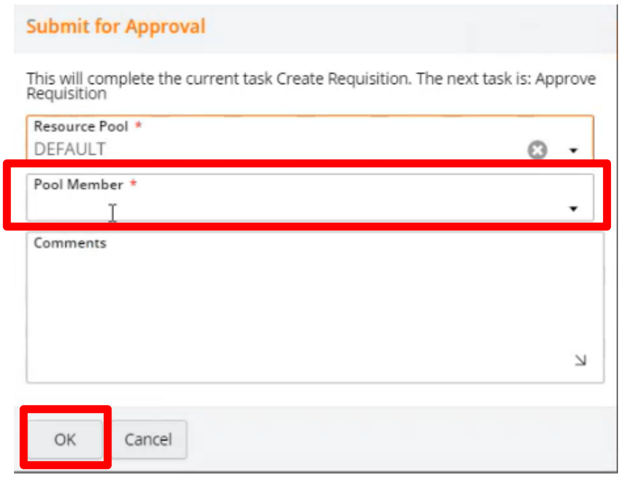
Submitting for Approval

To send your Requisition for approval, click **Submit for Approval.**

Enter your line Manager (or the person who needs to approve your requisition) in the **Pool Member** field.

<u>**NOTE:**</u> If you start typing the name, it will pop up with options to select from.

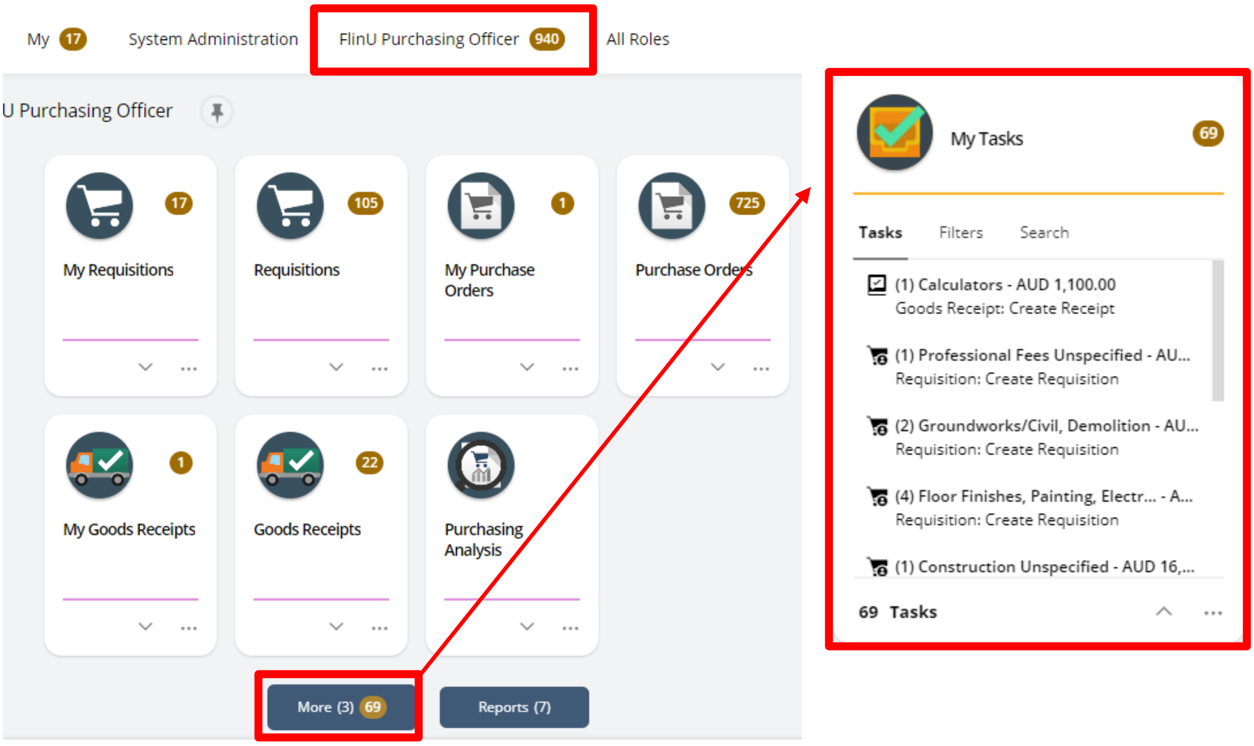
Once you have selected the correct approver, click **OK**.



Approver to approve

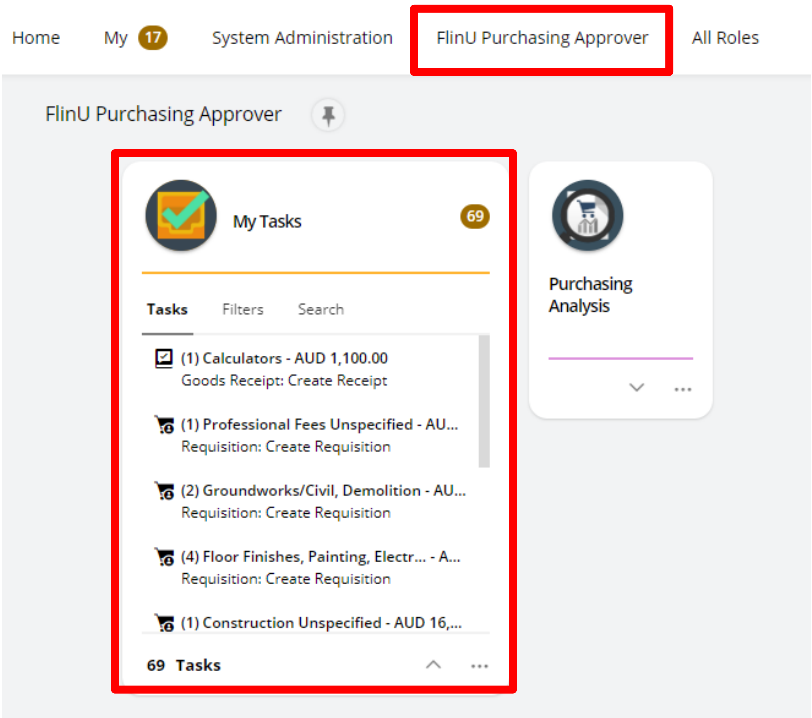
Your Approver will receive a request to approve your requisition in their **My Tasks** tile within TechOne. The function can be found in

- **FlinU Purchasing Officer** role >> **More** tab,



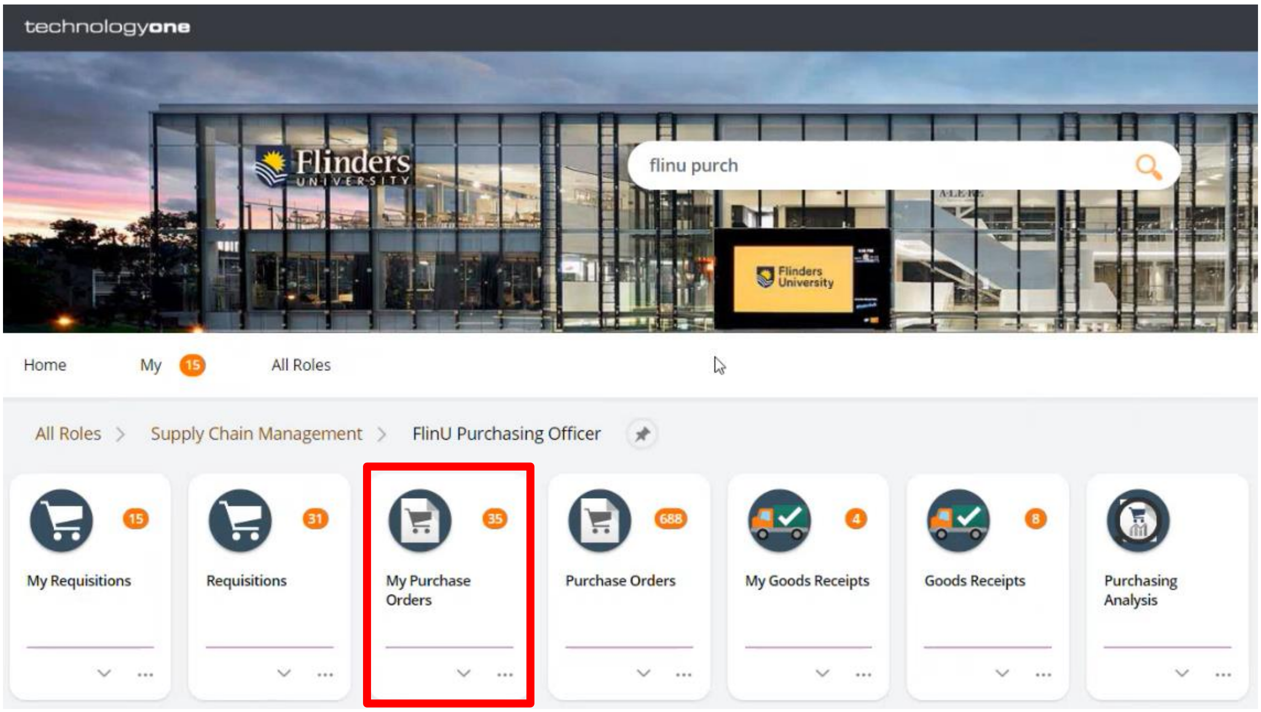
or

- **FlinU Purchasing Approver** role.
  Note: this role may or may not be assigned to you.

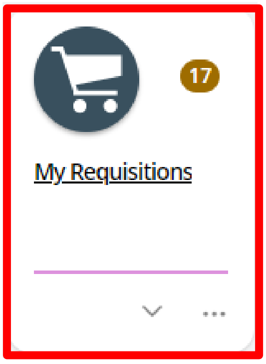


Once the request has been approved, you will receive an email and a notification in your **My Tasks** tile.

You can now locate the approved requisition in **My Purchase Orders** tile.

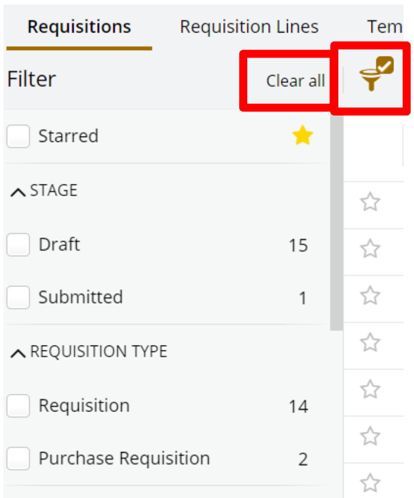


Or in **My Requisition** tile



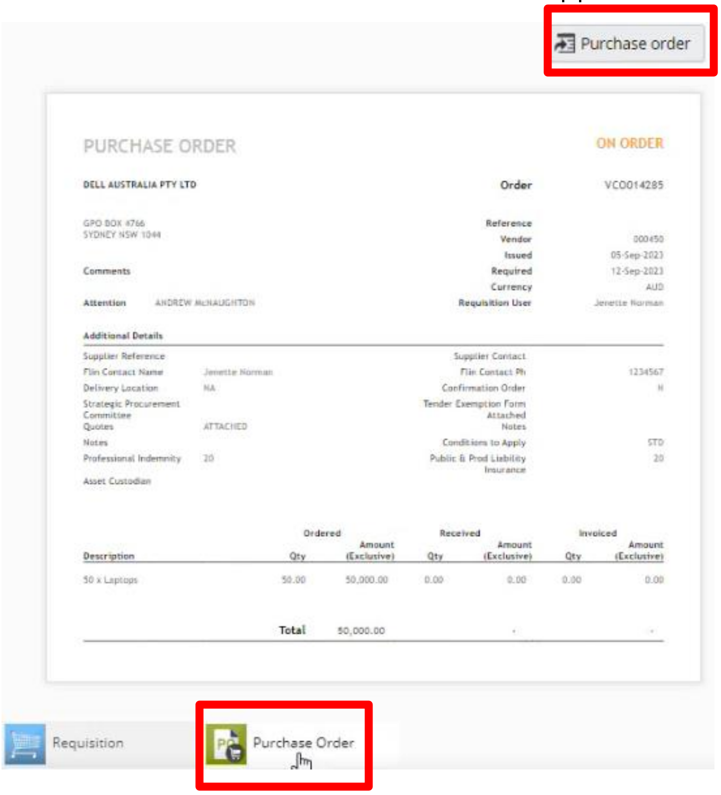
Note: If you cannot find your requisition in the listing, follow the below steps to remove the filters from the listing.

1. Click on the **funnel icon** to view the filters,
2. Click on **Clear all**,
3. Click on the **funnel icon** again to minimise the side bar.



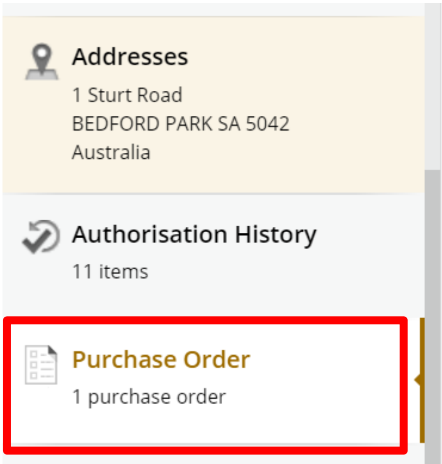
- If you are viewing on monitor, from the **requisition**, click on the **Purchase Order** button at the bottom right-hand side of the screen.

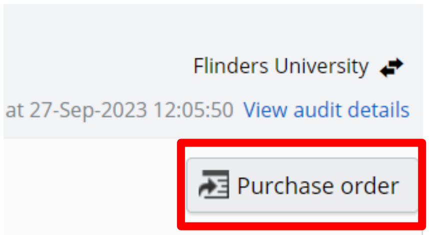
  Then click on Purchase Order which appears at the top right-hand side of screen.



  This will take you into your Purchase Order. From here, click on the **orange arrow** at the top left-hand side of screen.

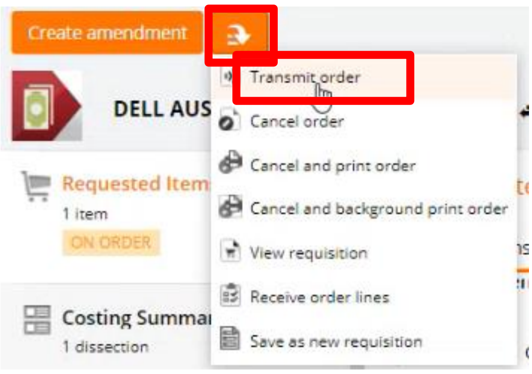
- If you are viewing on laptop screen, scroll down on the left side bar, then click on P**urchase Order**, then click on the **Purchase Order button** on the top right of the screen.



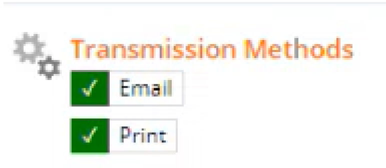


Transmitting Order

To send or print your Purchase Order. Click **Transmit order.**



Depending on the settings registered against the particular supplier, you will have the options to either **print**, **email** or **export** the Purchase Order. Select which method you want to use. You can click **Edit** to make any necessary changes.

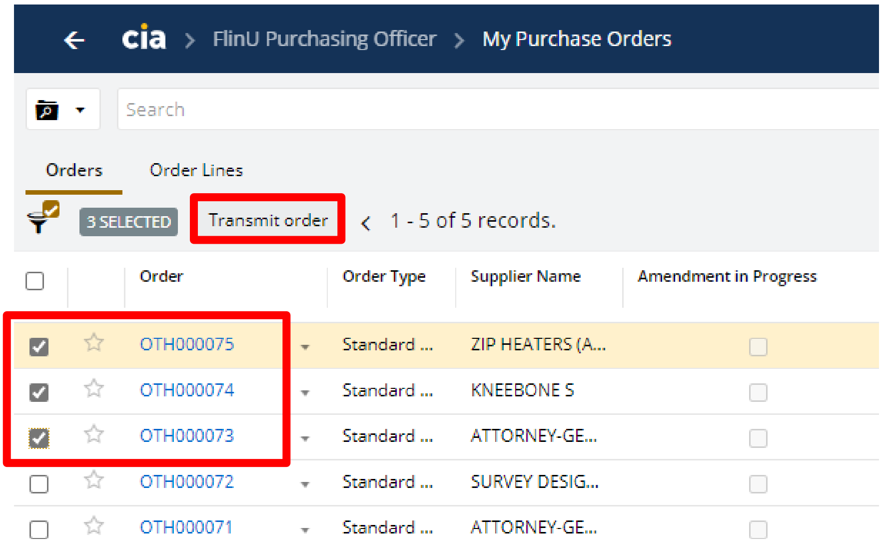


Once transmission methods have been confirmed, click **Transmit**.

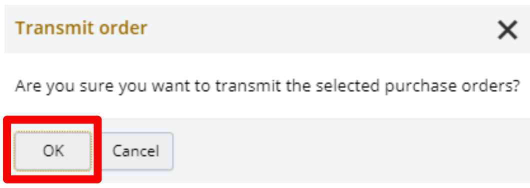
Bulk Transmitting Orders

To print multiple Purchase Orders. Go to **My Purchase Orders** or **Purchase Orders** to view the listing.

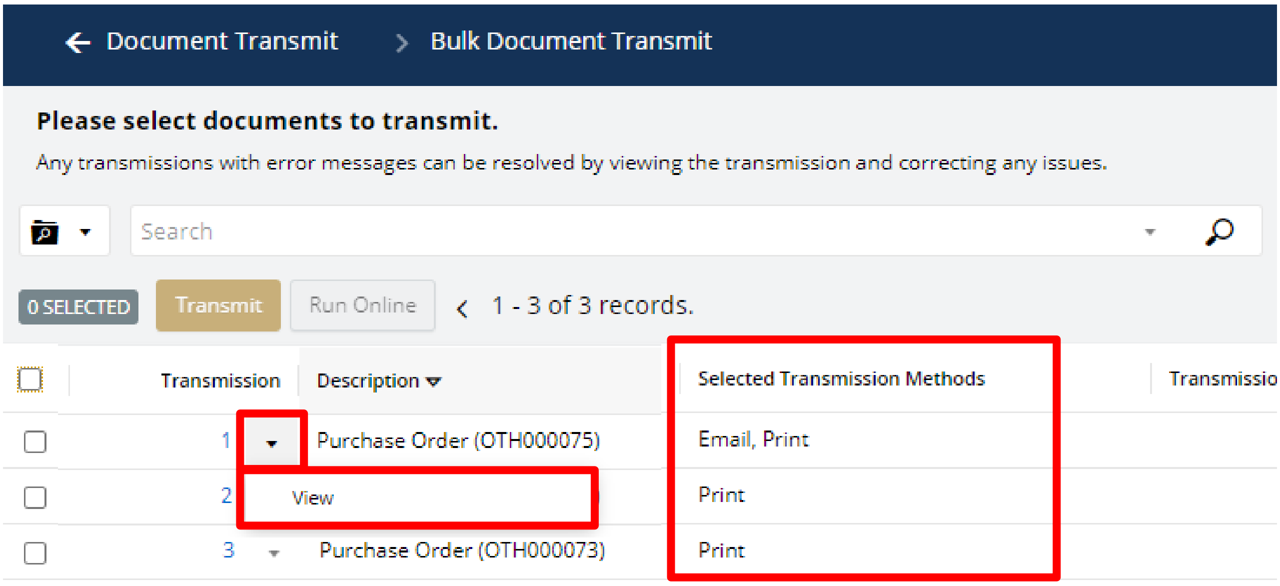
Tick on the PO's you want to transmit, then click on **Transmit order**.



Confirm **OK** on the prompt.

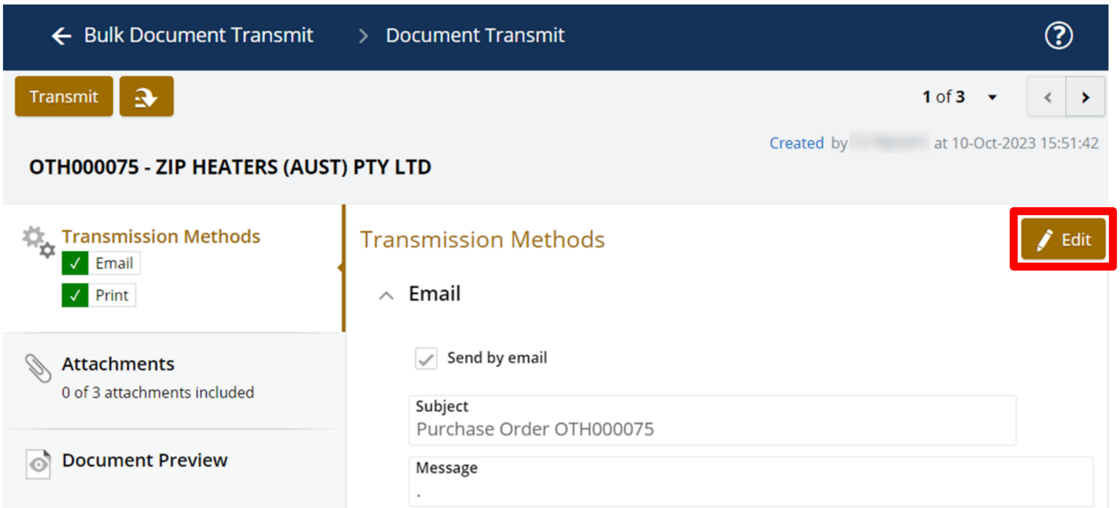


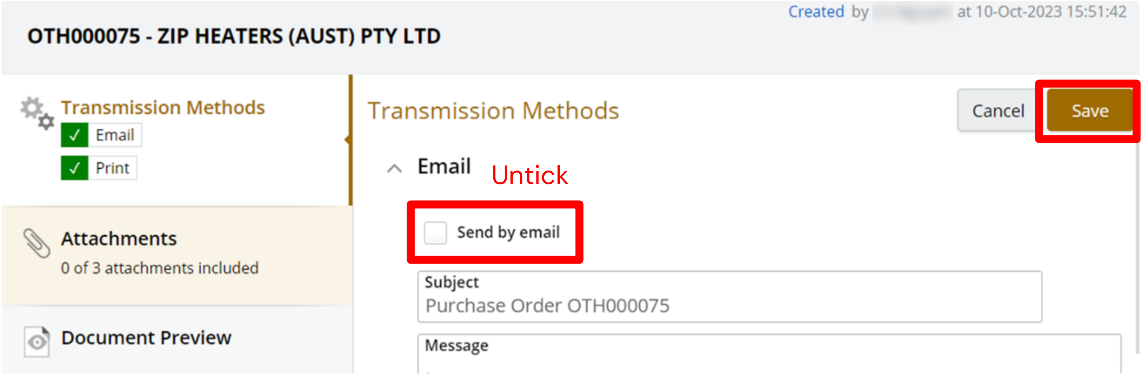
Selected Transmission Methods column will display the transmission action that will be carried out. If you want to **edit the transmission methods** a particular Purchase Order, click the down arrow on the PO line, then click **View**.



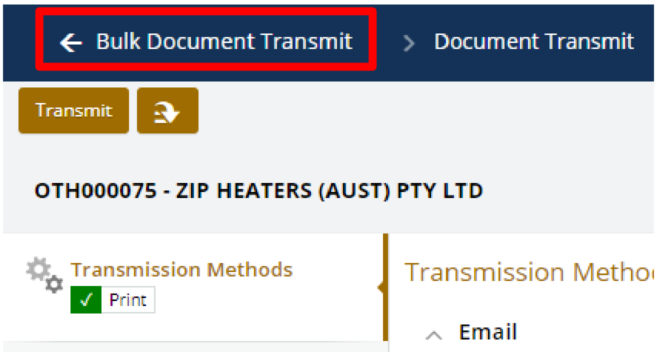
In this case, we will try **removing Email** from the **Transmission Methods**. The change **only applies to this current bulk transmission**, the default setting remains the same. So, the next time you transmit a PO from the same supplier, the methods will still be "Email, Print" as in this case.

Click **Edit**, then **untick** the **Send by email** box, then **Save**.

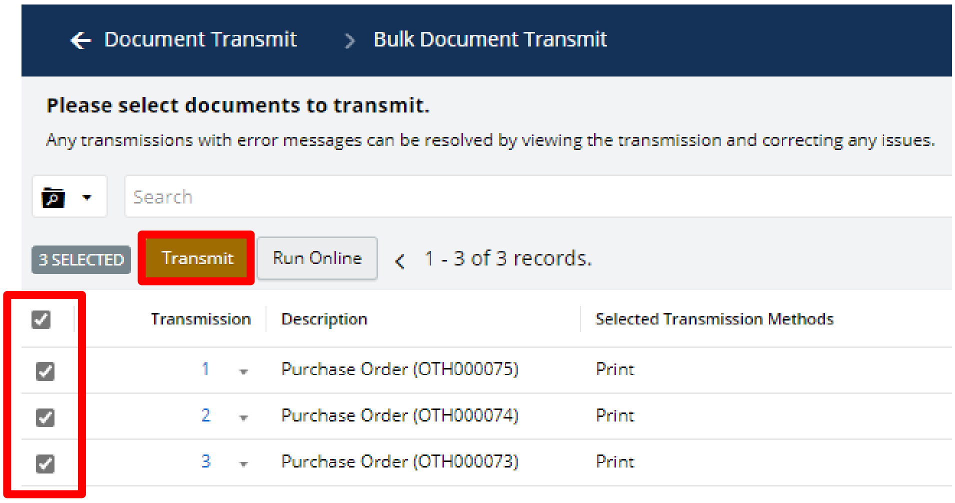




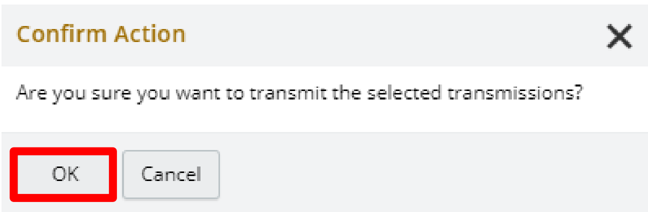
Click on the back arrow to return to Bulk Document Transmit screen.



Tick on all the PO's then click **Transmit** to start the process.

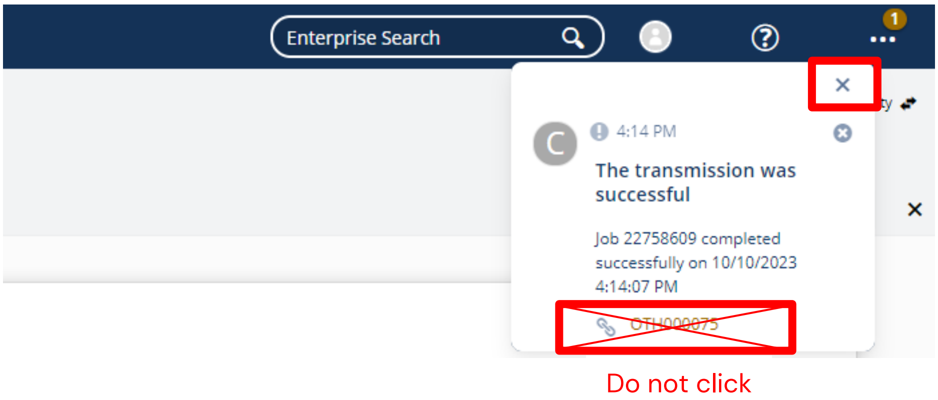


Click **OK** on the prompt to confirm.



Wait for a moment until you see a notification pop-up on the top right corner of your screen announcing the successful transmission.

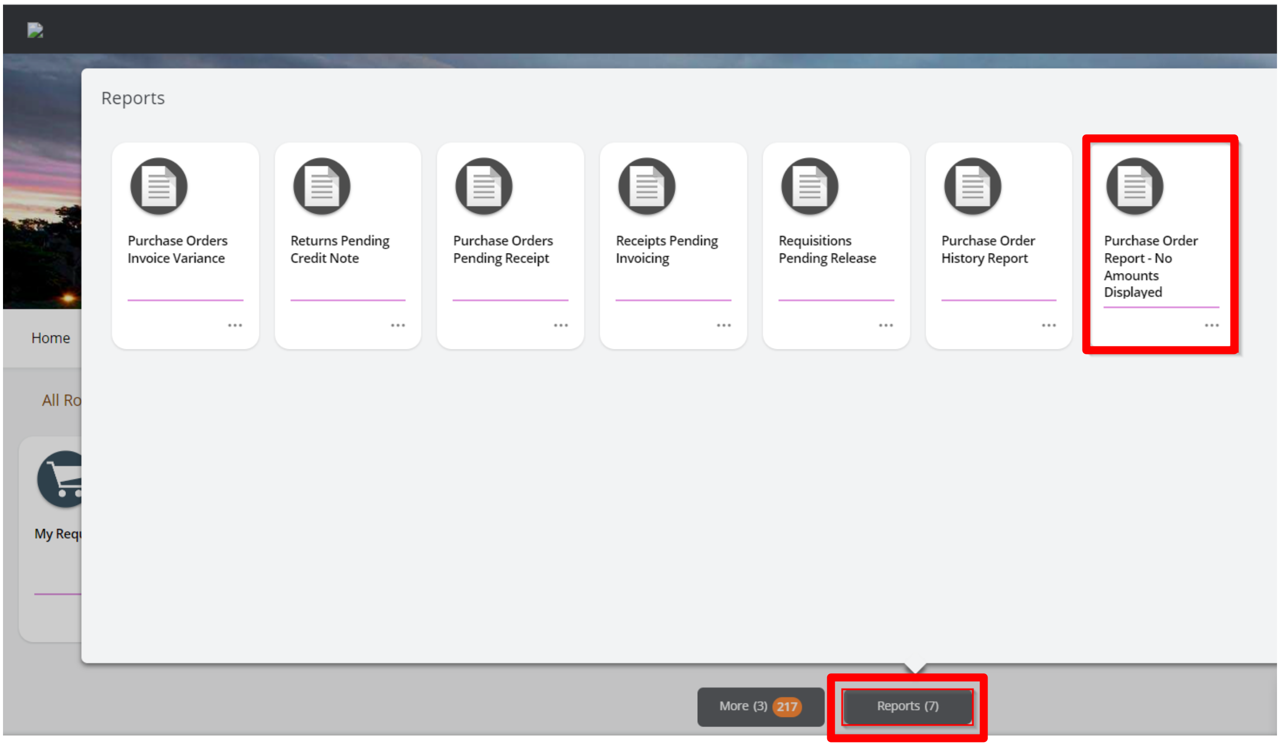
Do not click on the link in notification. Click on the **X** to close the notification.



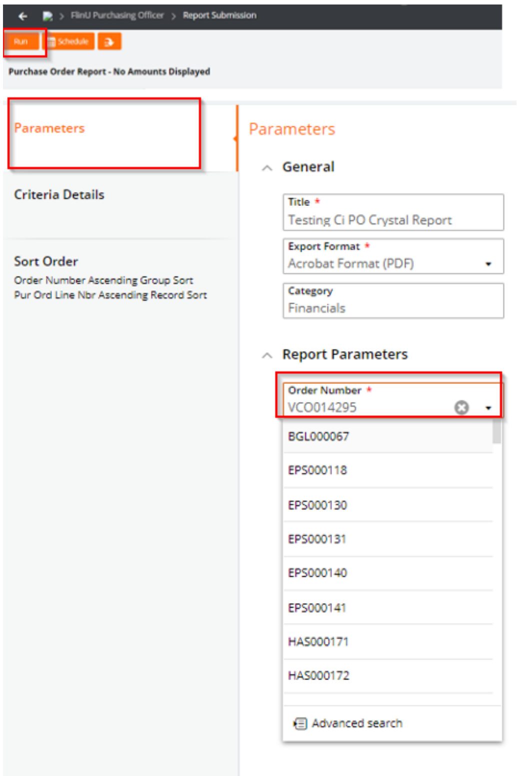
There will be emails sent to your mailbox with the PDF transmission files attached. Each email contains 1 file for 1 Purchase Order.

3. Printing the Purchase Order without the value showing

From within the FlinU Purchasing Officer workplace, select the Reports button. Then select the **Purchase Order Report – No Amounts Displayed** tile.

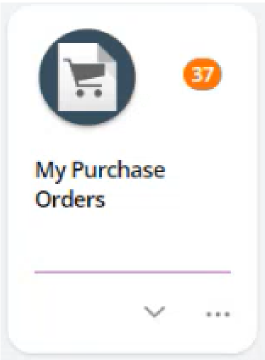


Click on the **Parameters** tab on the left-hand side and enter the applicable purchase order then click **Run.**

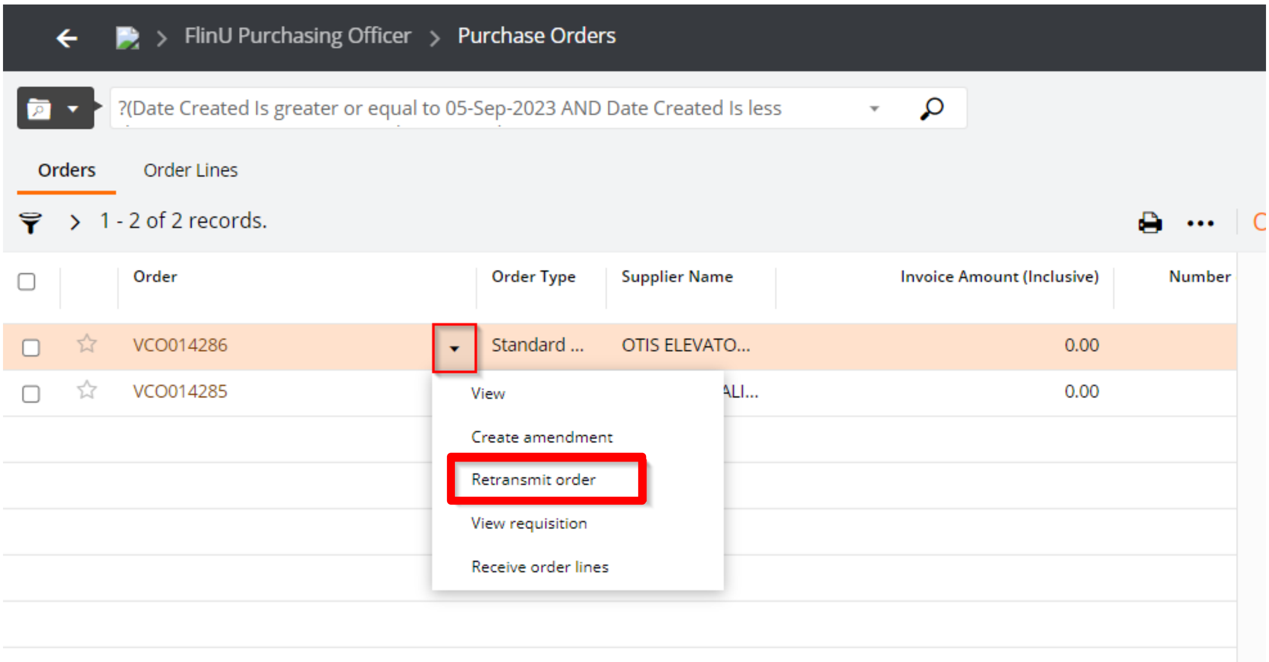


4. Reprint a Purchase Order

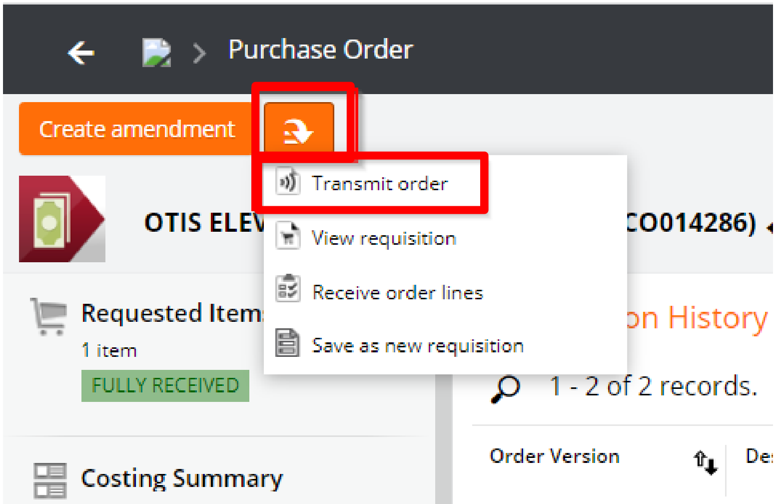
Locate the Purchase Order from within the **My Purchase Orders** tile.



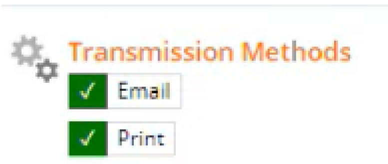
Use the **drop-down arrow** on the relevant purchase order in the grid and select **Retransmit order.**



Alternatively, from within the Purchase Order click on the **orange drop-down arrow**. Then click **Transmit order.**

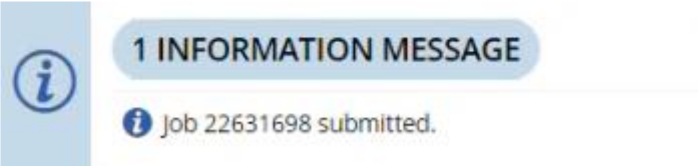


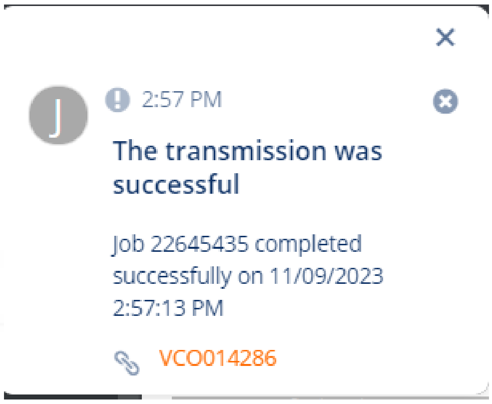
Depending on the settings registered against the particular supplier, you will have the options to either **print**, **email** or **export** the Purchase Order. Select which method you want to use. You can click **Edit** to make any necessary changes.



Once transmission methods have been confirmed, click **Transmit**.

An 'Information Message' will pop up at the top of your screen which shows "*Job ##### submitted*". Once successfully transmitted, a second notification will display with a link to the reprinted order.



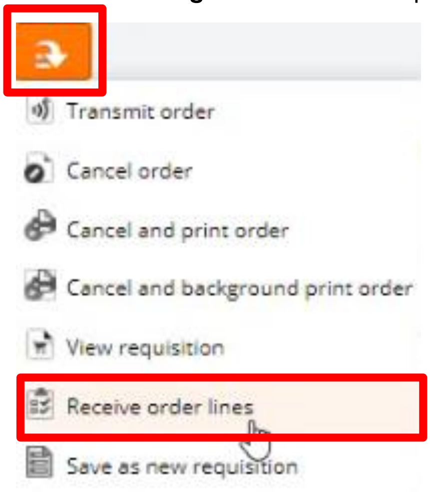


<u>NOTE:</u> The Purchase Order will be marked as "**REPRINT**".

5. How to Receipt a Purchase Order

Locate the Purchase Order from within the **My Purchase Order** tile.

Click the **orange arrow** at the top left-hand side of screen and select **Receive order lines.**



The order lines available for receipting will be displayed.

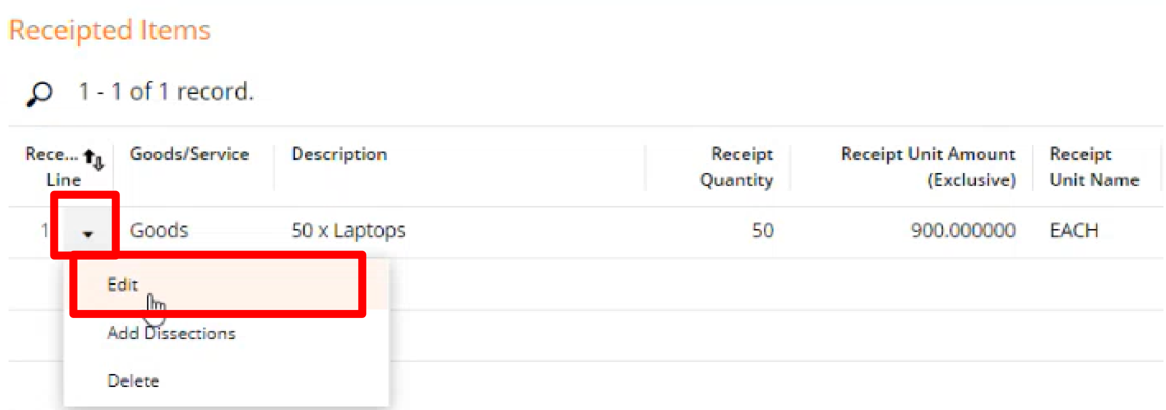
Put a **tick in the box** next to the line you need to receipt. Then click **Add and continue**.

You can now view receipt amounts, within the Receipted Items screen.

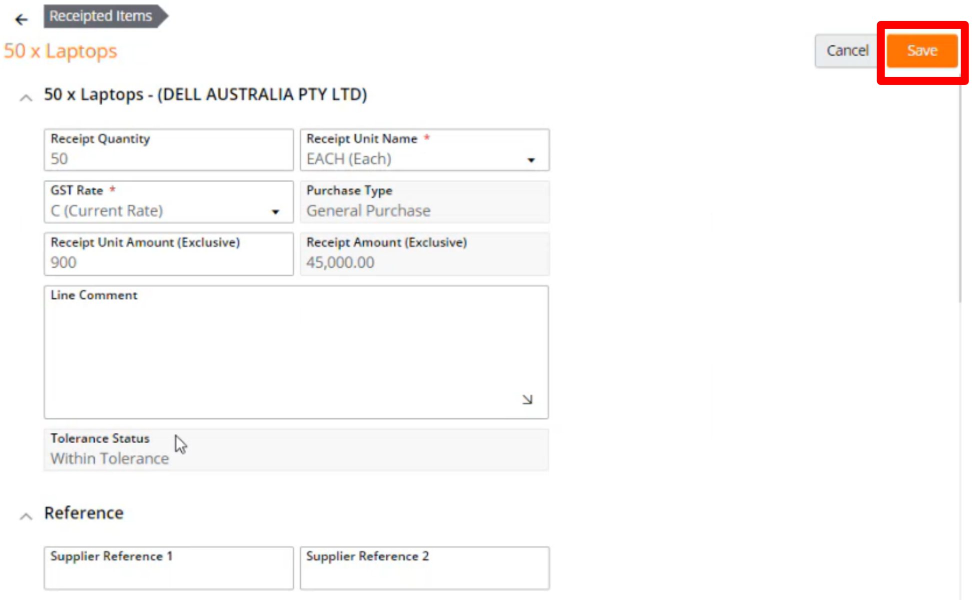
Partial Receipt

If only part of the total PO amount is being receipted, you will need to edit the Receipted Items before proceeding to Approval.

To edit the receipt amount, click on the **arrow** next to the line you need to edit. Then select **Edit** from the drop-down menu.

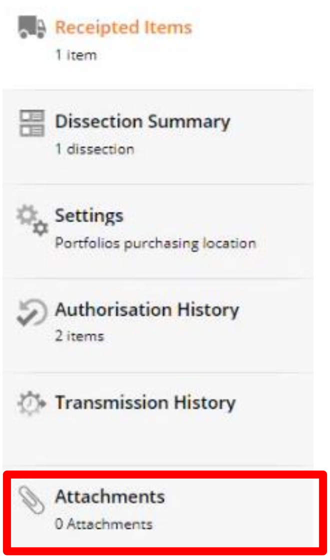


Make any **necessary changes** (e.g. change receipt quantity if only partial order has been received). Once changes have been made, click **Save**.

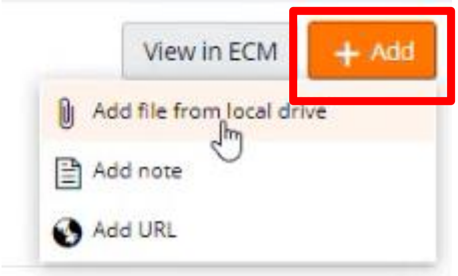


Attaching Invoice

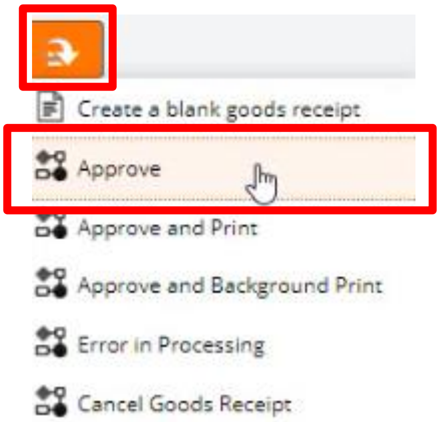
To attach invoice approvals and any other relevant documents, click on the **Attachments** tab on the left-hand side menu.



Click **Add**. You then have the option to **Add from local drive**, **Add note** or **Add URL**.



When the receipt matches the invoice, click the **orange arrow** and then click **Approve**.



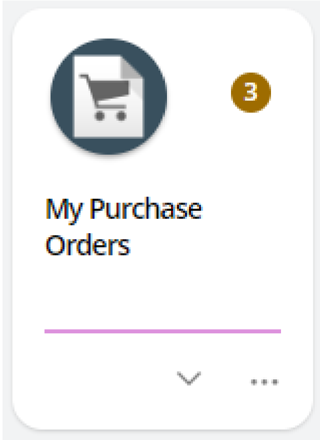
If an invoice has already been received for the items you are receipting, advise AP once you've completed the receipt.

6. How to Cancel a Receipt

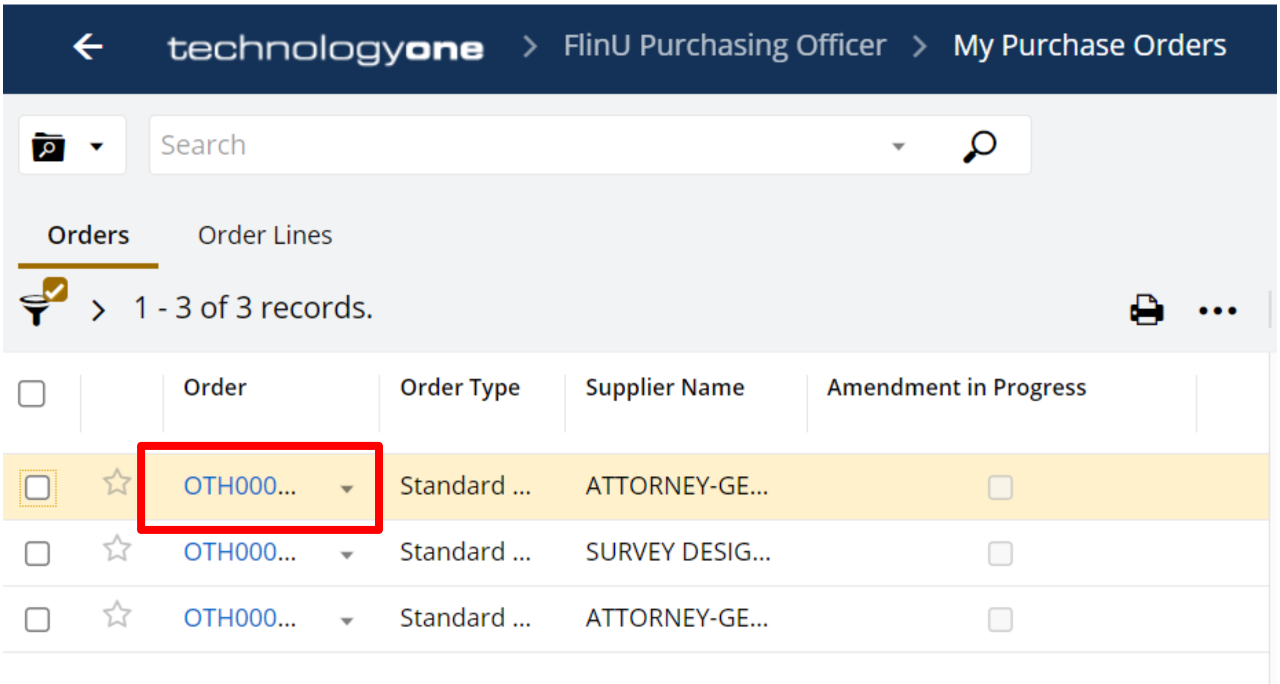
NOTE: You cannot cancel a receipt that an invoice has been matched to.

You should navigate to your Goods Receipt via the PO in My Purchase Orders tile.
The following steps will show you how.

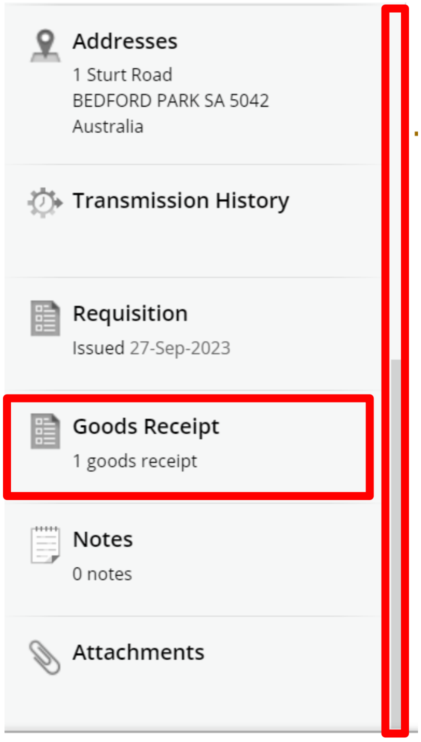
Go to **My Purchase Orders** from **FlinU Purchasing Officer** role.

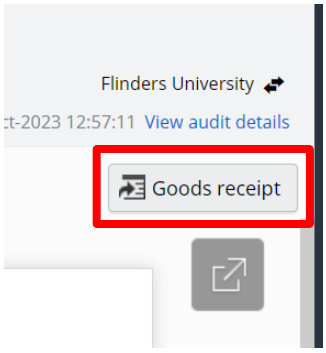


Select the right PO.



- If you are viewing on laptop screen, scroll down on the left side bar, then click on **Goods Receipt**. Click on the **Goods Receipt** button on the top right of your screen to view the receipts.

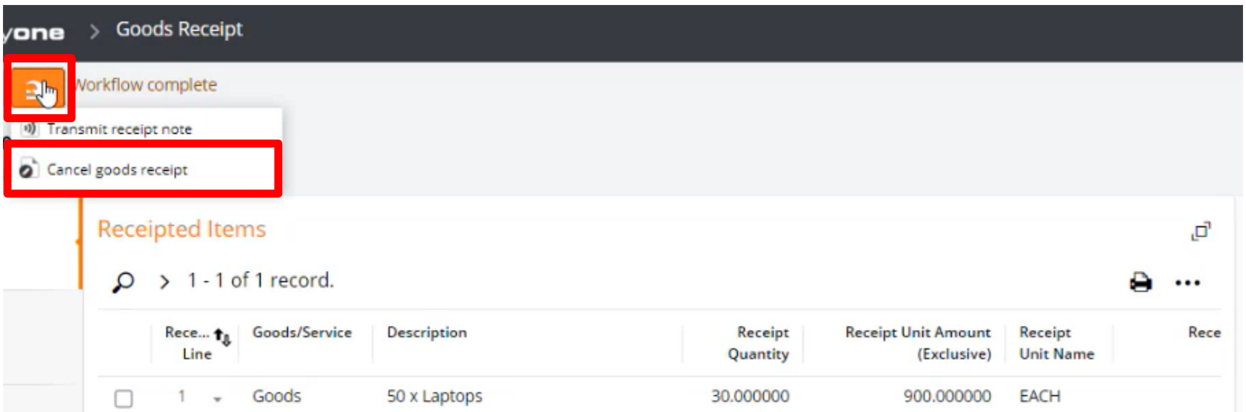




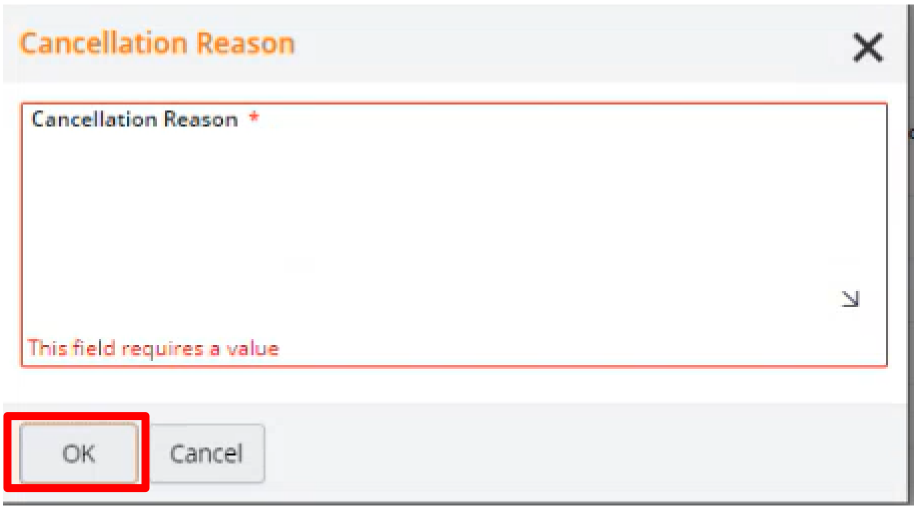
- If you are viewing on monitor, you can click on the **Goods Receipt** tab at the bottom right-hand side of your screen.

From here, you can flick through the associated **Goods Receipts**.

From the **Goods receipt**, click the **orange drop-down arrow**, then select **Cancel goods receipt**.



Enter a **Cancellation reason** in the pop-up box and press **OK**.



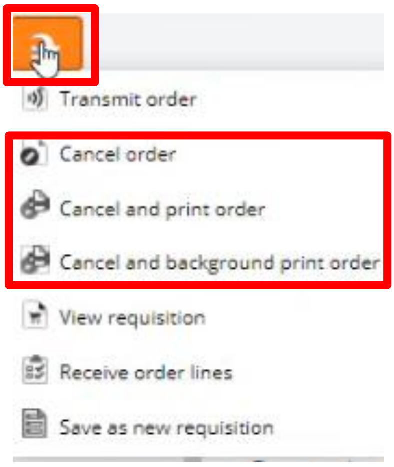
7. Cancelling/Closing a Purchase Order

<u>NOTE:</u> This can be done if the PO has no open receipts (e.g. Receipts have invoices matched to them). You can cancel/close a PO that has not been receipted or is partially receipted.

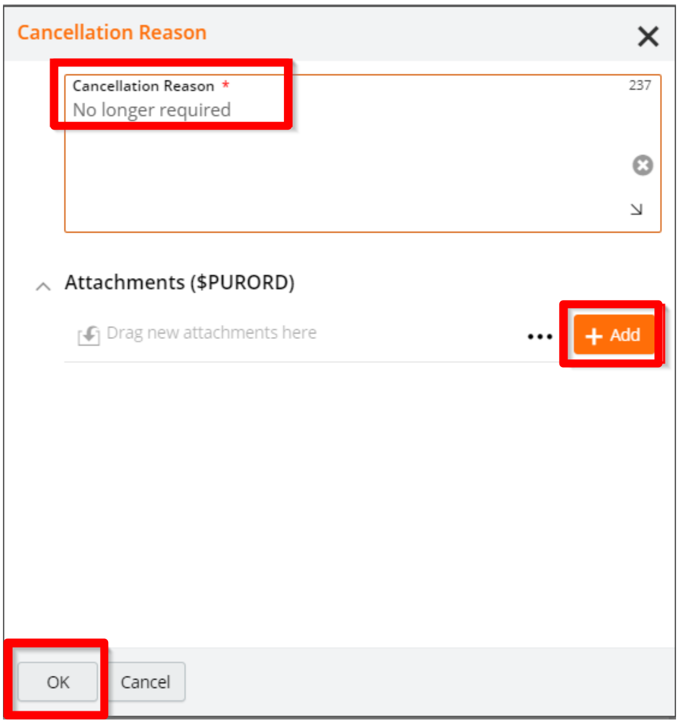
If the PO has a partial receipt and no invoice matched, first cancel the receipt, and then proceed to close the PO.

Navigate to the Purchase Order you need to cancel.

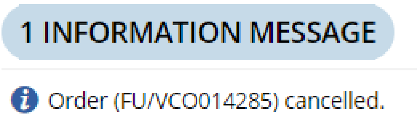
Click on the **orange drop-down arrow,** then select **Cancel order** or **Cancel and print order** or **Cancel and background print order**, depending on which is required.



Enter a **cancellation Reason**. Click **Add** to attach any relevant documentation. Once done, click **OK**.



You will receive a pop-up message which confirms the order has been cancelled.



8. Amending a Purchase Order

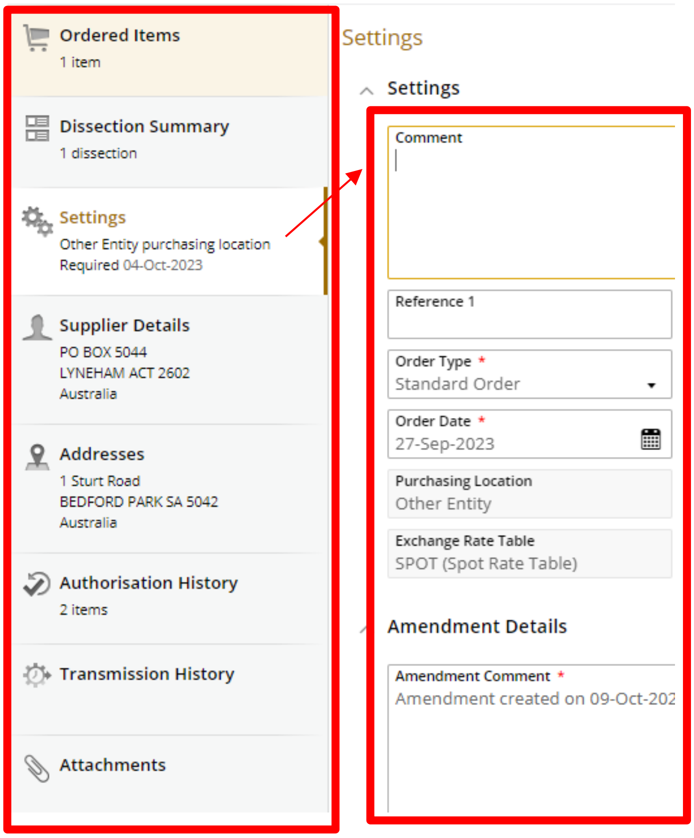
From within the Purchase Order, Click **Create Amendment,** at the top left-hand side of screen.

Enter an **Amendment Comment**.

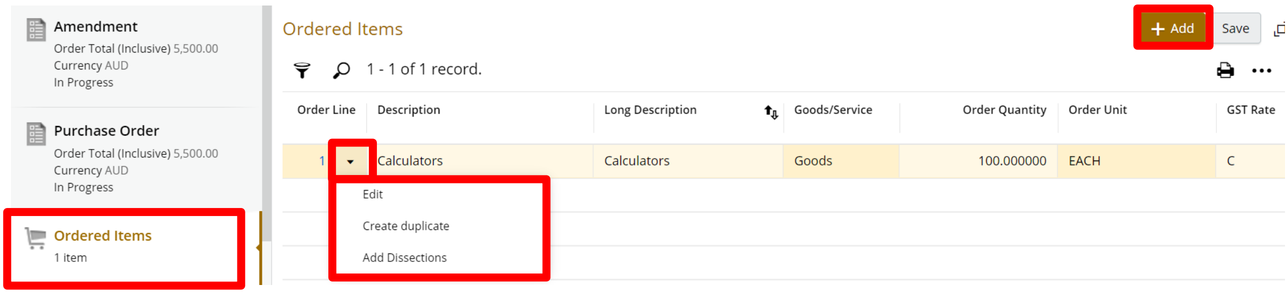
Click **Save**.

Make any necessary changes from **PO details** to **Ordered Items.**

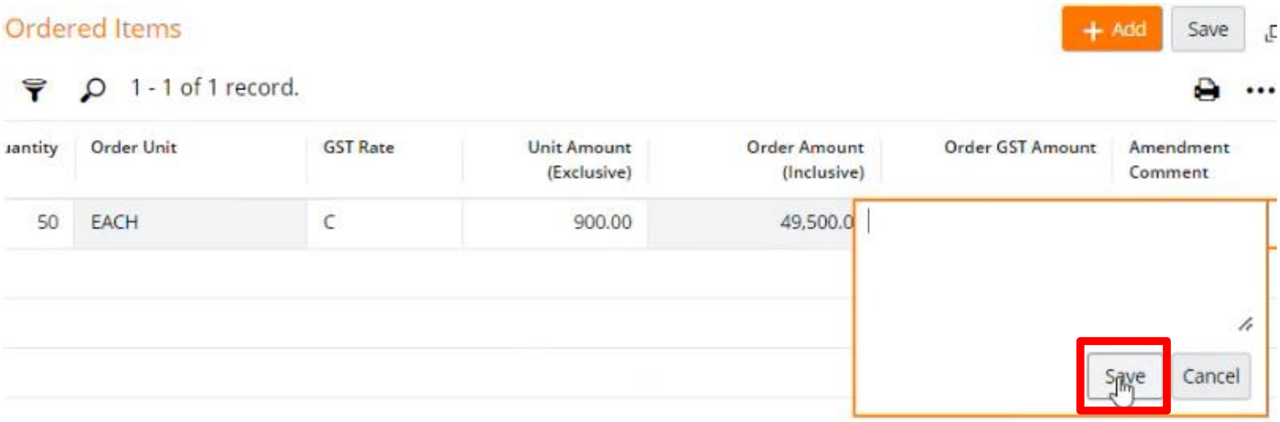
Click on the tab you want to change (in the below screenshot, Settings tab is selected), then edit the fields.



To add or modify items, go to **Ordered Items**. In here, you can select **Edit/Create duplicate**/Add **Dissections** the existing items, or Add a new item by clicking **+ Add**.



For any details you update, you will need to click the **Save** button that pops up, to save your amendments .

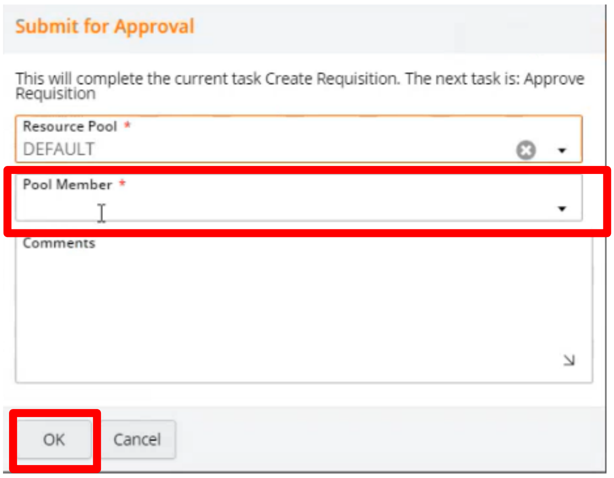


You then also need to click **Save** at the top right-hand side of your Ordered Items list.

Once all amendments have been made, click Submit for Approval, to send your amended Purchase Order for Approval.

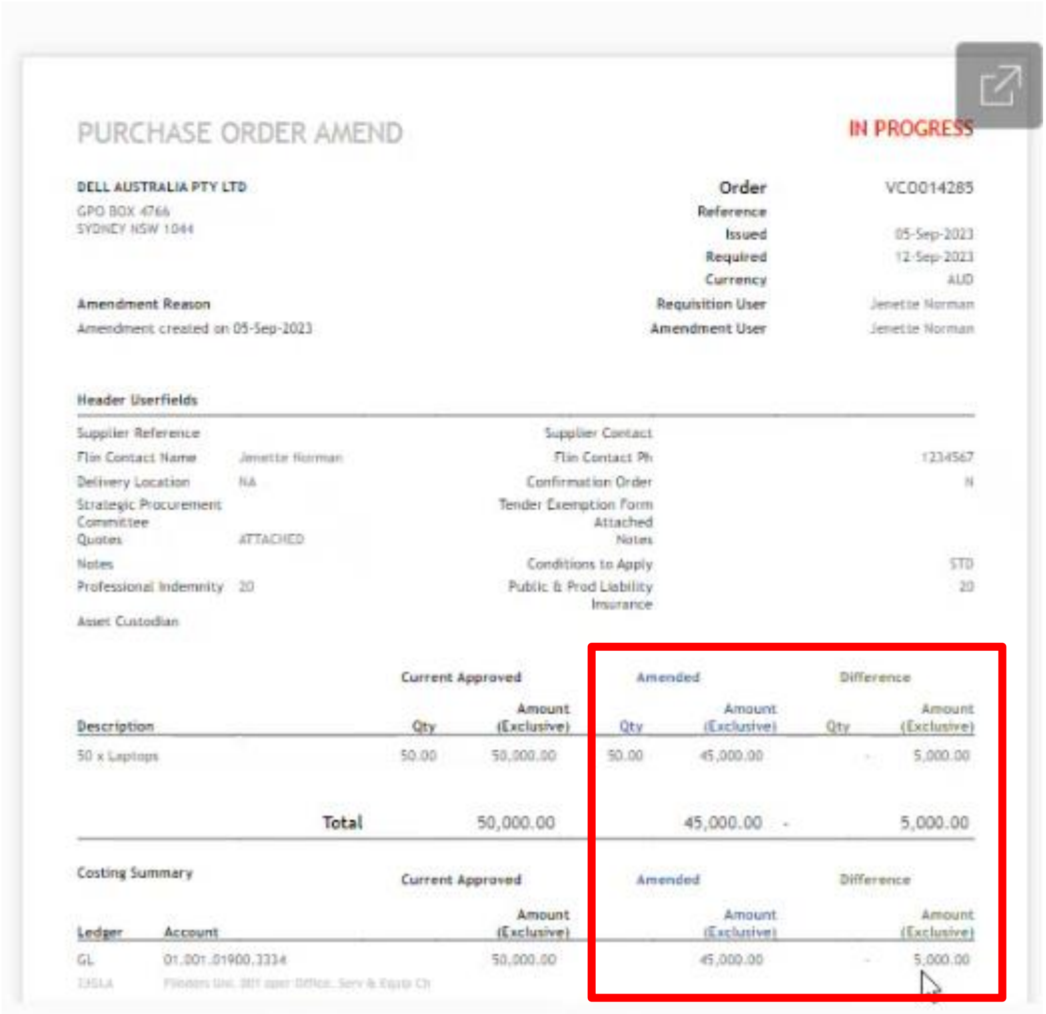
Enter your line Manager (or the person who needs to approve your requisition) in the **Pool Member** field. <u>**NOTE:**</u> If you start typing the name, it will pop up with options to select from.

Once you have selected the correct approver, click **OK**.



Approver to approve Amendment

Your line Manager will receive a request to approve your amended purchase order in their **My Tasks** tile within TechOne. The process is the same as [Approving a Requisition](). Once they access the purchase order, they will have a view of what has been amended.



Once the amended purchase order has been approved, you will receive an email to notify you.

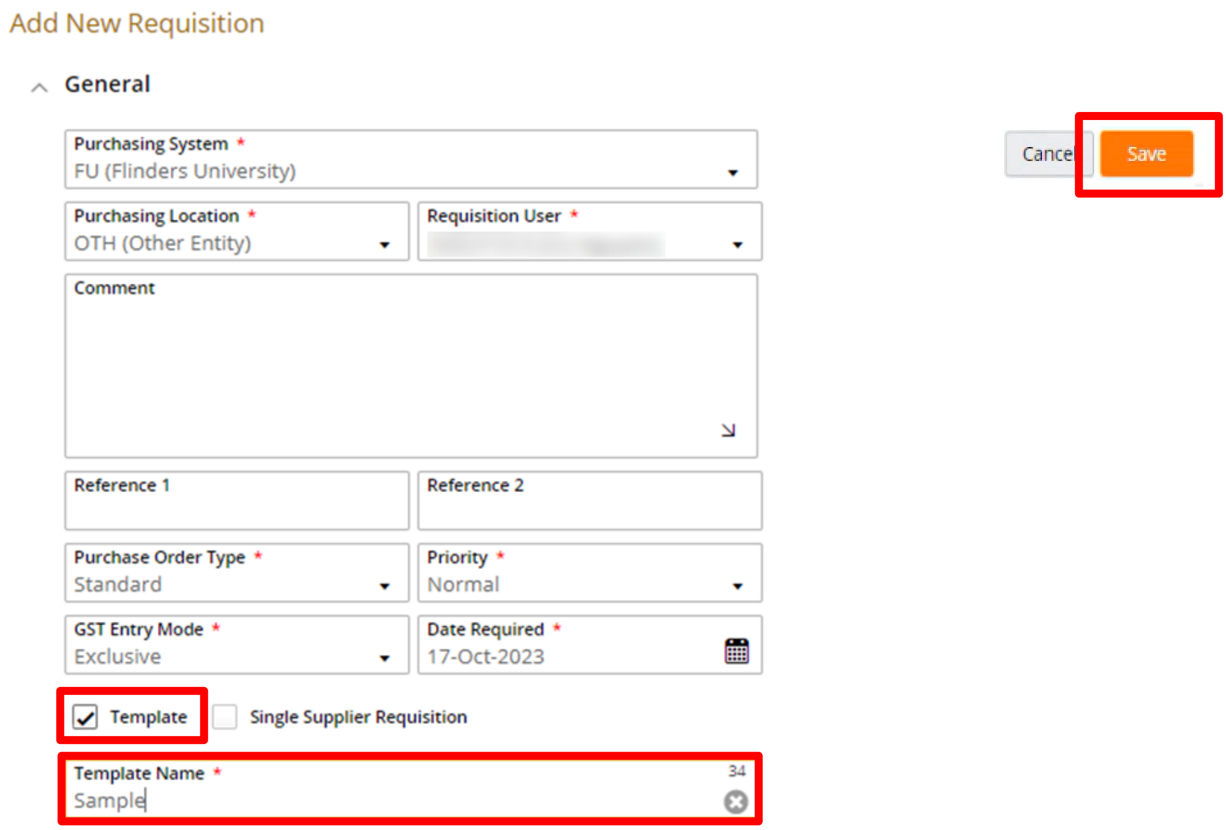
9. Updated on 14/09/23

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.

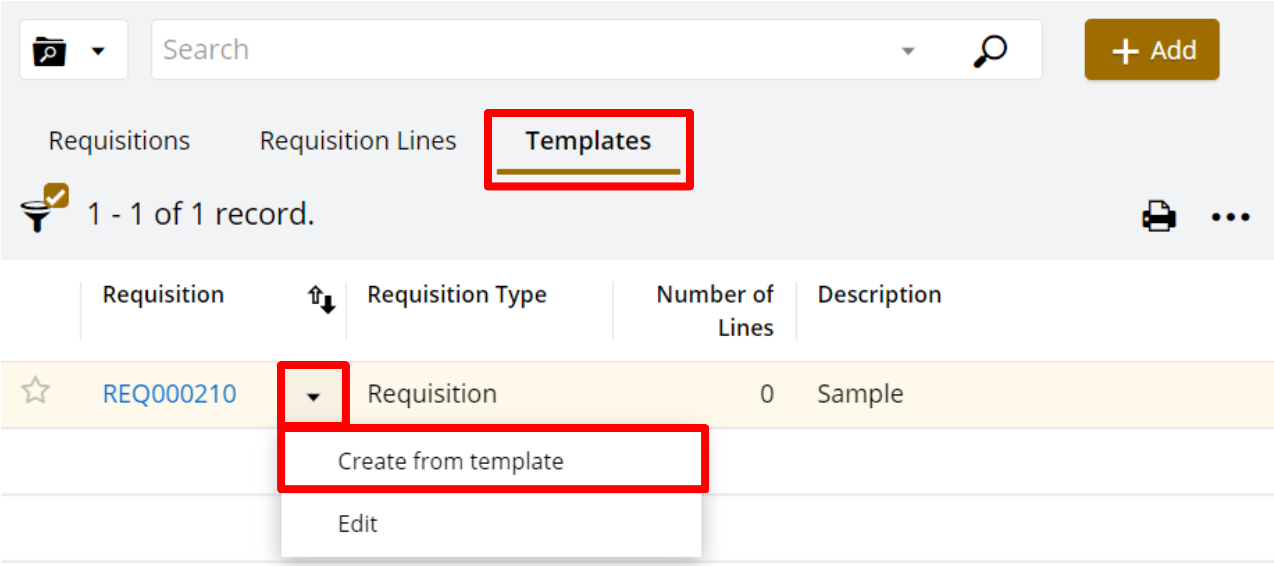
10. Using Template to create new requisition

Tick the Template box then name the Template. Continue filling the other required fields as explained in section 2, then **Save**.

The template has been created.



Next time when you want to raise a new requisition using a template, go to **My Requisition** as usual, then switch to **Templates** tab. Click on the down arrow on the template, then **Create from template**.



You will be lead straight to the **Requested Items** screen to add items.

You can modify the details from the **Settings** and **Addresses** tab.

Then continue completing the requisition as usual.