

School Fiori Ordering system - Approvers guide

Derbyshire County Council has enabled technology in Fiori to allow schools to purchase goods and/or services from the external product catalogues of selected suppliers (the 'services').

Derbyshire County Council cannot recommend the use of any particular supplier that can be accessed via this technology, and any school using the services shall be solely responsible for selecting a particular supplier of the services. The school will also need to demonstrate that it has complied with the regulations and procedures (including value for money obligations) as set out in the Derbyshire scheme for financing schools.

Accordingly, whilst Derbyshire County Council has taken reasonable care in providing this purchasing facility through Fiori, other than where it is negligent, we cannot accept any liability for any damages or losses howsoever incurred by any school where such a school uses the services.

This guide provides School Procurement Approvers with instructions how to approve or reject Purchase Orders and goods receipt items using Fiori Apps.

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1.0 - Approvers Role

Approvers can:

- approve (or reject) Purchase Orders within their financial approval limit
- check how/when a Purchase Order was issued to the Supplier, (email/post) and if necessary, obtain a pdf copy
- confirm receipt of goods/services
- view previously completed Purchase Orders

2.0 - Introduction - Fiori Dashboard for Purchasing

Fiori Dashboard is an electronic procurement system used to order goods and services effectively and efficiently. It communicates with SAP and allows real time commitment updates. It is for ordering goods where the exact price is known (so it is important that any delivery charges are included in the order).

The Ordering process:

- The Requisitioner (formerly known as Shopper) enters the order information into a Purchase Requisition (PR).
- When the Requisitioner has completed the (PR) this automatically creates a Purchase Order and send this to the Approver's inbox
- The Approver logs into their Fiori Dashboard Inbox and approves or rejects the Purchase Order.
 - Approvers will only receive Purchase Orders within their financial approval limit (£1,000 / £5,000 / Unlimited)
 - When approved: i) a pdf copy of the order is sent to the Supplier and
ii) committed amount(s) appear against your selected GL code(s) in your budget
- Goods arrive in school - The Requisitioner or Approver goods receipt these and the GL code in the budget is debited with the actual cost and the committed amount removed
- The invoice goes to Accounts Payable, County Hall (usually sent by the Supplier directly to Accounts Payable. If sent to school, send onto Accounts Payable, do not keep in school)
- The Supplier is paid (based on the Supplier's payment terms) when the goods have been receipted and the invoice is received by Accounts Payable

2.1 – Accessing the Fiori Dashboard and basic navigation

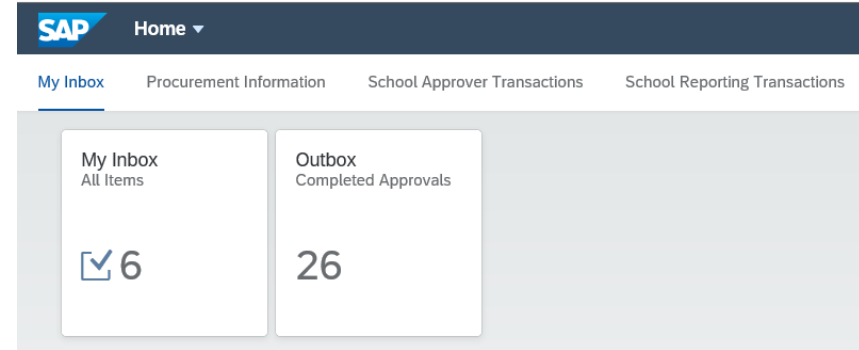
Note: Please read the disclaimer notes on the front page of this guide before approving goods or services.

Log into Fiori (see logon guide - add link)

This loads the Fiori Dashboard.

The Apps displayed are based on the role you have been assigned in Fiori (as requested by your Headteacher on the original user request form).

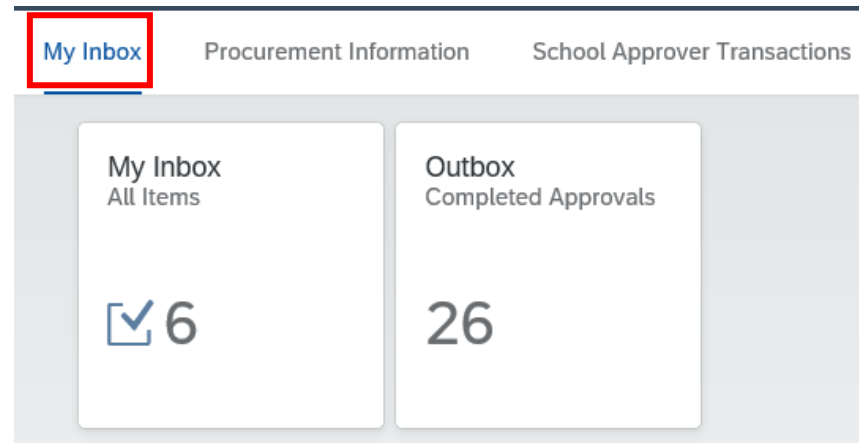
All apps required for the Approver's role are explained in this user guide.



From the Fiori Home page.

Click on **My Inbox** to approve or reject Purchase Orders.

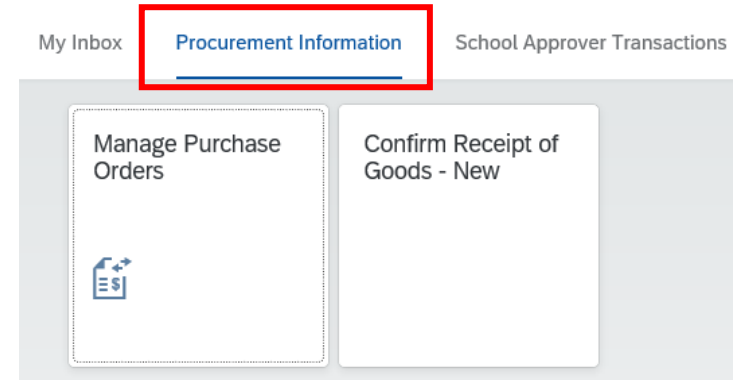
This will display the **Inbox and Outbox Apps**.



Click on '**Procurement Information**'.

This will display the '**Confirm Receipt of Goods – New app**' and '**Manage Purchase Orders app**'.

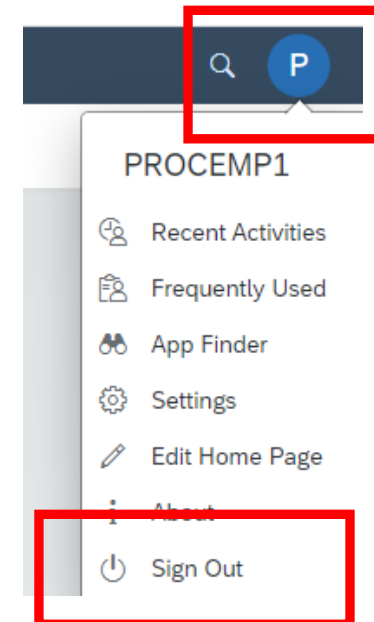
The Manage Purchase Orders app enables you to view more details about specific Purchase Orders. You will predominately drill down into this app from your Inbox or Outbox to check Purchase Order details.



When you are using any of the Fiori Procurement apps you can navigate to the previous screen using the **back arrow** and return back to the Fiori homepage by clicking on the **SAP icon**.



Always log off (**sign out**) using the user icon in the top right of your Fiori Dashboard.



3.0 - My Inbox approving or rejecting Purchase Orders

When the Requisitioner (Shopper) has created their Purchase Requisition (shopping cart) **this automatically creates a Purchase Order and sends this to the relevant Approver's inbox** (based on the Approvers financial approval limit).

There is no e-mail notification however the number of items in your inbox will change as new tasks are received or tasks are processed.

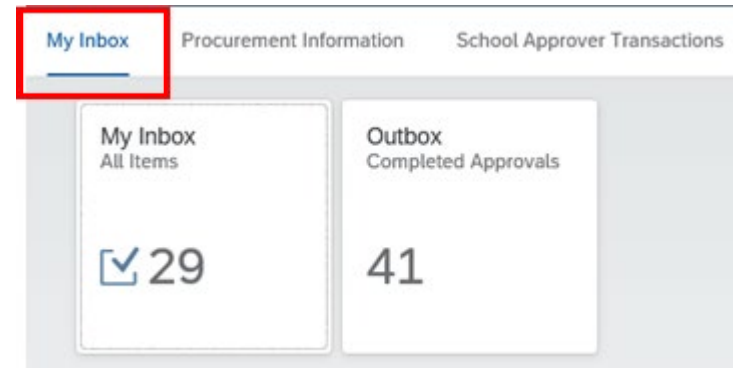
We recommend that you monitor your inbox on a daily basis

From the Fiori Home page **Click on My Inbox** at the top of the screen.

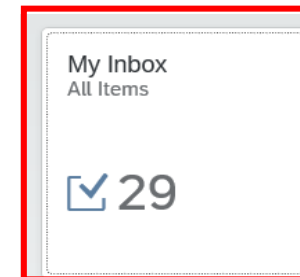
Your Inbox and Outbox are now displayed.

The number of items in your inbox are displayed and this will change as new tasks are received or tasks are processed.

When you have completed tasks, these will then move to, and remain in your Outbox.



Click on the **'My Inbox app'**.



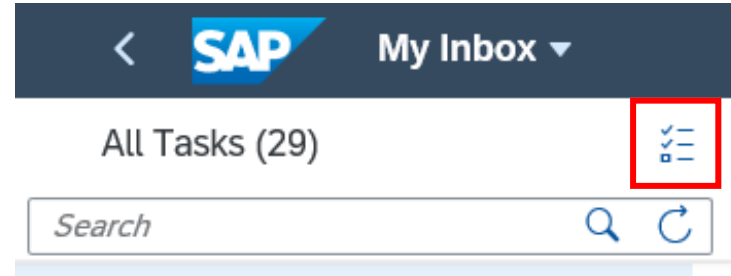
The **'My Inbox'** screen defaults to the general information section, and the Purchase Order number is displayed.

Tasks are displayed in your task list on the left-hand side of the screen.

The tasks are ordered so that the most recent task will appear at the top of the list.

As your Inbox is used for approving or rejecting a variety of tasks you can use the filter icon to check what different tasks require processing.

Click on the filter icon.



The different task requiring processing are displayed. Click on Release of Purchase Order to see a list of orders requiring processing.

Select Task Type

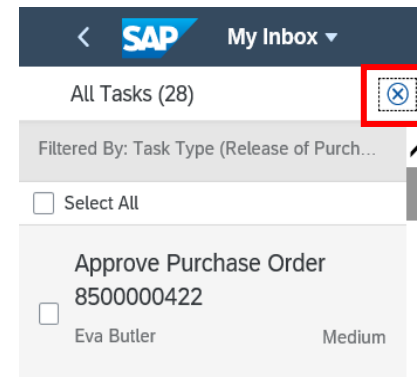
PO Invoice Dashboard (Line Level)

Release of Purchase Order

The task list is now filtered to only display Purchase Orders awaiting processing.

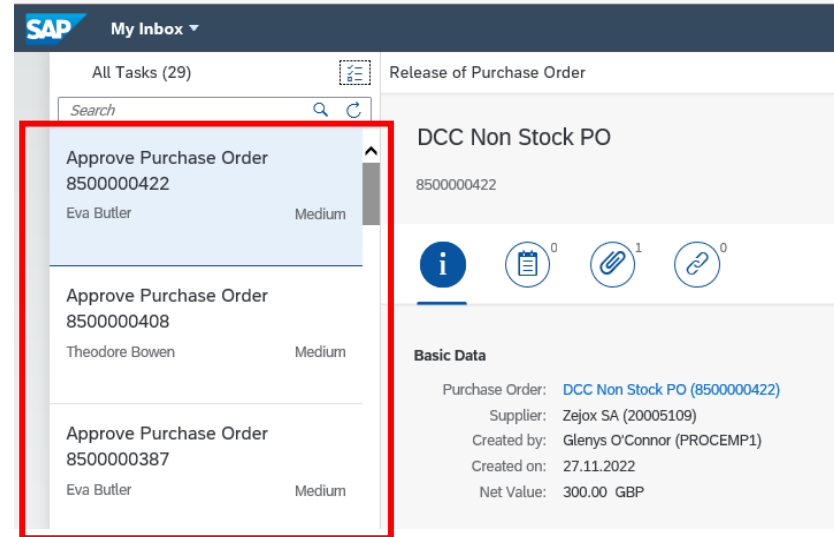
Please note that when filtering by item type, no item details are displayed.

Click on the cross to remove the filter.



With the filter removed the top item will be highlighted in blue and the details for the highlighted task will appear on the right-hand side of the screen.

Where you have several tasks in your list then click on the required task to highlight and display the details.



Scroll down the screen to see all item details.

Items will always be displayed twice, firstly under the Purchase Order number and then repeated under the PR number.

Items (1)						
Item	Product Type Group	Short Text	Material Group	Material	Delivery date	Order Quantity
10	Material	Learning and activity books ref 1234	Agency Payments	00116200	28.11.2022	30.000 EA
Net Order Price: 10.00 GBP Price Unit: 1 EA Net Order Value: 300.00 GBP Service Performer: Status:						
Purchase Requisition Items (1)						
Requisn. item	Short Text	Material Group	Material	Delivery date	Quantity requested	Valuation Price
10	Learning and activity books ref 1234	Agency Payments	00116200	28.11.2022	30.000 EA	10.00 GBP

Additional information including Requisitioner comments and which Cost Centre or SIO the Purchase Order is being charged to can be viewed by clicking on the Purchase Order number link as shown.

Click on **Manage Purchase Orders**.

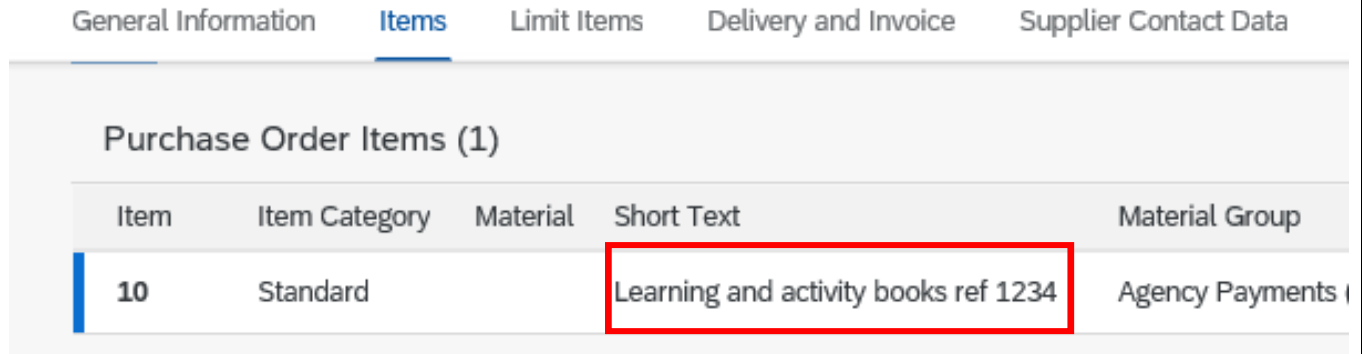
(If the Manage Purchase Orders link is not displayed then click on More links to display this option).

The Purchase Order screen is now displayed.

Click on the **Items** link.

Status	Purchase Order Date	Net Value
In Approval	27.11.2022	300.00 GBP

Click on the **Short Text** title of the item you wish to check. This takes you to a new screen.

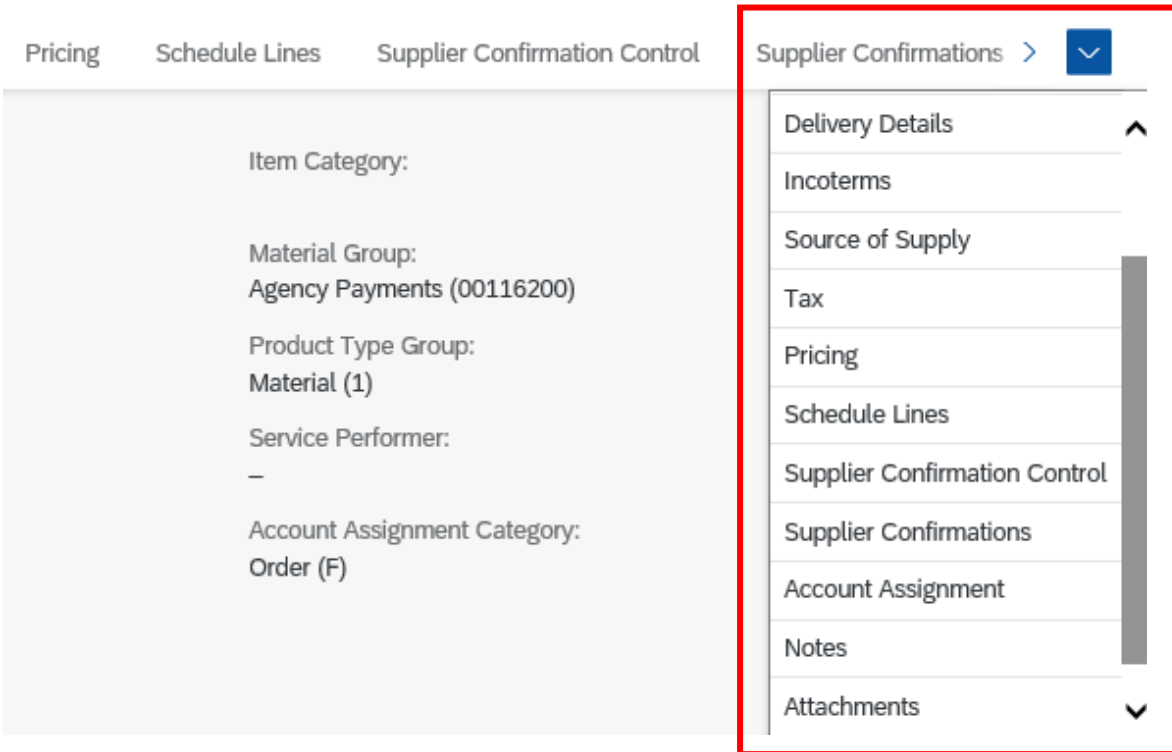


The screenshot shows a navigation bar with tabs: General Information, Items (selected), Limit Items, Delivery and Invoice, and Supplier Contact Data. Below the navigation bar is a table titled "Purchase Order Items (1)". The table has columns: Item, Item Category, Material, Short Text, and Material Group. The row for Item 10 is highlighted, and the "Short Text" value "Learning and activity books ref 1234" is enclosed in a red box.

Item	Item Category	Material	Short Text	Material Group
10	Standard		Learning and activity books ref 1234	Agency Payments

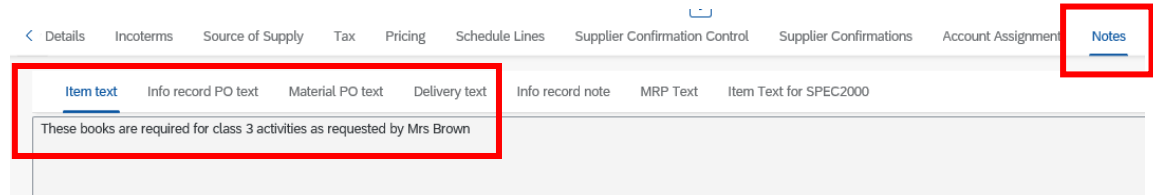
Either scroll down the page or use the arrow to find the required information such as Account Assignment details or Notes.

Please note Attachments can be displayed from your Inbox as detailed later in this section.

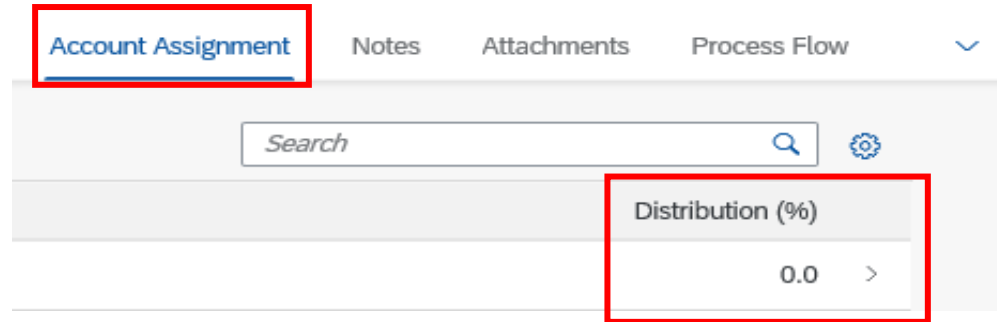


The screenshot shows a detailed view of an item with tabs: Pricing, Schedule Lines, Supplier Confirmation Control, and Supplier Confirmations (selected). The main content area displays details for Item Category, Material Group (Agency Payments (00116200)), Product Type Group (Material (1)), Service Performer (—), and Account Assignment Category (Order (F)). A dropdown menu for "Supplier Confirmations" is open, listing options: Delivery Details, Incoterms, Source of Supply, Tax, Pricing, Schedule Lines, Supplier Confirmation Control, Supplier Confirmations, Account Assignment, Notes, and Attachments. The dropdown menu is highlighted with a red box.

Any comments from the Requisitioner are displayed under the **Notes** section under **Item Text**.



Click on the **Account Assignment link** to view where this item is to be charged on your budget.

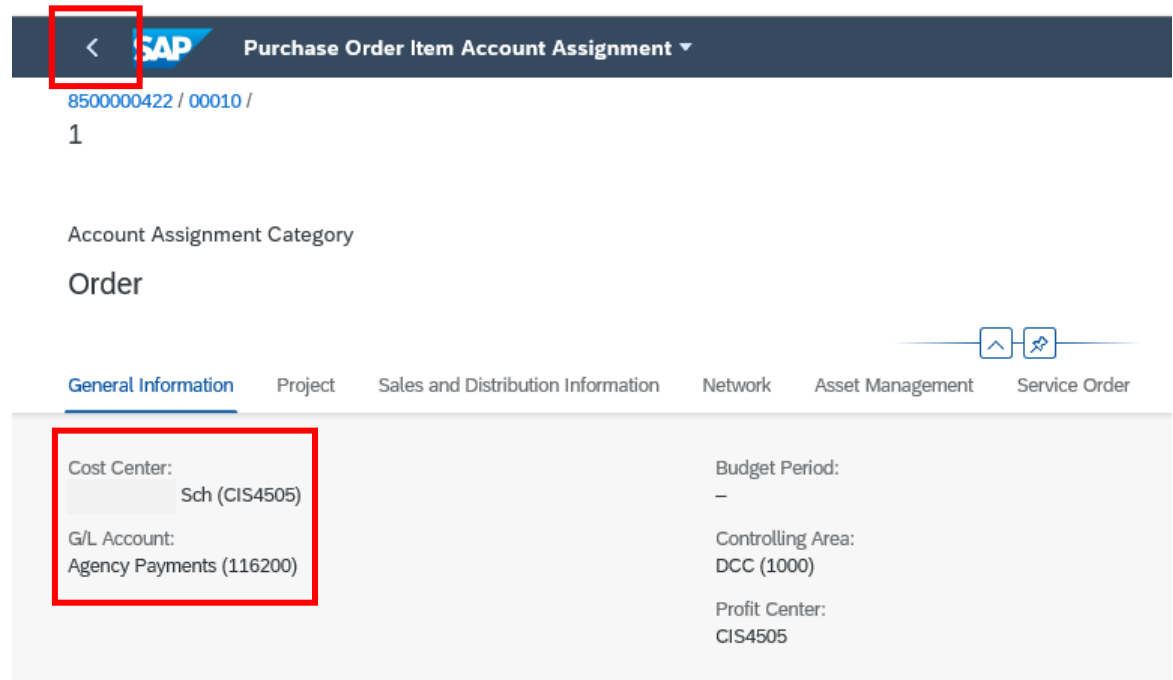


Then click on the **arrow** to view the specific Account Assignment details.

Confirmation is provided of where this item is to be charged on your budget.

Click on **the back arrow once** to return to the previous screen.

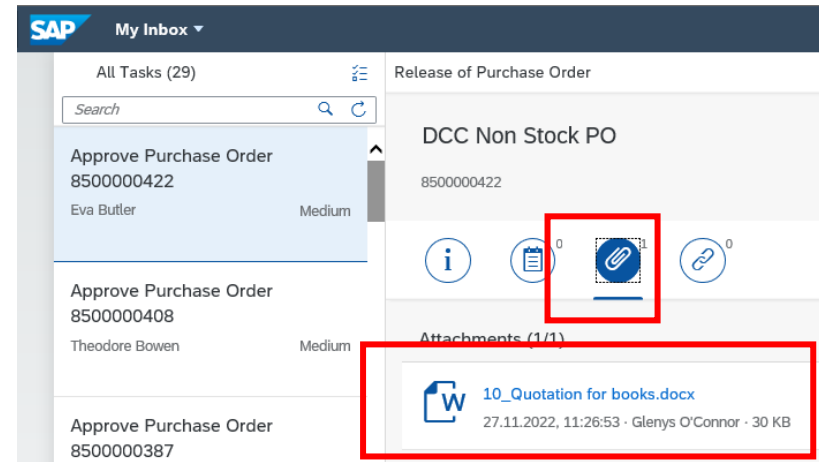
Continue to click on the back arrow until you return to the Inbox screen.



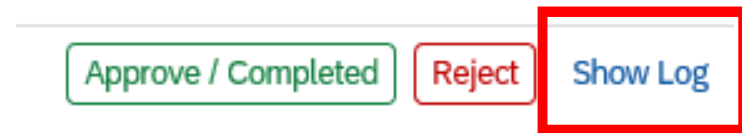
In the Inbox:

If attachments have been added to this order, then these can be displayed **by clicking on the attachment icon.**

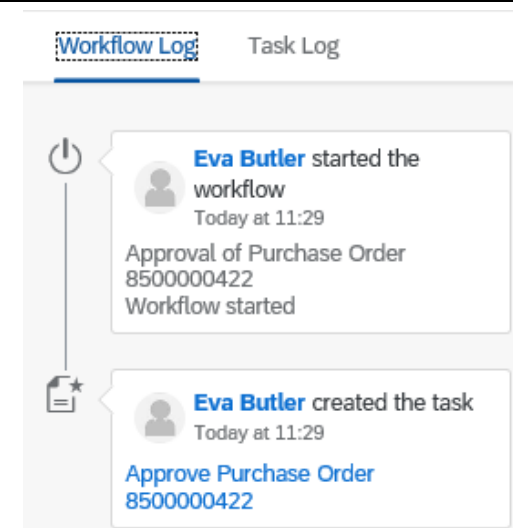
Then click on the attachment link to open the attachments.



A **show log** option is available at the bottom of the screen.

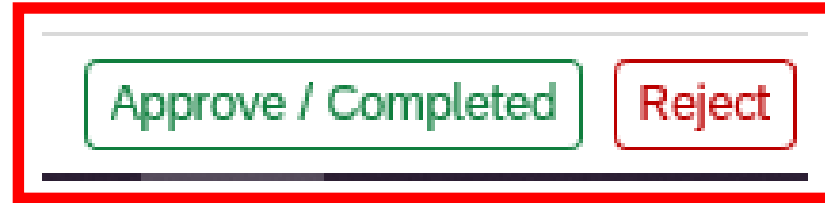


The workflow log is then displayed.



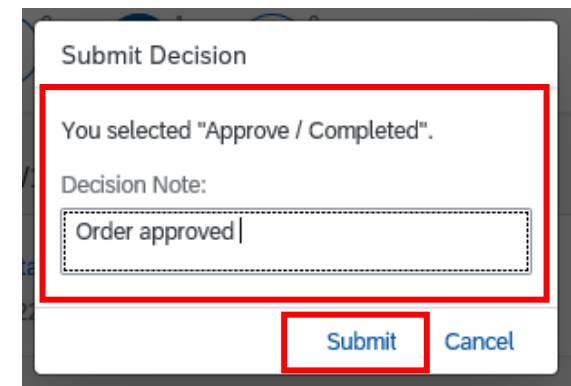
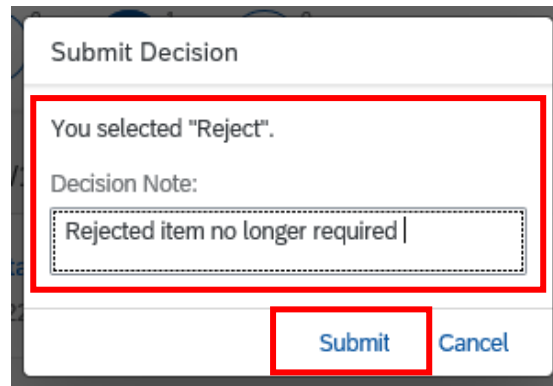
Click on Approve / Completed to approve the Purchase Order and send this order to the Supplier.

Click on Reject if this Purchase Order is incorrect or is not required. By rejecting a Purchase Order this is returned back to the Requisitioner who will close the order. If changes to the order are required a new Purchase Order will need to be created by the Requisitioner.



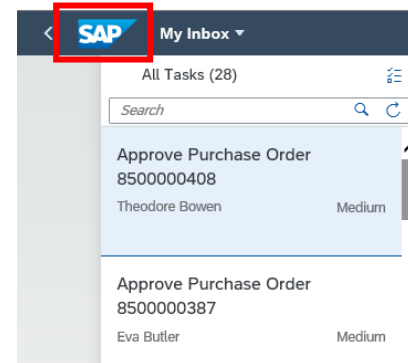
Although not essential it is good practice to add a note. Examples of both approved and rejected text are provided as shown.

Click Submit to complete the process.



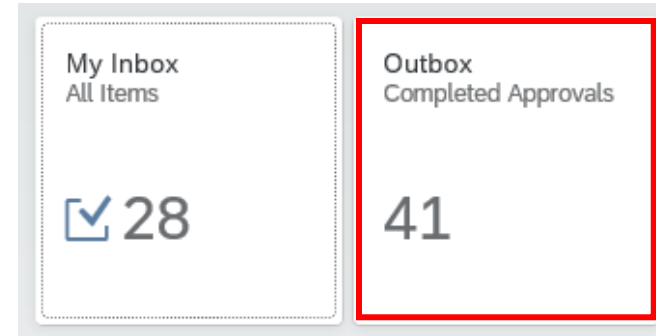
The item is now removed from your task list.

Click on the SAP icon to return to the home page.



The number of items displayed in your Inbox and Outbox has now changed to reflect that you have processed this task. The completed item is now in your **Outbox**.

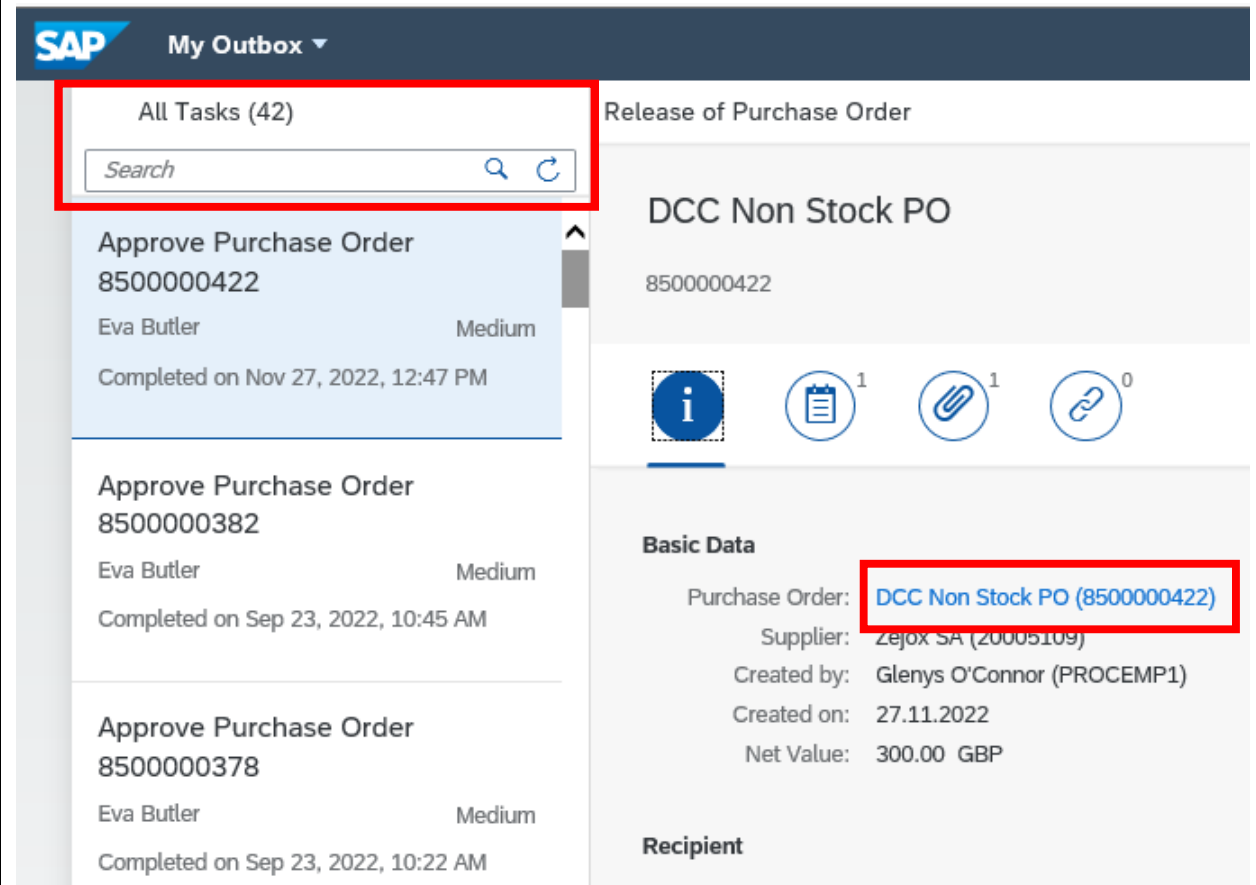
Click on your Outbox if you need to display any completed tasks.



The completed tasks are now displayed.

You can also use the search box to find any Purchase Orders you have previously processed

Further information is available **by clicking on the Purchase Order number.**

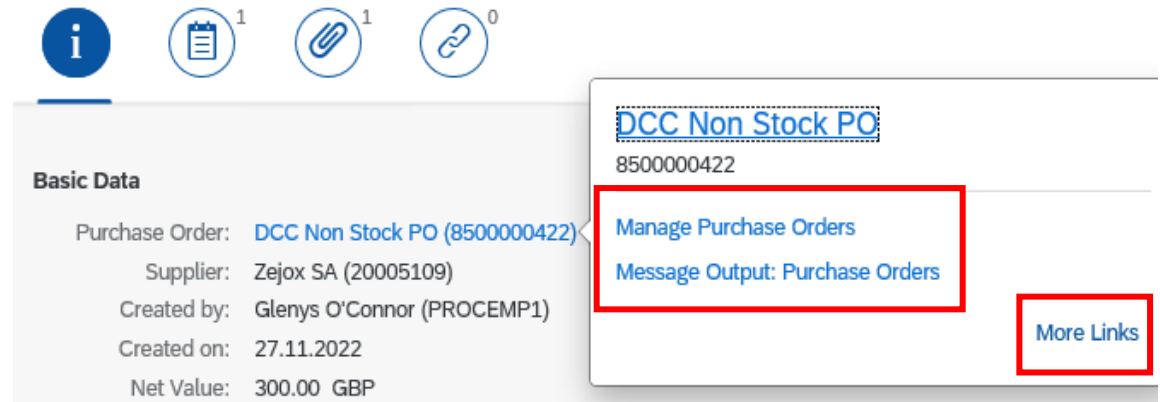


Click on the Manage Purchase Orders link to drill down to view further details (see the section above for further details).

If the order has been approved you can **click on the Message Output: Purchase Orders link**, to either provide the Supplier with a copy of the order or check when and how the order was sent.

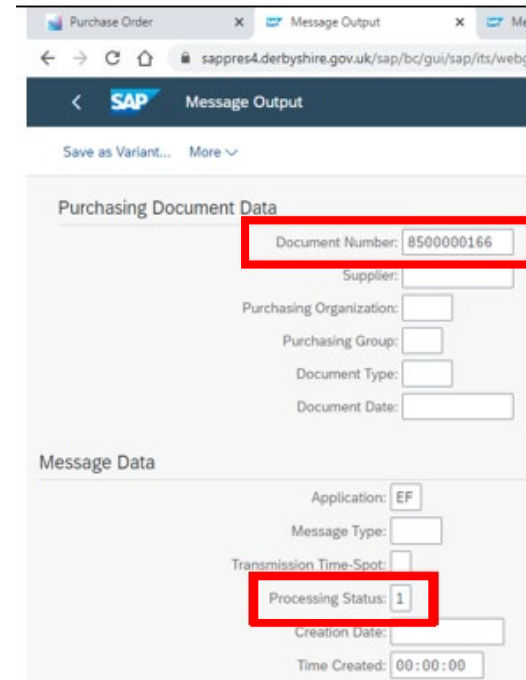
(If these links are not displayed then click on More links to display this option).

This will open a new browser window.



Enter the required PO number in the **Document number field**.

Change the Processing status to 1.

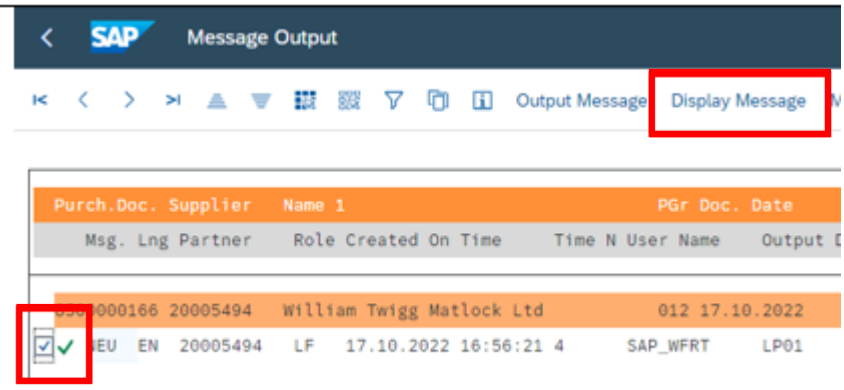


Click Execute.

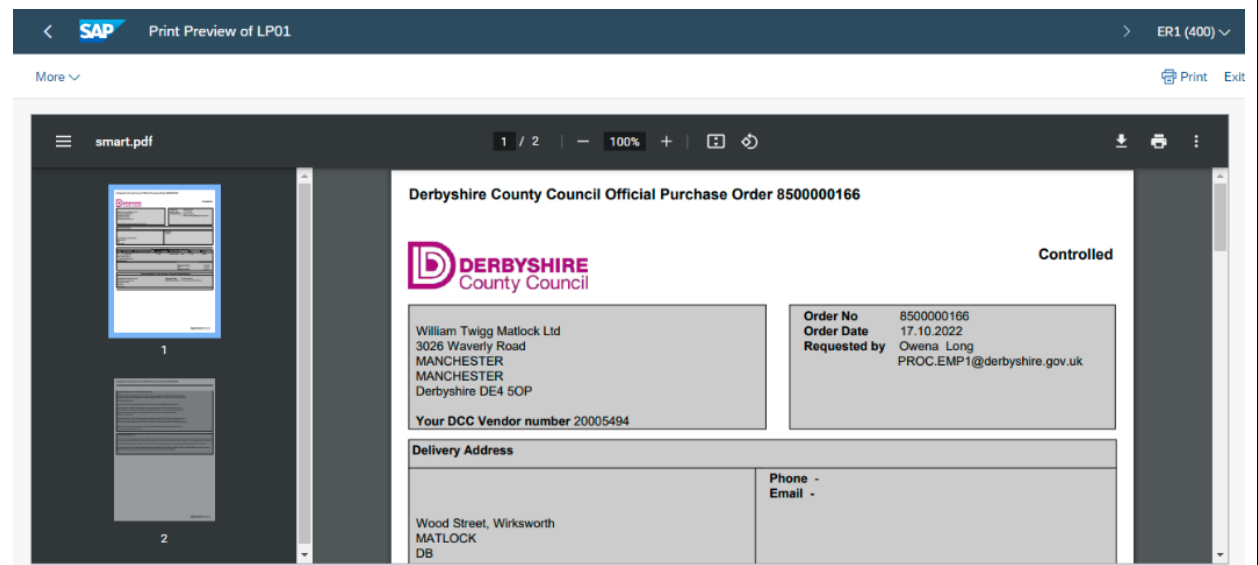


Tick the box to select the PO.

Click on Display Message.



The PDF image of the PO is displayed.



If the Supplier is advising that they have not received the Purchase Order then this can be downloaded, named, and saved ready to e-mail to the Supplier as shown below.

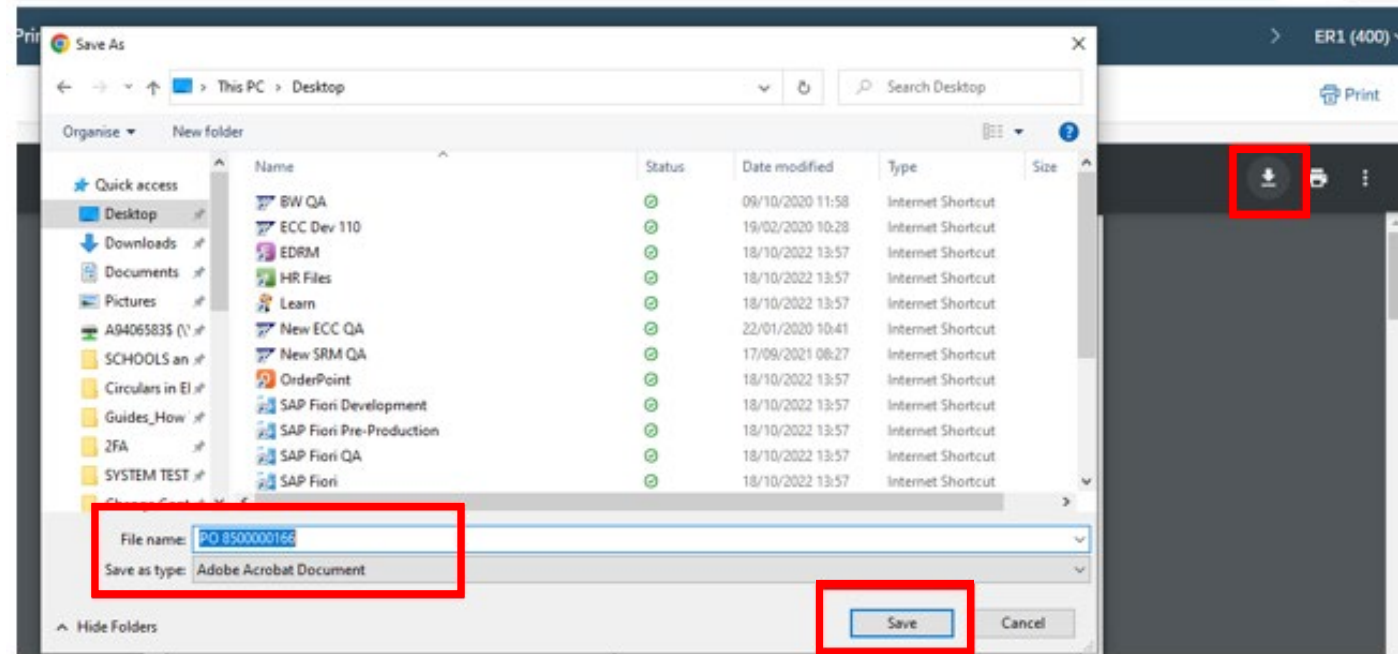
Click on the download icon.

Choose a file location to save the PDF.

Name the PDF for example use the PO number.

Click on save.

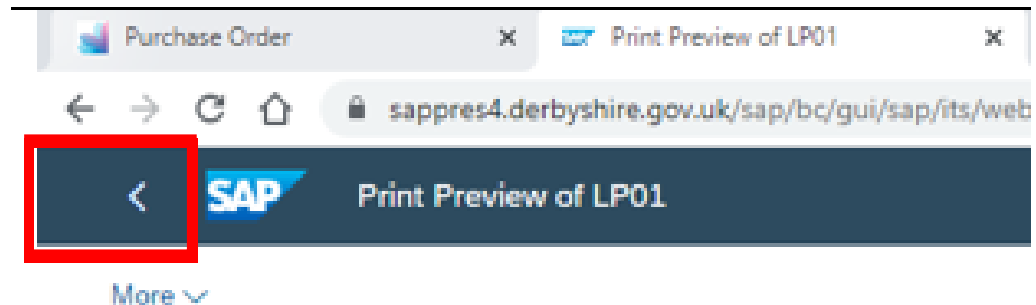
You can now e-mail the PDF to the Supplier.



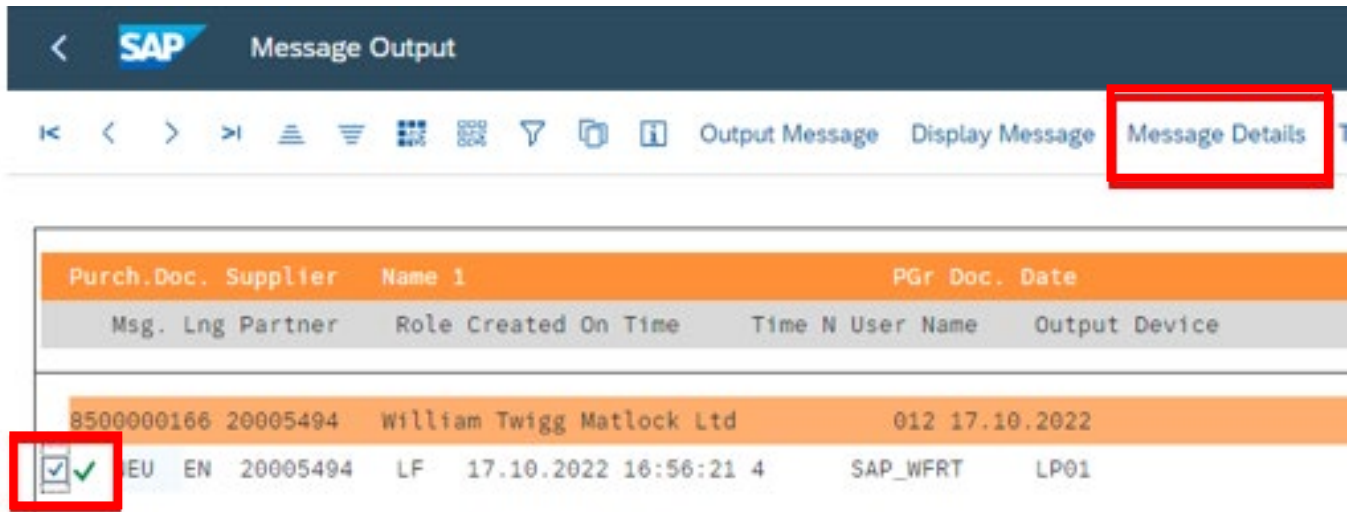
The date time and method of transmission to the Supplier can also be displayed from the message output screen.

From the PDF screen:

Click on the back arrow to return to the message output screen.



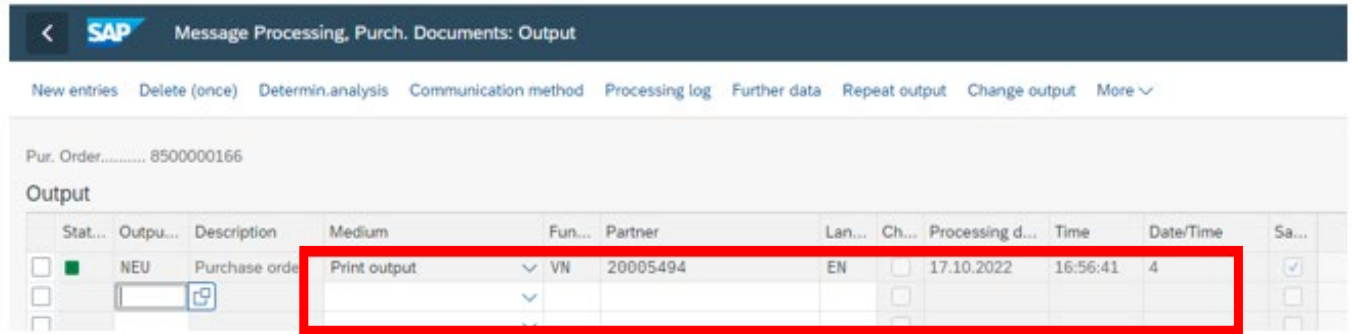
Tick the box to select the item and then **click on the Message details.**



The transmission type and date and time are now displayed.

The example below shows the **status of Print Output** which means posted second class by DCC on your schools' behalf.

The status will usually show **as external send (sent immediately to the Suppliers e-mail address).**

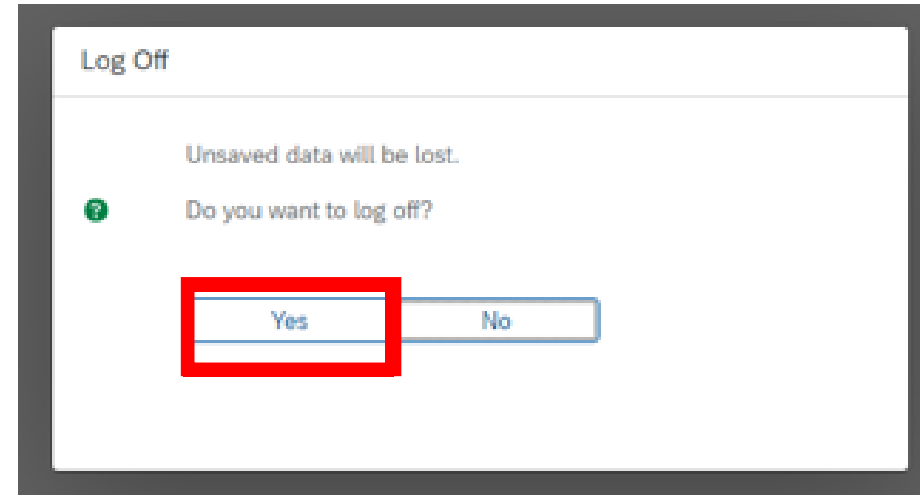


When you have checked the details **close the new browser window.**



Click on Exit until the log off session is displayed.

Click Yes.



The session logoff is now displayed.

Click X to close this session.



4.0 - Goods Receipting Frequently Asked Questions

Type of goods receipt (confirming delivery of your goods):

- **Full delivery** – when you receipt all goods (line items) on the Purchase Order
- **Partial delivery** – when you receipt some of the goods and/or a partial quantity
- **Zero receipt** – when you will never receive the goods e.g., if discontinued. You also need to tick the last delivery tick box.
- **Last delivery tick box** – tick this on each line item only when all quantities of the item have been received, this closes that line and removes any outstanding committed amount in your budget

When do I goods receipt a Purchase Order in Fiori?

As soon as possible after you receive the goods/services. This ensures the Supplier is paid promptly.

Do I wait to goods receipt until I receive all the items on the Purchase Order?

No, you must receipt the goods as you receive delivery of them – *this is known as a Partial goods receipt*. Failure to do this promptly could result in the Supplier's invoices being blocked for payment and the Supplier could then place the council on 'stop' preventing further orders to that Supplier.

I have received a greater quantity than on the Purchase Order? (e.g., special offer)

If you are keeping the item(s), you will only be able to goods receipt the quantity ordered. The invoice will then go through the Price/Quantity discrepancy process.

4.1 - Confirm Receipt of Goods – New app - How to Goods Receipt (Confirm) Part and Full Deliveries

It is important that as soon as possible after receiving the goods or service that these are receipted in Fiori to ensure that the Supplier is paid in accordance with their payment terms.

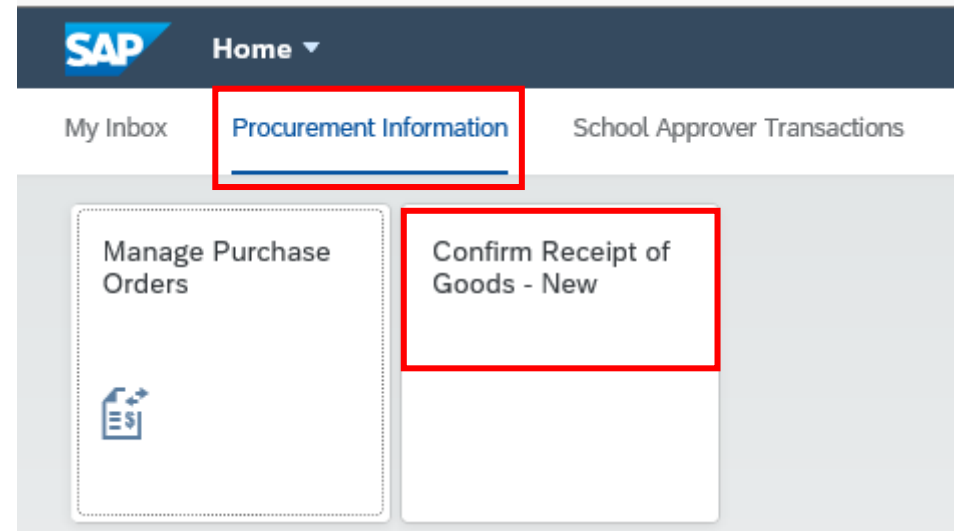
The **Purchase Order number will usually be on your delivery note or invoice**. If so the easiest way to receipt is to use the Confirm Receipt of Goods – New app.

If you have received the invoice directly then this will need to be sent to Accounts.payable@derbyshire.gov.uk

From the Fiori homepage:

Click on Procurement Information.

Click on the Confirm Receipt of Goods – New app.



The 'confirm requisition' screen is now displayed.

Use the search facility to find the required Purchase Order number.

If the search criteria is not displayed **click on the arrow** and this will be displayed.

Standard* ▼
Not Filtered

Goods Receipts (10)

Purchase Requisition	Description	Purchase Order	Number of items
10036360	Owena Long 19.10.2022 (COPY)	8500000168	3

Enter the **Purchase Order number.**

Click Go.

Purchase Requisition: Purchase Order: Plant: Connected System ID:

Adapt Filters (1) **Go** Enter

Goods Receipts (1)

Purchase Requisition	Description	Purchase Order	Number of items	Requisition Amount
10036360	Owena Long 19.10.2022 (COPY)	8500000168	3	124.80 GBP >

Click on the line entry to start the receipting process.

Number of items	Requisition Amount
3	124.80 GBP >

Click Edit

Owena Long 19.10.2022 (COPY) **Edit** Ctrl+E

Requisition Number	Creation Date	Purchase Order	Requisition Amount
10036360	19.10.2022	8500000168	124.80 GBP

Enter the confirmation name into the Header Text field *

* (Your initials / Supplier's name / Brief description of the goods)

Enter the delivery note or invoice number into the delivery note field.

The document date and posting dates are pre-populated **and must not be changed.**

Requisition Number Creation Date Purchase Order Requisition Amount
10036360 19.10.2022 8500000168 124.80 GBP

General Information Items

Document Date: *
20.10.2022

Posting Date: *
20.10.2022

Delivery Note:
DN 8765

Header Text:
ACL ESPO stationery

Purchasing Contact:
Anthony Gell

Click on Items or scroll down the screen to see the items available for receipting.

General Information **Items**

<input type="checkbox"/>	Requisition Item	Material	PO Item	Open Quantity	Delivered Quantity	Final Delivery
<input type="checkbox"/>	20	A4 paper ref code 2468	20	10,000 EA	10,000 EA	<input type="checkbox"/>
Supplier: 20005494						
<input type="checkbox"/>	30	Pack of assorted Pencils ref pcl345	30	5,000 EA	5,000 EA	<input type="checkbox"/>
Supplier: 20005494						
<input type="checkbox"/>	10	Assorted paperclips ref 12345	10	5,000 EA	5,000 EA	<input type="checkbox"/>
Supplier: 20005494						

Tick to select the required item(s) to be receipted.

All items can be selected by ticking the top tick box.

<input checked="" type="checkbox"/>	Requisition Item	Material
<input checked="" type="checkbox"/>	20	A4 paper ref code 2468
Supplier: 20005494		
<input checked="" type="checkbox"/>	30	Pack of assorted Pencils ref pcl345
Supplier: 20005494		
<input checked="" type="checkbox"/>	10	Assorted paperclips ref 12345
Supplier: 20005494		

Where the ordered quantity of an item has all been delivered then **tick the final delivery box** for that item.

Delivered Quantity		Final Delivery
10.000	EA	<input checked="" type="checkbox"/>
5.000	EA	<input checked="" type="checkbox"/>

The delivered quantity box displays the number of outstanding items for receipt so where a partial delivery has been received then this quantity will need to be adjusted to reflect this.

In the example below:

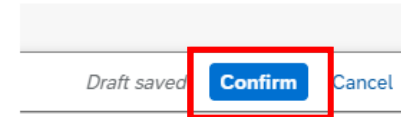
First line - 5 of the 10 items have been received so the delivered quantity has been changed to 5. The final delivery box **has not been ticked** as the remaining items still need to be receipted.

Second line - All 5 items have been delivered **so the final delivered box is ticked.**

Third line - No item have been delivered so the line has not been ticked.

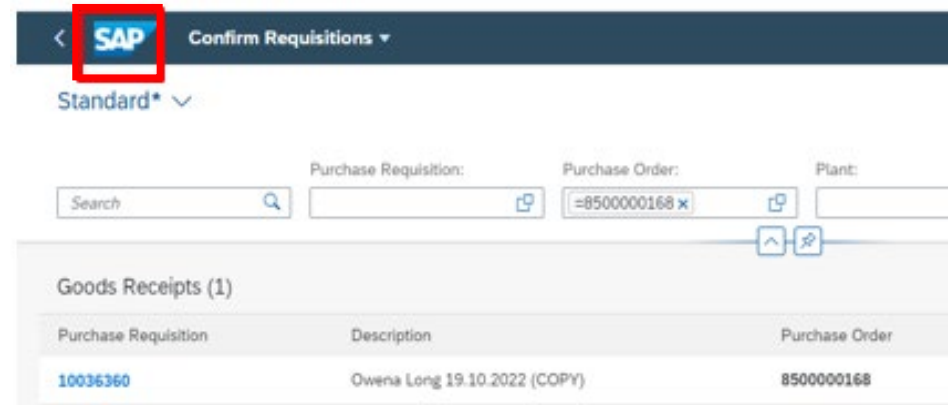
<input type="checkbox"/>	Requisition Item	Material	PO Item	Open Quantity	Delivered Quantity	Final Delivery
<input checked="" type="checkbox"/>	20	A4 paper ref code 2468	20	10.000 EA	5.000 EA	<input type="checkbox"/>
Supplier: 20005494						
<input checked="" type="checkbox"/>	30	Pack of assorted Pencils ref pcl345	30	5.000 EA	5.000 EA	<input checked="" type="checkbox"/>
Supplier: 20005494						
<input type="checkbox"/>	10	Assorted paperclips ref 12345	10	5.000 EA	5.000 EA	<input type="checkbox"/>
Supplier: 20005494						

Click Confirm to complete this receipt.



You are now returned back to the confirm requisitions screen.

Click on the SAP icon to return to the homepage.



When you have finished using the Fiori dashboard:

From the Fiori home page:

Click on the user icon.

Click Sign Out.

