School Requisitioner 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 Requisitioners (formerly known as Shoppers) with details of how to create Purchase Requisitions (formerly known as shopping carts) goods receipt and monitor the status of Purchase Requisitions and Purchase Orders.

Contents:

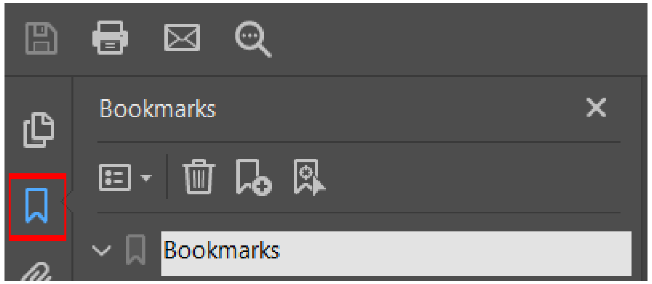
Using this guide – PDF bookmark navigation

This guide is intended to provide all of the information in one document that a requisitioner needs to know to successfully use the new Fiori ordering system.

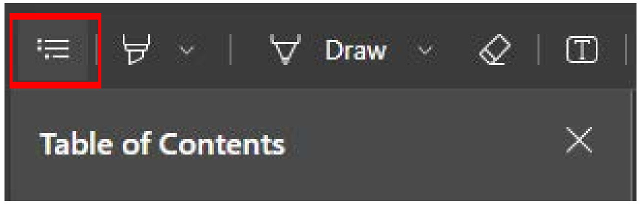
To aid with navigation of this large document, please view the bookmarks applied. You can find bookmarks by selecting the bookmarks button in the left-hand panel of Adobe Reader, or Microsoft Edge. Click on a bookmark link to quickly navigate to section you require.

To view Bookmarks:

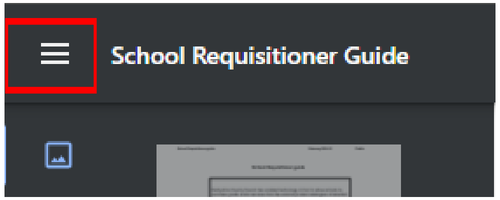
In Adobe Reader, Select the 'Bookmarks' icon in the left-hand panel.



In Microsoft Edge, select the 'Table of Contents' option, within the 'Table of Contents' left-hand panel.



In Google Chrome, select the 'Menu' icon, in the left-hand panel.



1 - 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 the ordering of goods and services where the exact price is known (so ensure you include any delivery charges).

The Ordering process:

- The Requisitioner (formerly known as a Shopper) enters the order information into a Purchase Requisition (PR).
- When the Requisitioner has completed the (PR) and clicked the order button, this automatically creates a Purchase Order (PO) and sends this to the Approver's inbox for approval, (or rejection).
- The Approver 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 Purchase Order is sent to the Supplier (vendor) and
ii) the 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 -updated with the actual cost and the committed amount is removed.
- The invoice goes to Accounts Payable, County Hall, Matlock. The invoice is usually sent by the Supplier directly to Accounts Payable; if the invoice is sent to the school, then they must send it onto Accounts Payable for processing and payment. Invoices must not be kept in the school.
- The supplier is paid based on DCC's payment terms, of 30 days of receipt of a valid invoice or as otherwise agreed.

1A – Accessing the Fiori Dashboard and basic navigation

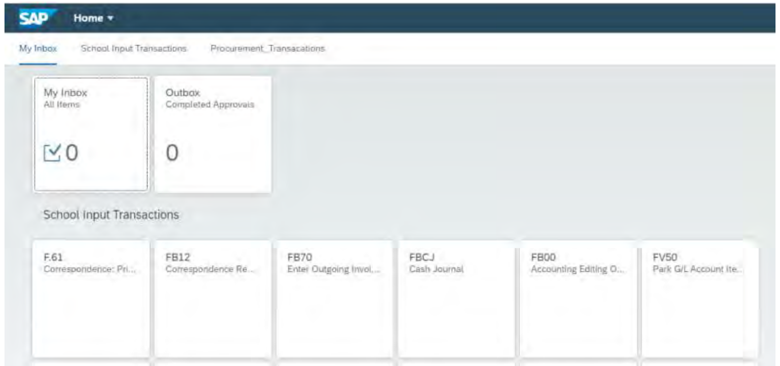
Note: Please read the disclaimer notes on the front page of this guide before ordering goods or services.

Log into Fiori (see separate Logging into the Fiori Dashboard guide).

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).

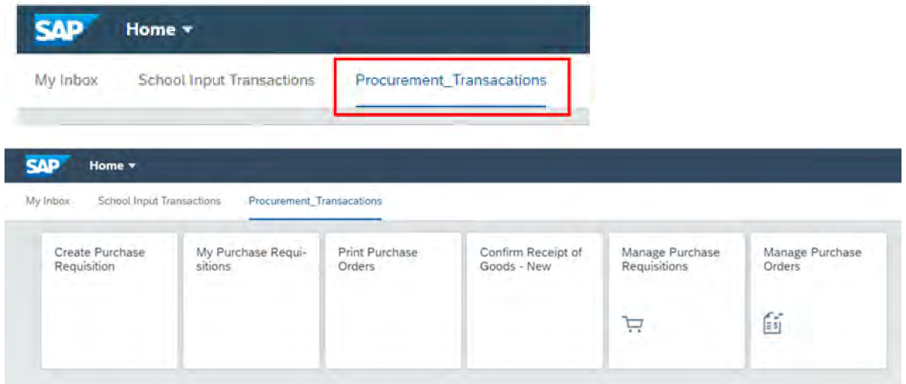
All Apps required for the Requisitioner (shopper) role are explained in this user guide.

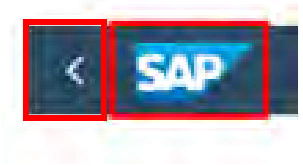
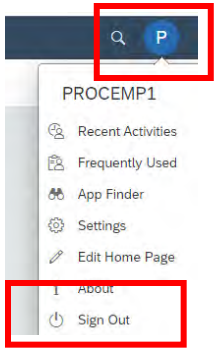


From the Fiori Home page:

Click on **Procurement Transactions**.

This will display the default Procurement Apps.



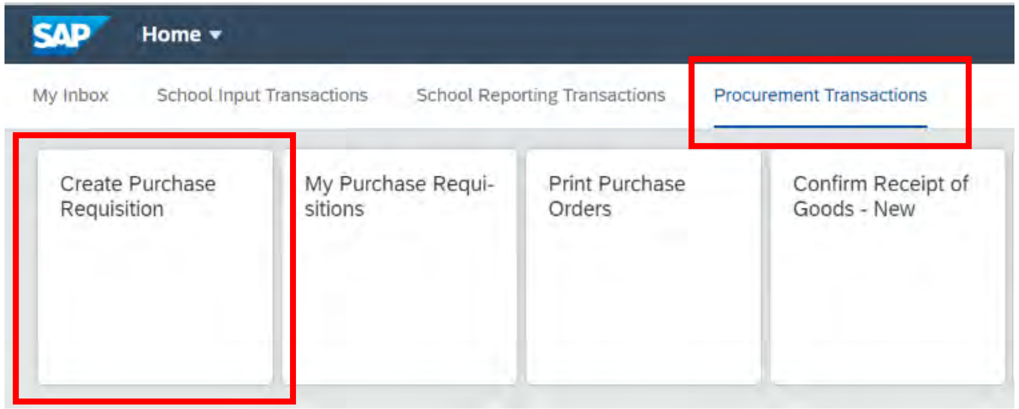
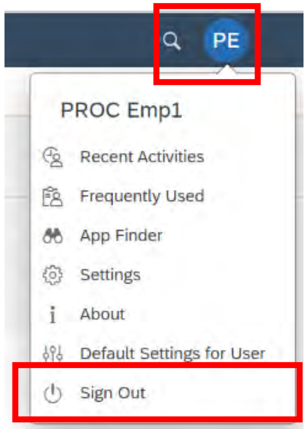
When you are using any of the Procurement Apps you can navigate to the previous screen using the **back arrow** and return back to the Fiori homepage by clicking on the **SAP icon.**	
Always log off (**sign out**) using the user icon in the top right of your Fiori Dashboard.	

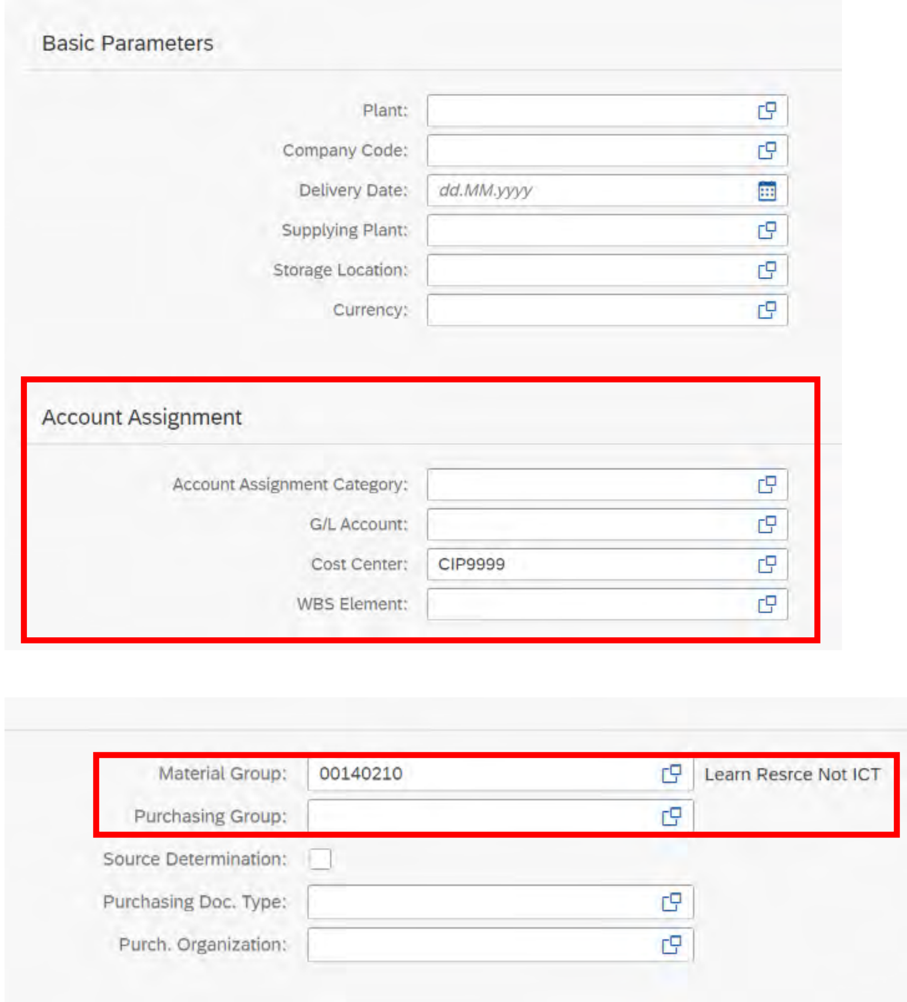
1B - Initial setup – adding a default Cost Centre and Material Group

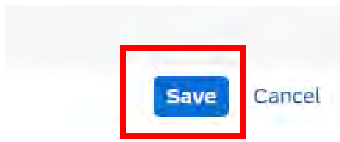
Within the Fiori ordering system there is a facility to add a default Cost Centre and Material Group (general ledger code e.g., 00140210 – Learning resources not ICT)

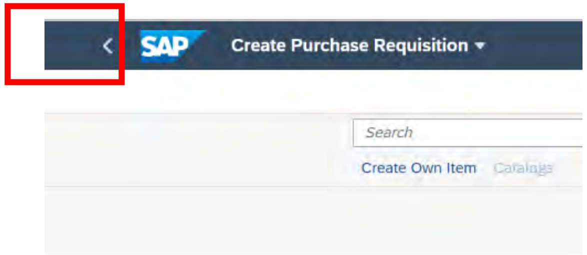
If you do predominately use the same Cost Centre when ordering goods or services for your school, then it will be beneficial for you to set a default Cost Centre.

You can still change the default to another Cost Centre or charge items or services to SIO's when creating your purchase requisitions (shopping carts).

To set up your defaults: Click on the Procurement tab at the top of the screen. Click on the Create Purchase Requisition App.	
Click on your user menu in the top right of your screen. Click on the Default Settings for User.	

<table>
<tr>
<td>Here you can enter your preferred default Cost Centre and also your most frequently used Material group.</td>
<td>
</td>
</tr>
<tr>
<td>Click Save to apply your changes

Your chosen Cost Centre and or Material Group will now be pre-populated in every Purchase Requisition.</td>
<td>
</td>
</tr>
</table>

Click on the SAP icon to return back to the main menu	

2- Purchase Requisitions (formerly known as shopping carts)

2A - Frequently Asked Questions

How do I know if a Supplier (vendor) is set up on Fiori?

Most Suppliers you currently use will be available in Fiori. You can check by creating a 'mock' freetext purchase requisition (**see Section 3B Adding a Source of Supplier)** or by emailing sap.finance@derbyshire.gov.uk

How do I add a new Supplier into Fiori?

If your checks show the Supplier is not on Fiori, complete a MD4 school supplier (vendor) request form.

Who should a Supplier contact if they have a query about an invoice or payment?

Initially, the Supplier should contact the school to establish if the goods/services have been received and if the invoice has been sent to Accounts Payable. If the invoice has been submitted, the Supplier should email accounts.payable@derbyshire.gov.uk

How do I show a delivery charge on my order?

Always check for any delivery charges/minimum order cost. The delivery charge is added as an additional line entry to the purchase requisition (PR) as a freetext line item. S**ee Section 3O adding additional freetext items to your PR.**

How do I show a discount code / account number or add an attachment to my order?

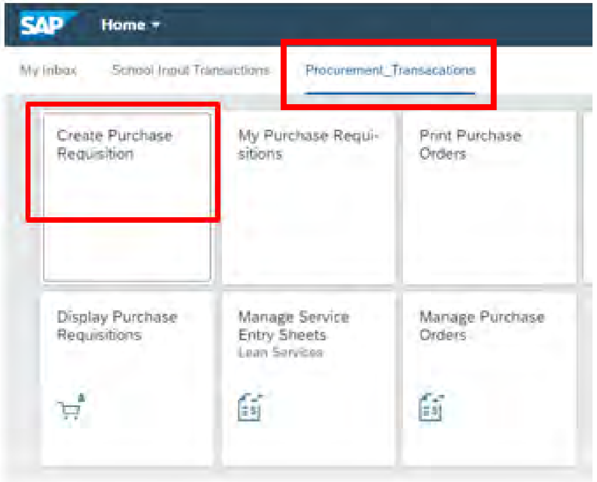
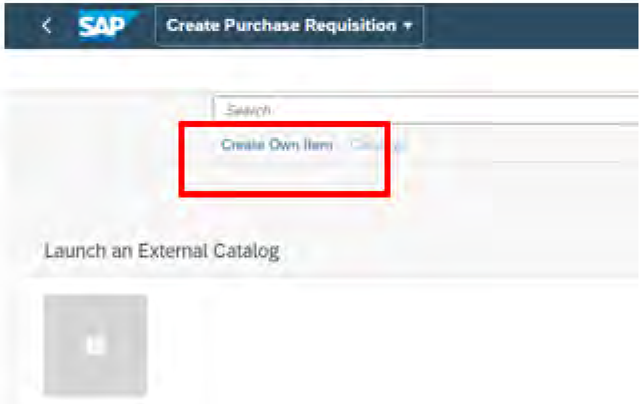
The Notes and Attachments section of the PR provide you with an option to add this information. S**ee Sections 3C – E Adding a note or attachment.** **Note:** only Delivery Text will print out on the PO and be seen by the supplier.

How do I check if my Purchase Requisition has been approved and how do I find the Purchase order number?

This information can all be checked using the My Purchase Requisition App. **See section 9E Checking PR details.**

Can I add / change / delete items in a purchase requisition?

Yes you can up to the point the purchase requisition is sent for approval.
Once a purchase requisition has been sent for approval by the Requisitioner it cannot be changed however you can easily copy the PR to create a new order. **See section 9J - How to copy a PR.**

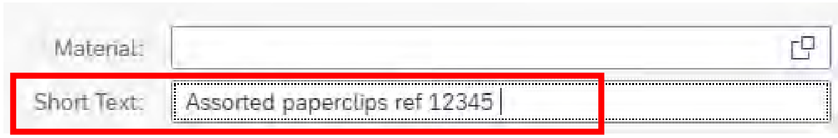
3 – Creating a Freetext Purchase Requisition	
From the Fiori homepage: Click on **Procurement Transactions**. Click on the **Create Purchase Requisition App.**	
Click on **Create own Item.**	

3A - General Data

Complete the General Data section with details of the free-text items you wish to order.

The sections marked with an * **are mandatory field**.

Short Text: Enter the description of the item / service being ordered.



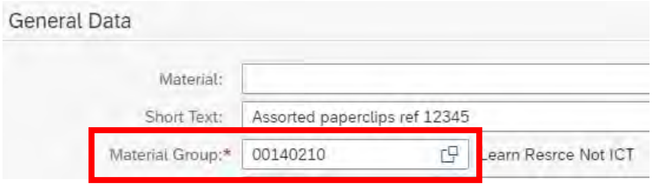
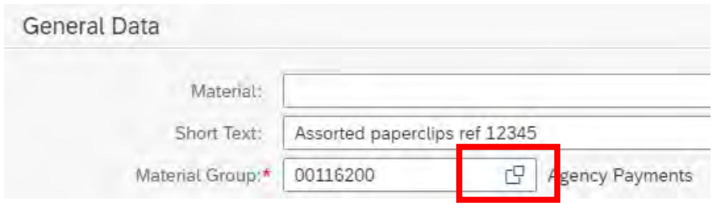
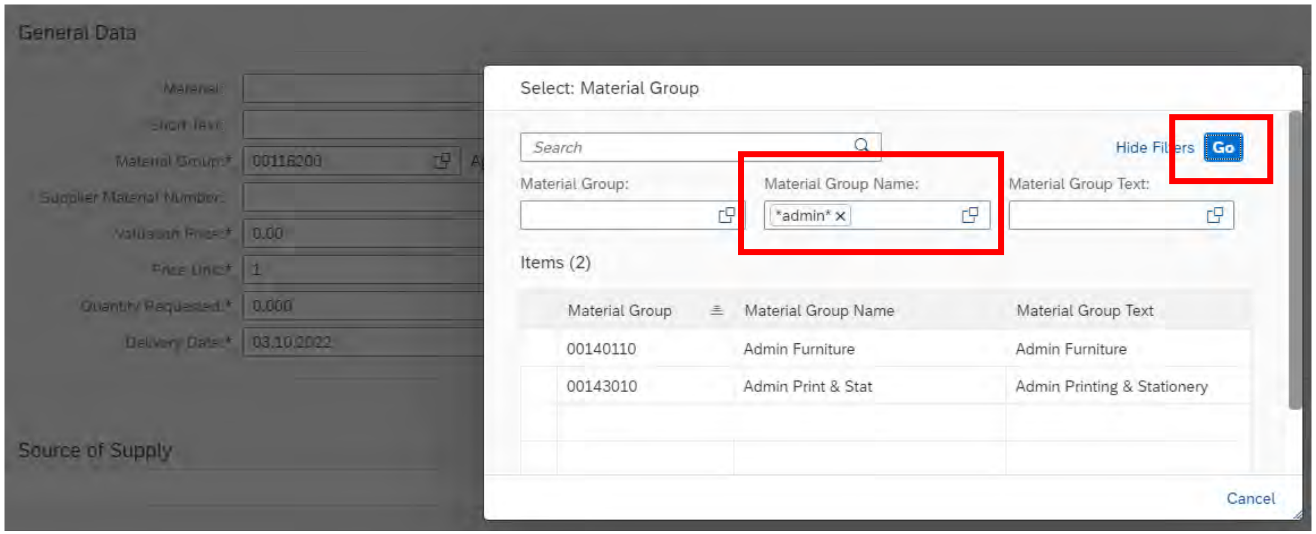
Remember to add the Suppliers product code where appropriate.

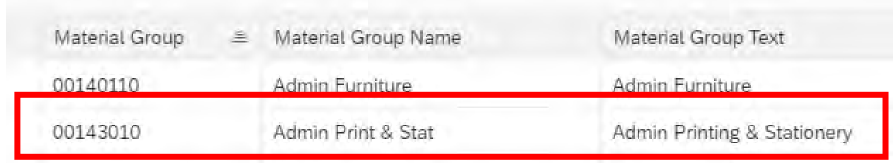
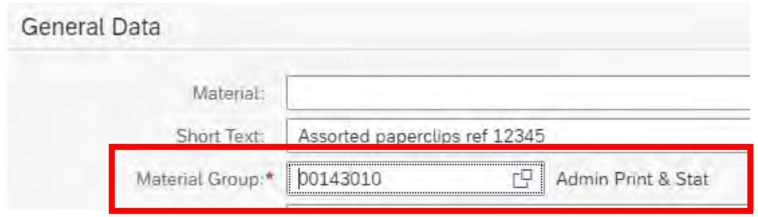
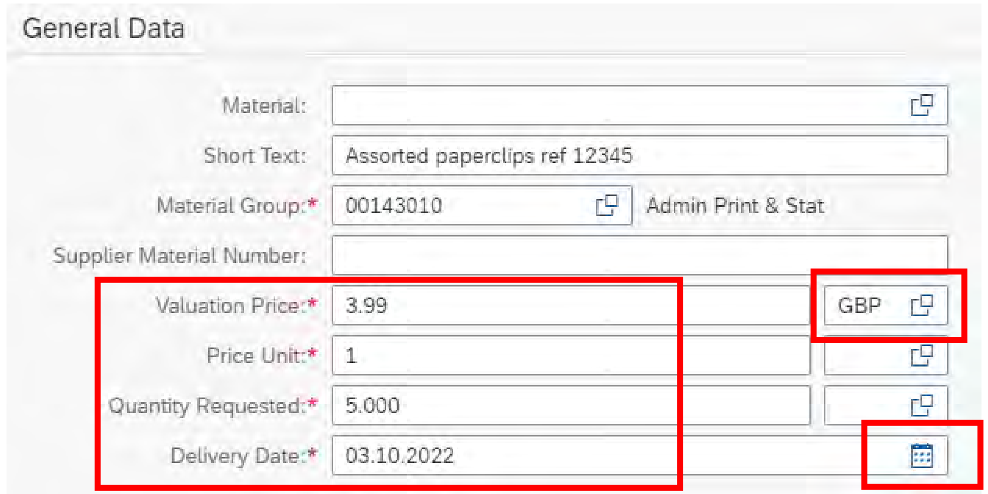
*** Material Group:**

The Material Group is the same as the general ledger code and it defaults to 00116200. You must change this to the general ledger code required for this particular order.

This can either by typed into the field (see example 1 below) or alternatively you can use the search square to find the required code, (example 2).

<u>If you prefer you can set a default Material Group such as 00140210 Learning Resources Not ICT – see section 1B -initial set up?</u>

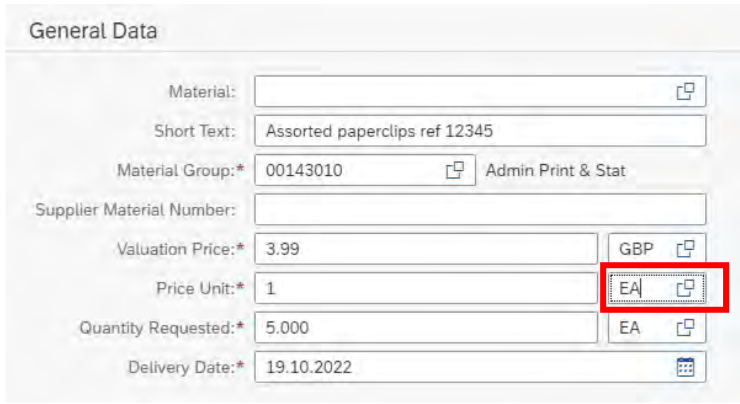
Example 1: **Click in the material group box** Delete the existing entry. Type in the required code. **Remember to prefix the GL code with 00 for example 00140210.**	
Example 2 **Click on the material group search square.** The example below shows the use **of * * as a way of searching for keywords**.	
Once you have entered the material group name then click on **'Go'.**	

Click on the required option:	
The Material Group field is now updated.	
GBP should always be pre-populated for you. Please log a Halo ticket if this is not the case. * **Valuation:** Enter the unit price of the item. * **Price unit:** This defaults to 1 and should not be changed. * **Quantity Requested:** Enter the required quantity. * **Delivery date:** either overtype the date or use the calendar icon to choose the expected delivery date. **Please note that the date must be in advance of the date the order is created.**	

Enter EA as the unit of measure in the field shown:

Press Enter.

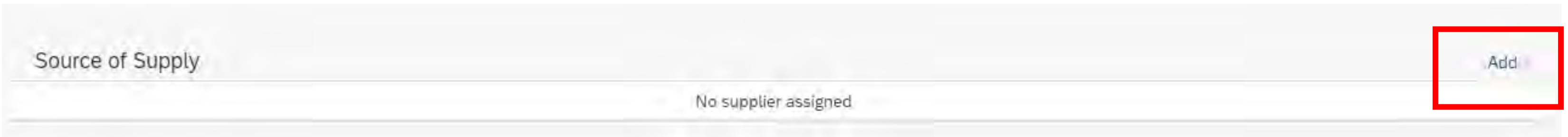
This will automatically populate the second field with EA.



3B - Adding a Source of Supply

Scroll down the screen to add the **Source of Supply (supplier).**

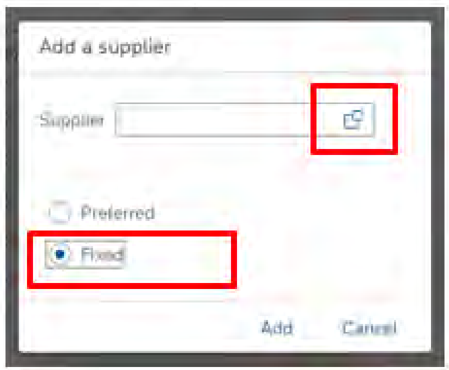
Click Add:



The Add a Supplier window is now displayed.

Change the default setting from **Preferred to Fixed.**

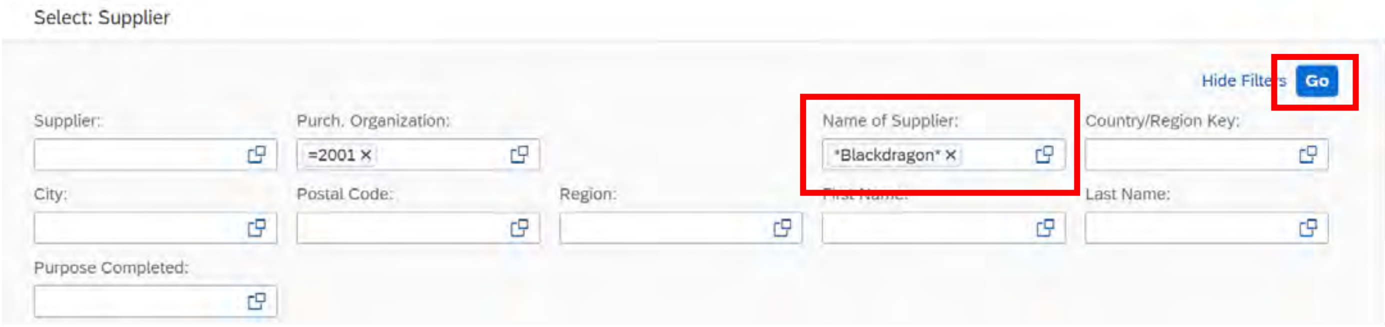
Click on the Search square to find the required Supplier.



To search for the required supplier, enter the name of the Supplier, or Postcode, and then **click 'Go'**

Remember to use the * * to search for key words in the Name of Supplier field as per the example:

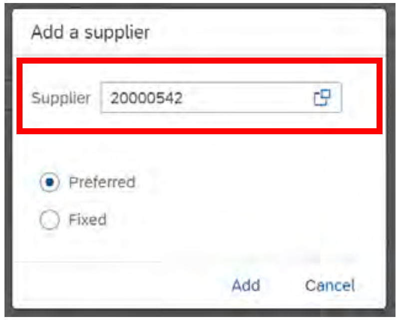
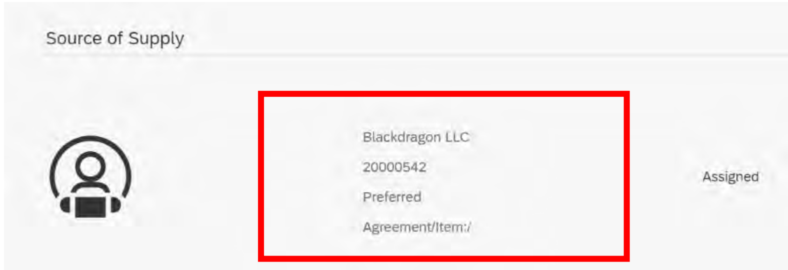
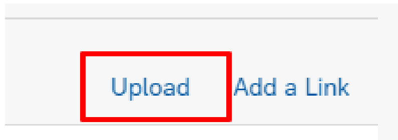
Note: The 'Purch.organization' for a school will always be 2001.

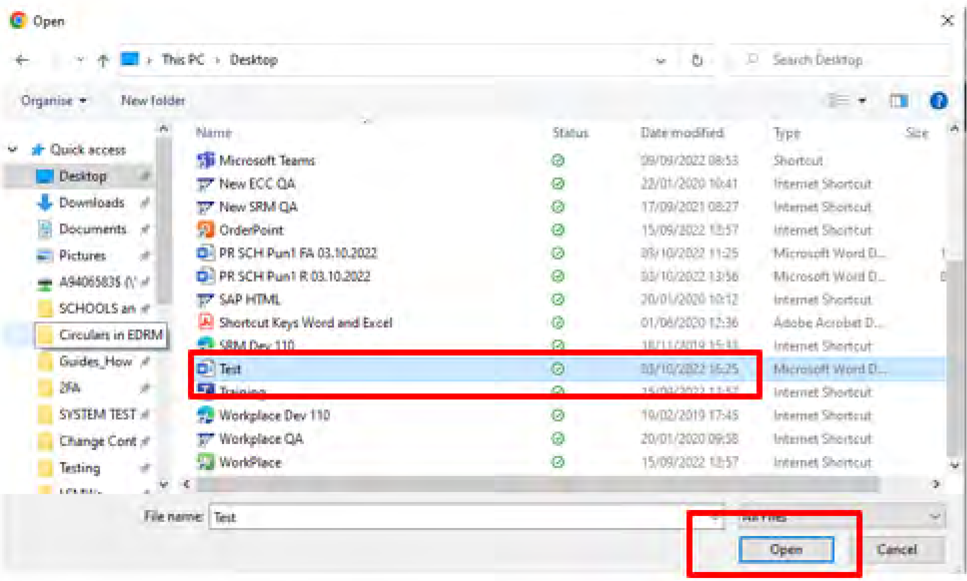


The list of Suppliers matching your search criteria are now displayed.

If the required Supplier is not displayed, try an alternative search and if this is unsuccessful contact SAP.Finance@derbyshire.gov.uk for advice**.**

Click on the required Supplier from the list:

The Supplier number is now displayed in the Supplier field. **Click Add** to select this Supplier.	
The Source of Supply is now added.	
3C - Adding Attachments	
The option to **add attachments** is directly below the **Source of Supply.**	
To add Attachments **click on 'Upload'.**	

Your file structure is now displayed. **Click** to highlight the file from the relevant folder. **Click on ‘Open’.**	
The file is now attached to the requisition. Repeat the process to add further attachments. **Please note that attachments are only for internal use as they will not be attached to the order sent to the supplier.** You can **rename or delete** the file using the icons shown.	

3D - Adding a note to your Approver

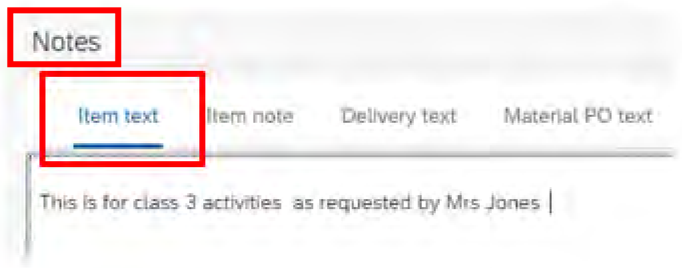
This could for example be an information note or a Governors minute number.

Scroll down to the **Notes section.**

Click on Item Text.

Enter the relevant text as required.

This information can be seen by your Approver when checking the order details.



3E - Adding a note to the Supplier

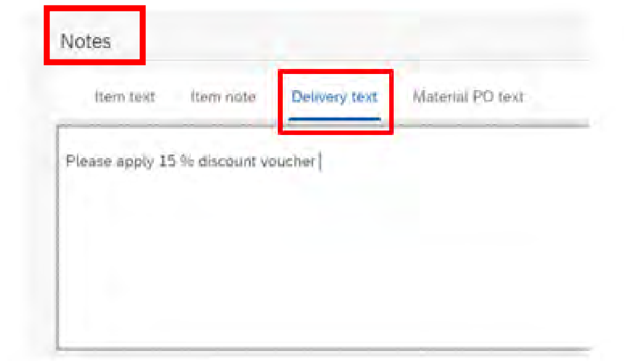
This section should be used to inform the supplier (where required) of the account number, discount code or any additional information not already provided in the order details.

Within the **Notes section:**

Click on Delivery text.

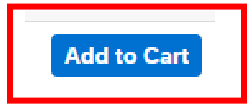
Enter the relevant text as required.

This information will be displayed on the Purchase Order sent to the supplier.



3F – Adding items to your Cart / saving and returning back to your PR / warning and advisory messages

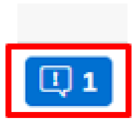
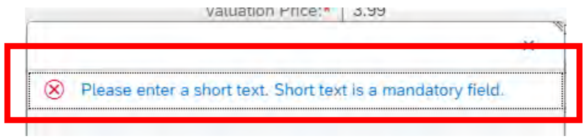
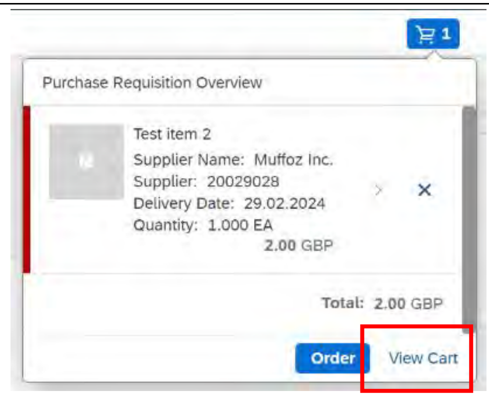
Once you have added all relevant information for item one, **Click Add to Cart.**

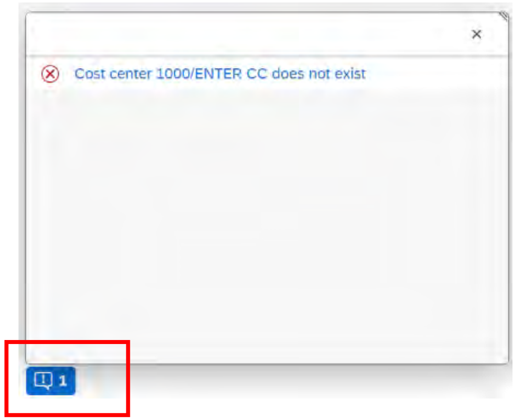


Please note that you can check, amend and delete any of this information prior to the order being sent to your approver.

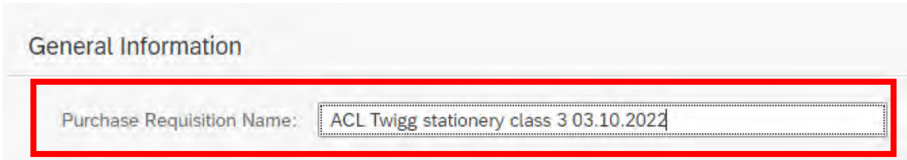
Once at least one item has been **added to the Cart,** you can if needed, **Save the Purchase Requisition by clicking on the SAP icon.**

You can return to the PR using the Create Purchase Requisition App (see section 3M)

Having added the item to the Cart, A warning message will be displayed if there are any errors or advisory messages. **Click on the icon** to display the information.	
Red error messages need to be corrected before the PR can be sent for approval.	
Orange messages are advisory and often relate to the delivery date.	
3G - Viewing your Cart	
To name the Purchase requisition, change delivery address and Account Assignment you need to go to View cart.	
Click View Cart. **A red line is displayed if there are any errors or missing information.** The number of errors and their details will be displayed at the bottom left-hand side of the screen when you have clicked View Cart.	

Here one error message is displayed. Click on the warning message to display the details. In this instance the Cost Centre needs to be added.	

3H - Naming your Purchase Requisition

Enter a meaningful name in the **Purchase Requisition name field *.** * (e.g., your initials / Supplier's name / brief description of order / date created). This makes it easier for you to identify your PR at a later date.	

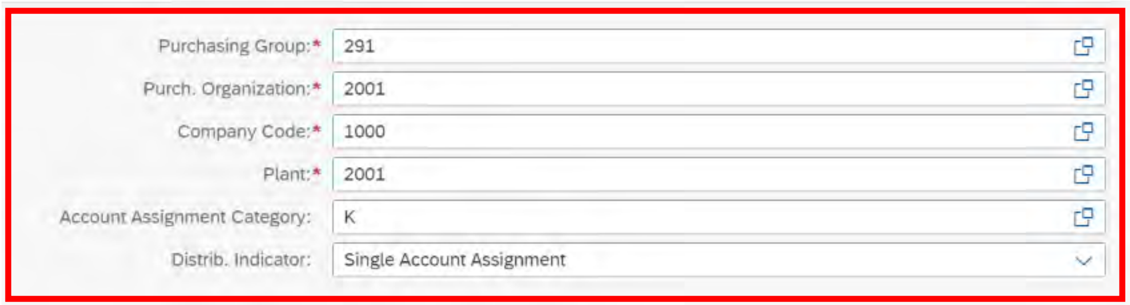
Details entered earlier can be checked by **clicking on the arrow** to expand the requisition details.

The Account Assignment and delivery address can also be checked or changed at this point.

The General Data entered earlier is now displayed and can be changed at this point.

The following fields should all be pre-populated with information relevant to your school. Please log a ticket on Halo if this is not the case.

The Account Assignment is set to Cost Centre (K) as a default. This can be changed to Order (SIO) as required. **See section 3J - how to change the Account Assignment.**



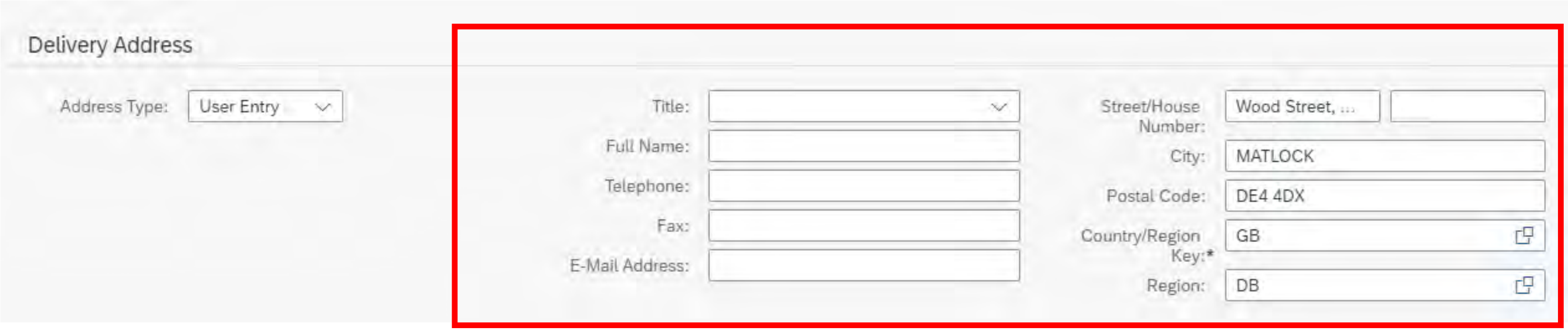
3I - Checking and amending the default delivery address

Scroll down to view the **Delivery Address.**

The default delivery address **will be your work location as identified from your HR record** but this can be changed for this specific requisition by overtyping the address.

The default address will again be displayed on any future Purchase Requisition you create.

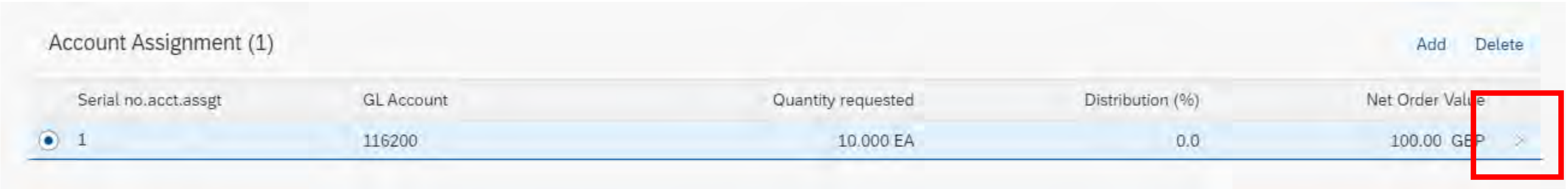
If the default address is incorrect then please e-mail Pay@derbyshire.gov.uk providing the correct details so that this information can be updated.



3J - Checking and Amending account Assignment details

If you **have not** already set a default Cost Centre (see section 1B initial set up) then you will need **to add a Cost Centre to every line item you create and an error message will be displayed to remind you to do this.**

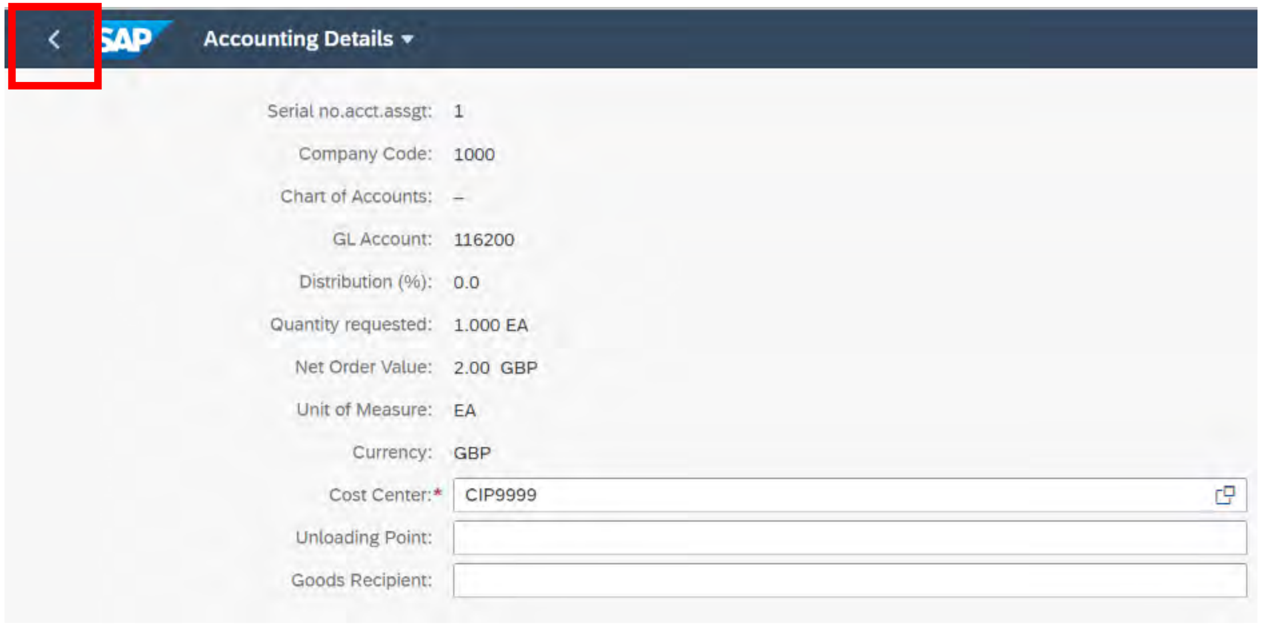
Scroll down the screen to the **Account Assignment section. Click on the arrow** to view the Account Assignment details.



In the example below a default Cost Centre **has not** already been set up so the entry displays as **Enter CC**. If you have set a default Cost Centre then this will be displayed.

In this instance the preferred Cost Centre for this requisition needs to be entered.

You can also charge a PR to an SIO or split the cost between Account Assignments. (See sections 3P - R).

Having checked or changed the **Cost Centre Click on back arrow as shown.**	

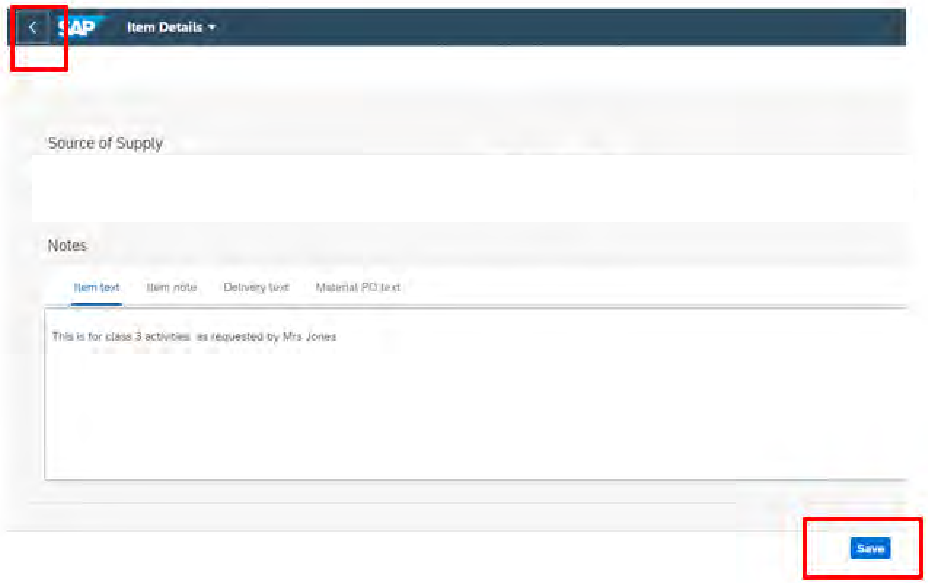
3K - Checking Attachments, Supplier and Notes

You can check, amend, or delete attachments, Source of Supply and notes before this item is sent for Approval.

Scroll down the screen to review this information.

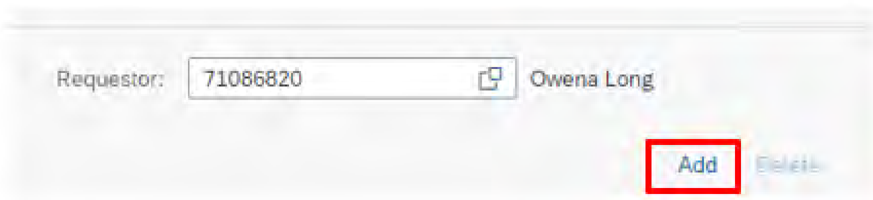
If you have made changes to the information, **click on Save.**

Click on the back arrow to return to the initial screen.

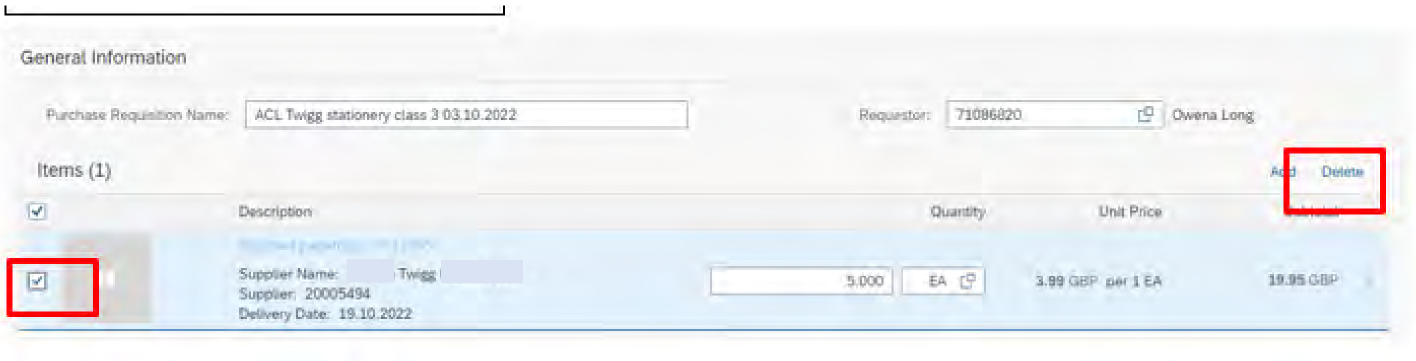


Additional items can be added to the purchase requisition using the **Add** option.

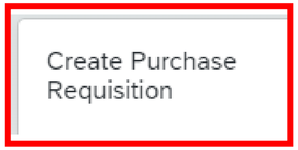
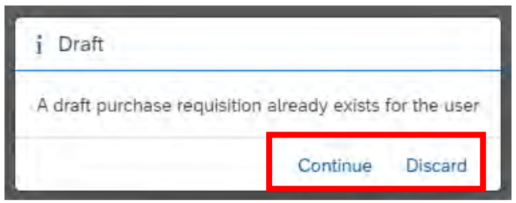
See section 3O for more details about adding additional freetext items.



3L - Deleting items from your Purchase Requisition

Select the item to be deleted. **Click on Delete.**	

3M - Saving your Purchase Requisition

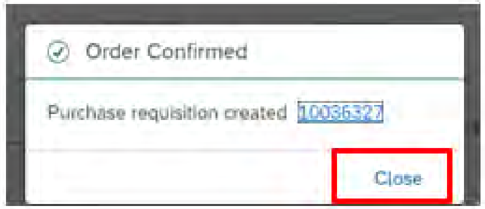
If you need to exit the Purchase Requisition and return to this order later: **Click on the SAP Icon** to return to the homepage.	
When you want to return to this order **click on the Create Purchase Requisition App.**	
The option to **continue or discard** the previous PR will be displayed:	

Please note that once discarded you cannot return to the PR and a new PR will need to be created.

3N - Sending your Purchase Requisition for Approval.

When you are ready to send the items for Approval, **Click on the Order button:**	

Please note that once **ordered the item cannot be changed** however you can easily **copy the PR** and amend details as required. **See section 9J for details on copying previous orders.**

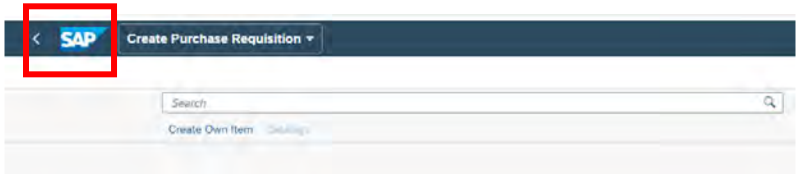
The unique **Purchase Requisition number** is now displayed. **Click Close.**	

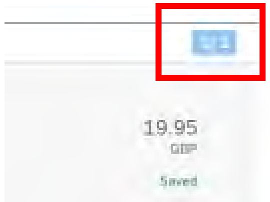
Once a PR has been created, the system automatically converts this to a Purchase Order. based on the net value of the order the Purchase Order is automatically sent to the relevant Approver within your school.

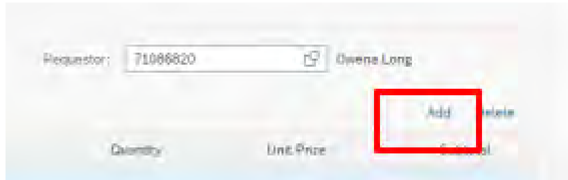
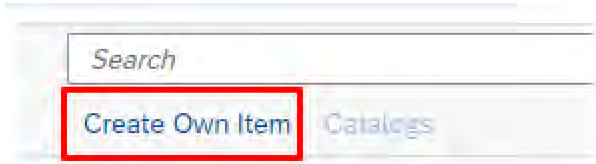
There is no e-mail generated to advise the approver that a purchase order is awaiting approval.

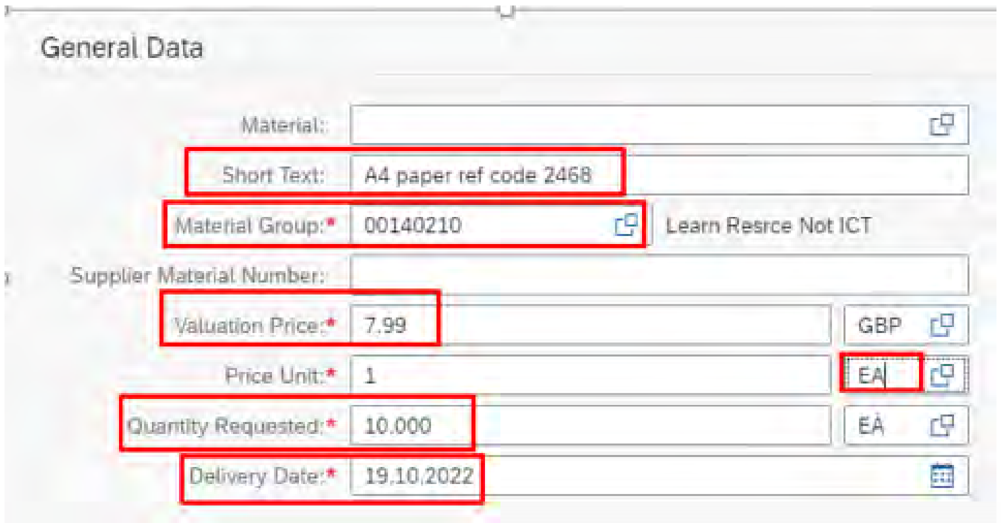
The status of the PR and Purchase order number can be found using the **My Purchase Requisitions App. See section 9G and H.**

Note: at this stage, the purchase order is not yet approved, therefore you must never give this purchase order number out to a supplier. If the order is rejected by the financial approver, a new requisition will have to be created and a new purchase order number will be generated.

<table>
<tr><td>You are now returned back to the Purchase Requisition initial screen where you can create a new PR or Click on the SAP icon to return to the Fiori homepage.</td><td>
</td></tr>
<tr><td colspan="2">3O - Adding additional freetext items to your Purchase Requisition</td></tr>
<tr><td>Having added your first item to the PR this will be display in the cart icon.

Click Add.</td><td>


</td></tr>
<tr><td>Click on Create Own Item to add another freetext item to this PR.</td><td>
</td></tr>
</table>

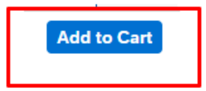
Enter the new item details in the **Short text field.** Change the **material group details** as required**.** Enter: The net unit price **(Valuation Price).** **Quantity requested.** expected **Delivery Date.** **Unit of measure (always EA)** will need entering **in the field to the right of Price** as shown. Once you have entered this information, **press enter on your keyboard,** to check and refresh the information.	

There is no need to add your Supplier. This will be copied from the first line you entered before you complete your order.

Note: only use one supplier per PR. You cannot raise one PR to multiple suppliers, if you do the Purchase Order will be created, but will fail to send.

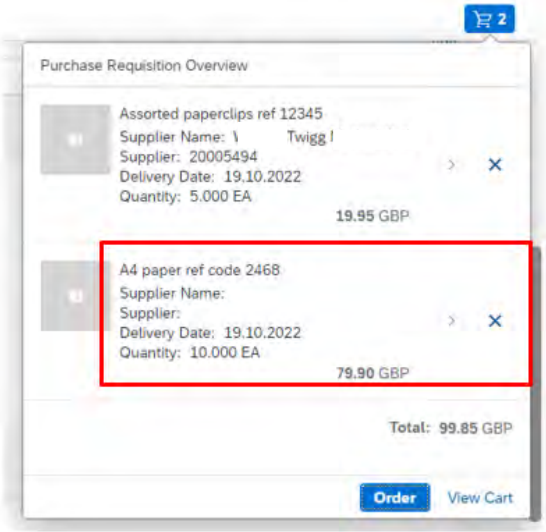
If you have changed the delivery address on the first line of this PR this can again be applied to all line items before completing this order.

Add any attachments or notes specific to this line item **(see sections 3C - E)**

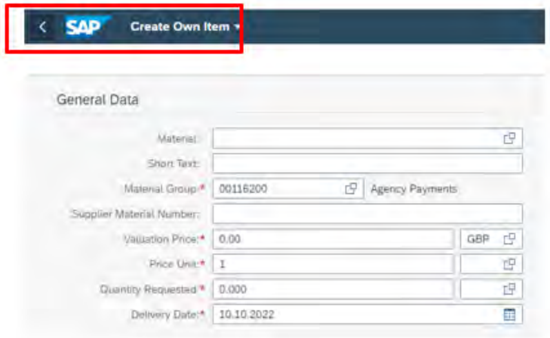
Click Add to Cart.	

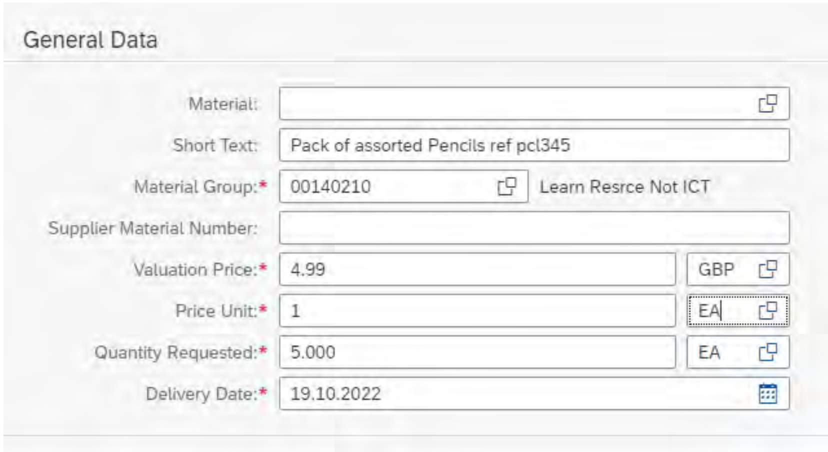
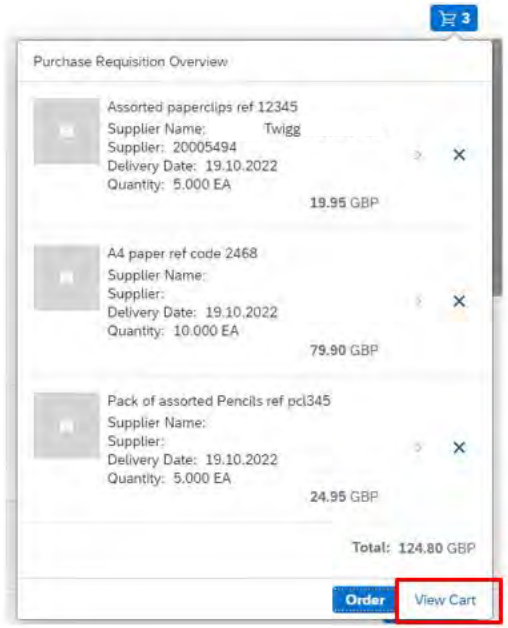
The second item is now shown in your cart.

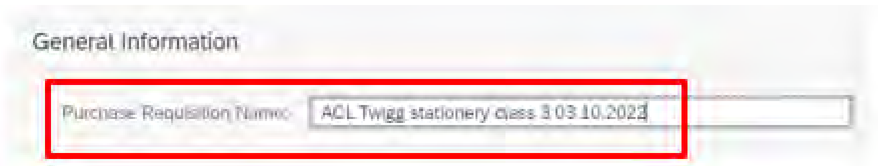
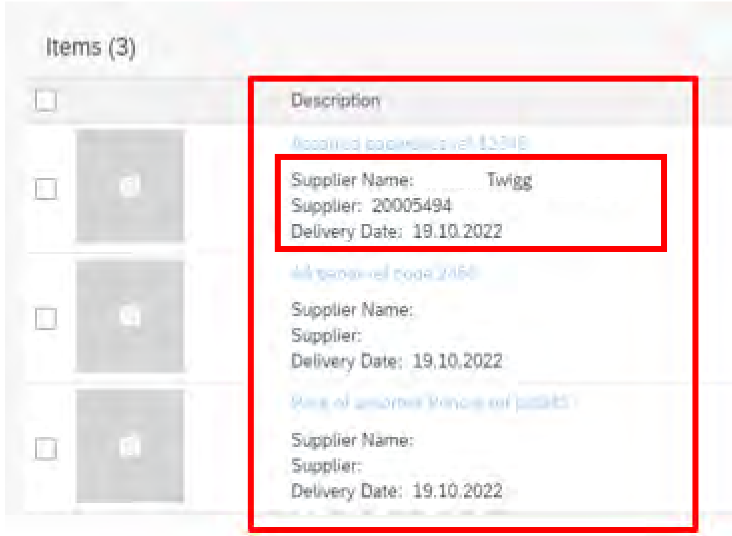
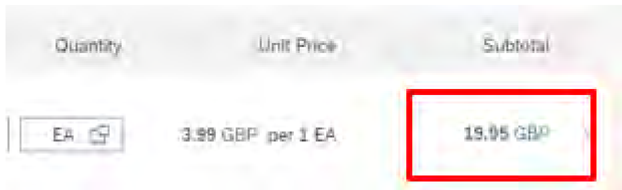
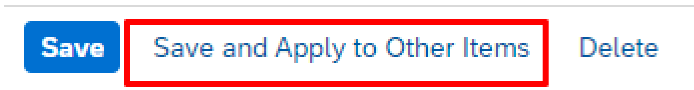
Click Esc, on your keyboard to close the list of items in your purchase requisition.

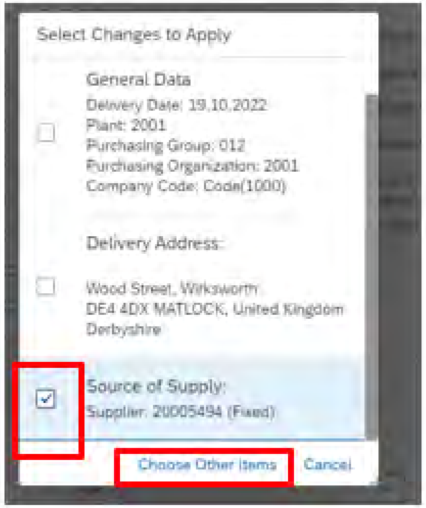
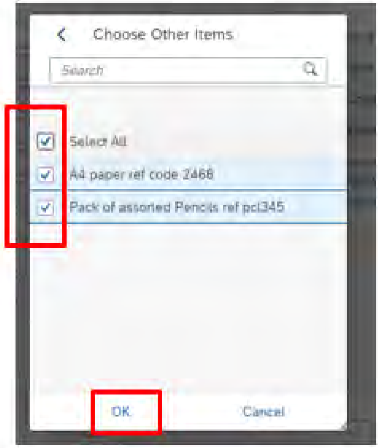


You are now back on the **Create Own Item screen** where you can add further items using the same process used to enter your second item.

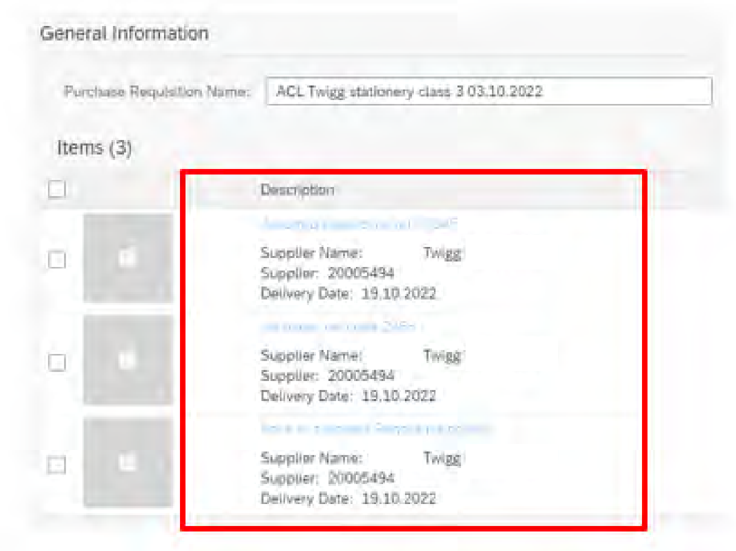


In this example a further free-text item has been added.	
Having entered the general data **click on Add to Cart.**	
When you have added all required items to your PR **click on View Cart.**	

<table>
<tr><td>If you have not already done so you can now name the Purchase requisition.</td><td>
</td></tr>
<tr><td>In this example the description details shows that the Supplier has been added to line 1 but not line 2 or 3.</td><td>
</td></tr>
<tr><td>Click on the arrow on the line containing the Supplier details.</td><td>
</td></tr>
<tr><td>Click on Save and Apply to Other items.</td><td>
</td></tr>
</table>

The option to add the **Source of Supply** to the other lines is now available.	
General Data is pre-populated for each line item so will not need to be copied. **Delivery address** will only need to be selected when the default has been changed. **Tick the relevant box(es)** and then **click on Choose Other Items.** **Tick to select the line items** that require changing. **Click OK.**	

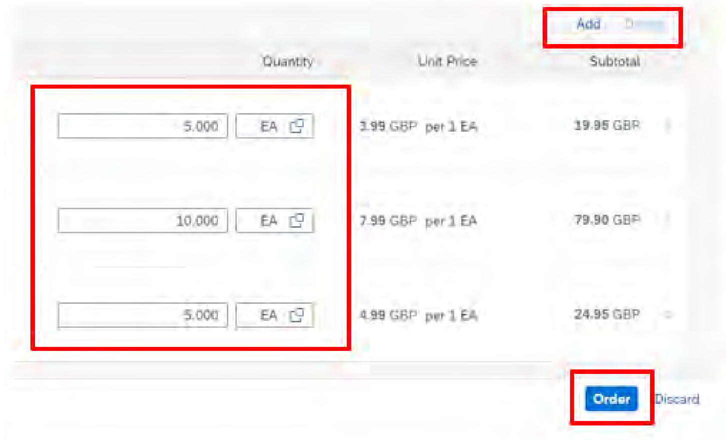
The description information is now updated showing that the Source of Supply has now been added to each line.



Item quantities can still be changed at this point.

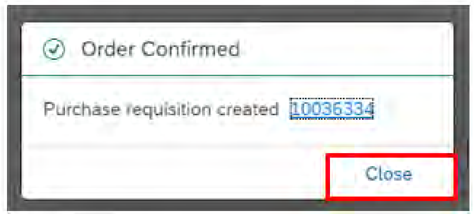
Where necessary items can still be added or deleted.

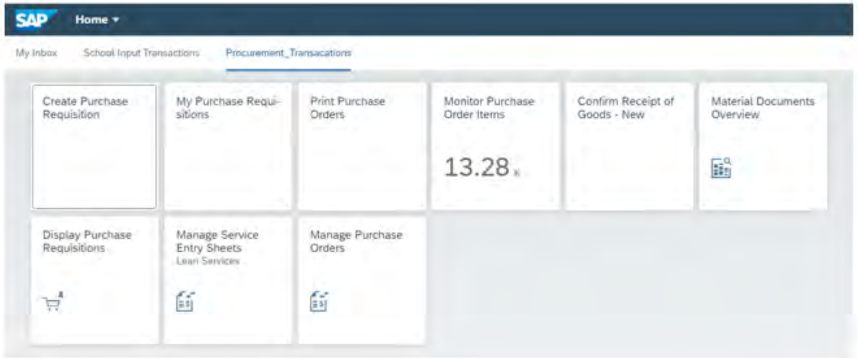
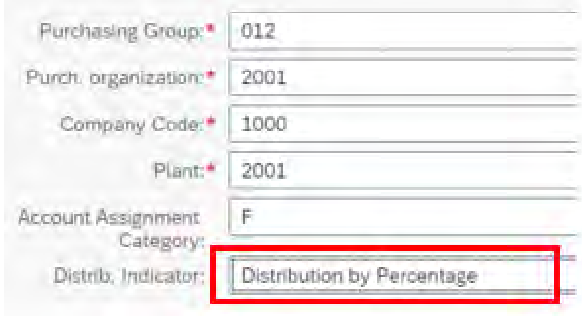
When the order is ready to be sent for approval **click on Order.**

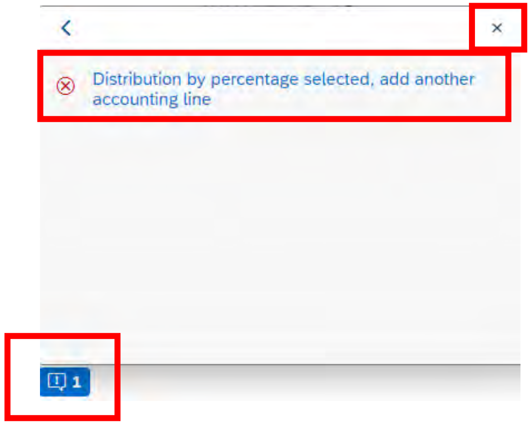
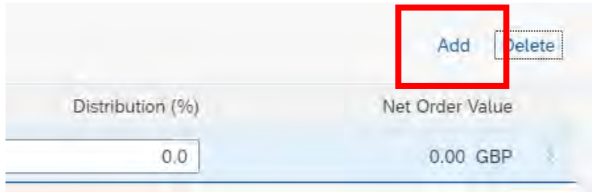
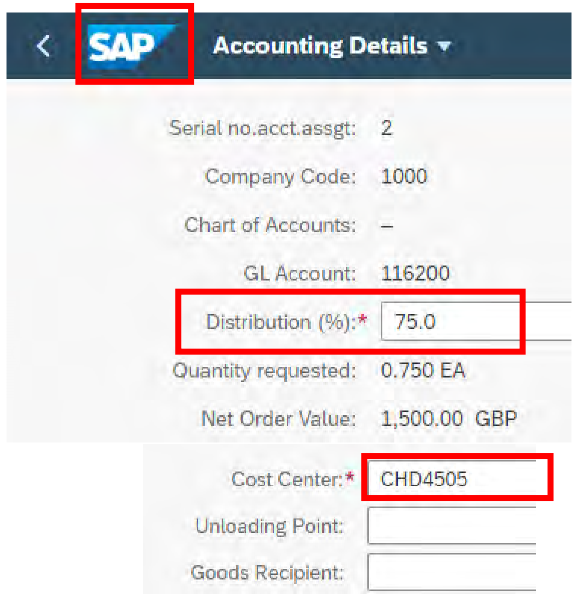


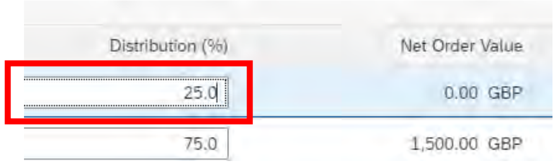
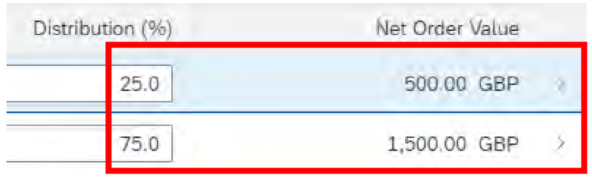
The unique **Purchase Requisition number** for this order is now displayed.

Click Close.

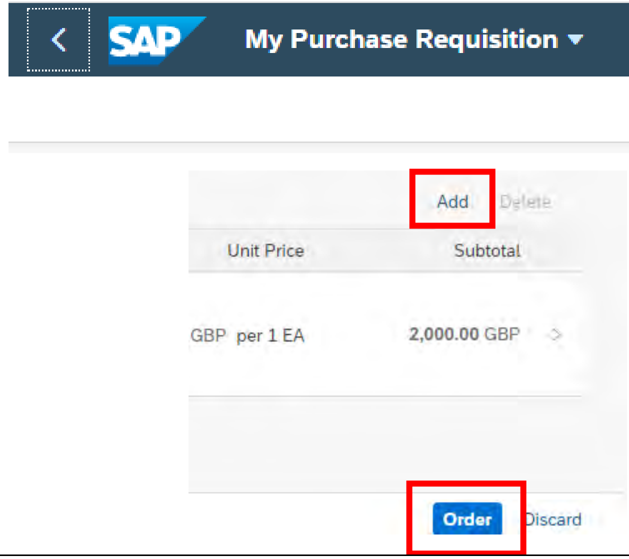


To return to the homepage **click on the SAP icon.**	
You have now been returned to the homepage.	
3P - Splitting Account Assignments by percentage	
Having entered your PR general data, clicked on view cart and opened the requisition details. See sections 3A to 3H. Change **Distribution Indicator to Percentage**.	

A warning message is now displayed. 'Add another accounting line' **Click on the X** to close this message.	
Scroll down and **click on Add** to add another Account Assignment line.	
Enter the first percentage in the **distribution box:** in this example we have entered 75. Change the Cost Centre as required. Click on the **back arrow.**	

Amend the percentage distribution in the second line ensuring that the percentage total equals 100 percent. Here the other line has been changed to 25.	
Click Save.	
The value for each line is now refreshed to reflect the percentage split. You can click into each line entry to check in this example what percentage applies to which Cost Centre Note: the % must always add back to 100%	
Click on the back arrow.	

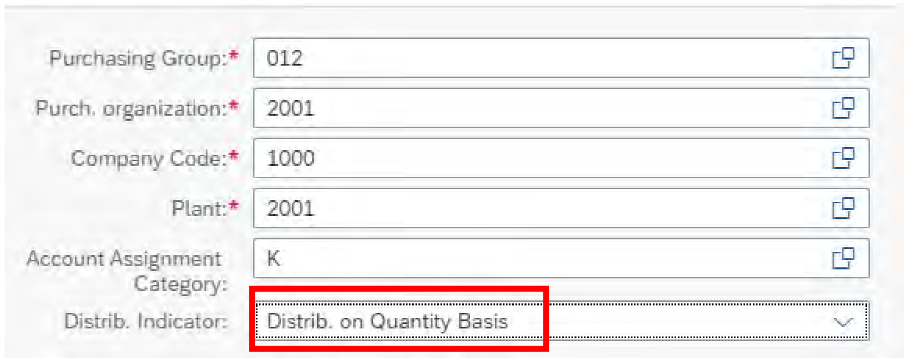
You are returned back to the Purchase Requisition screen where additional items can be added or the PR can be ordered.

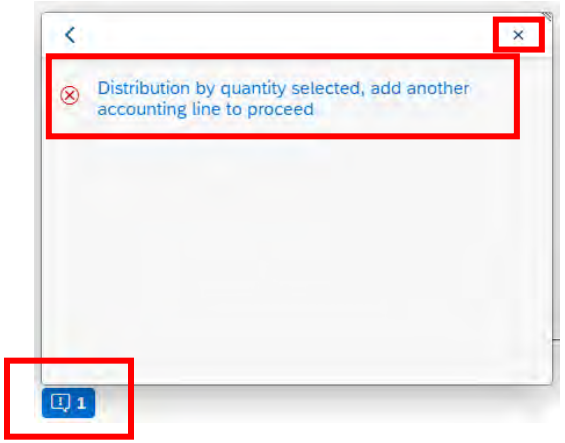
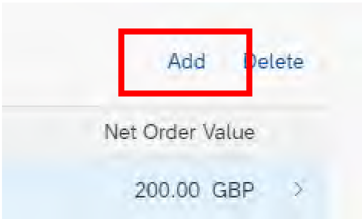


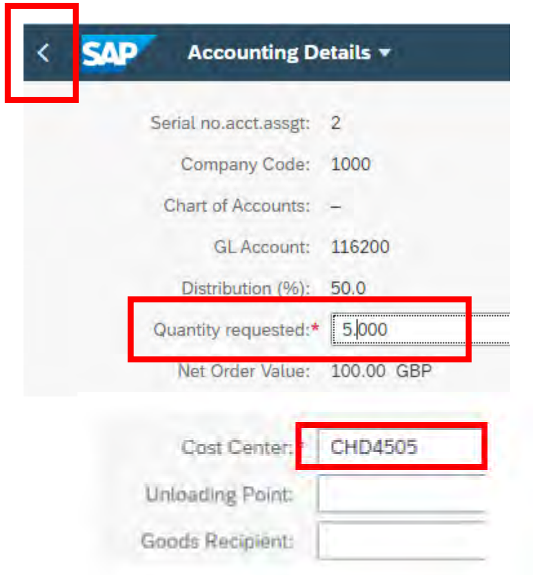
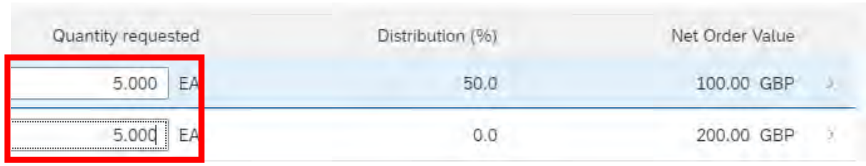
3Q - Splitting Account Assignments by quantity

Having entered your PR general data, clicked on view cart and opened the requisition details. See sections 3A to 3H.

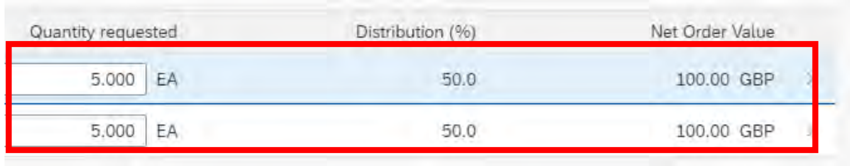
Change **Distribution Indicator to Qty Basis.**



A warning message is now displayed. 'Add another accounting line'. **Click on the X** to close this message.	
Scroll down and **click on Add** to add another Account Assignment line.	

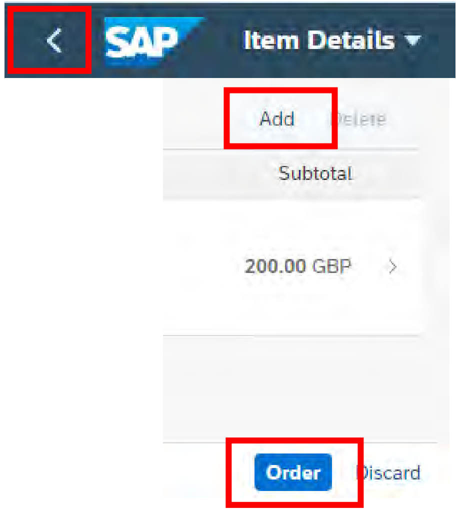
Enter the first quantity: in this example we have entered 5. Change for example the Cost Centre as required. Click on the **back arrow.**	
Amend the quantity in the second line ensuring that the total quantity does not exceed the total ordered. Here the other line has been changed to 5. You can click into each line entry to check in this example what percentage applies to which Cost Centre.	
Click Save.	

The value for each line is now refreshed to reflect the quantity split.



Click on the back arrow.

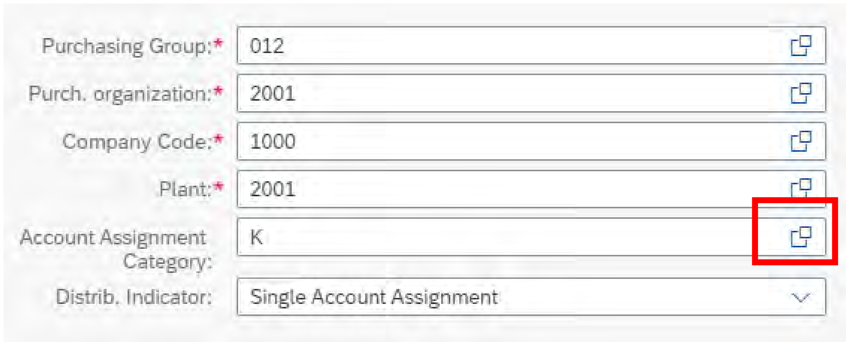
You are returned back to the Purchase Requisition screen where additional items can be added or the PR can be ordered.



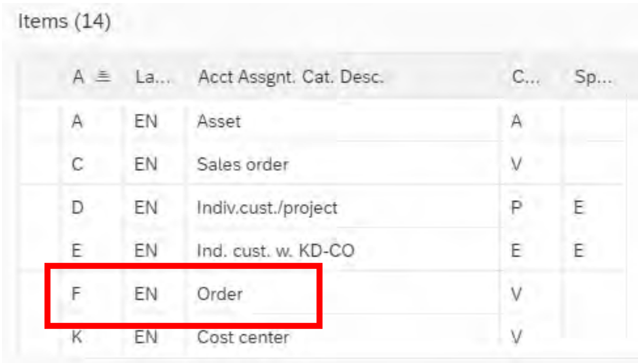
3R – Charging your order to an SIO

Having entered your PR general data, clicked on view cart and opened the requisition details. See sections 3A to 3H.

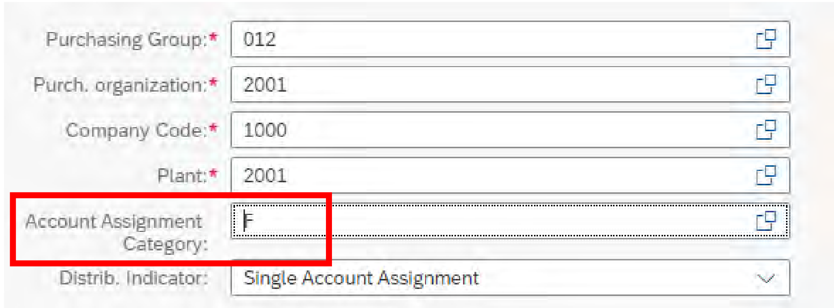
Click on the Account Assignment Category search icon.



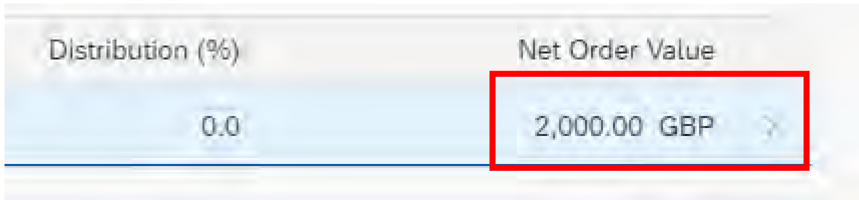
Select Order from the list.

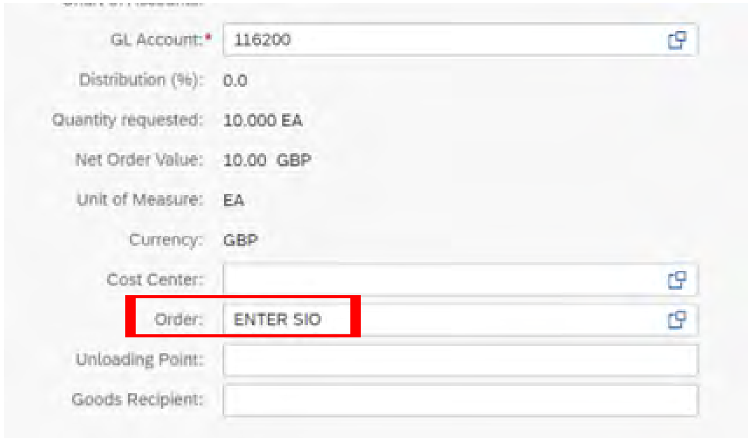
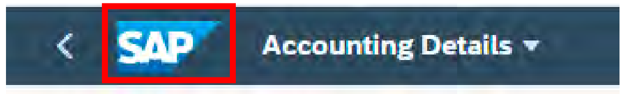
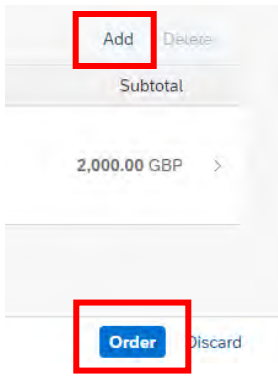


The Account Assignment category has now changed to F.



Scroll down and **click on the arrow** to expand the Account Assignment tab.



Enter SIO is now displayed. The required SIO should now be entered in the order field.	
Click on the back arrow to return to the previous page.	
Click on Save.	
Click on the back arrow.	
You are returned back to the Purchase Requisition screen where additional items can be added or the PR can be ordered.	

4 - My Inbox and Outbox - Processing Rejected Purchase Orders

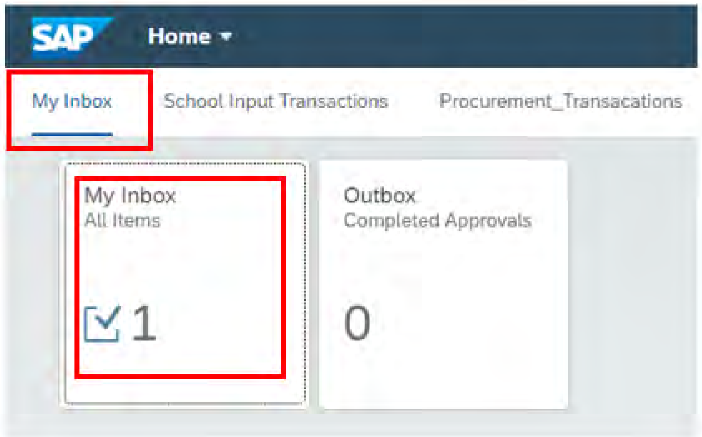
Your Approver may decide to reject an order. If they do, they must add a comment giving the reason for rejecting the order.

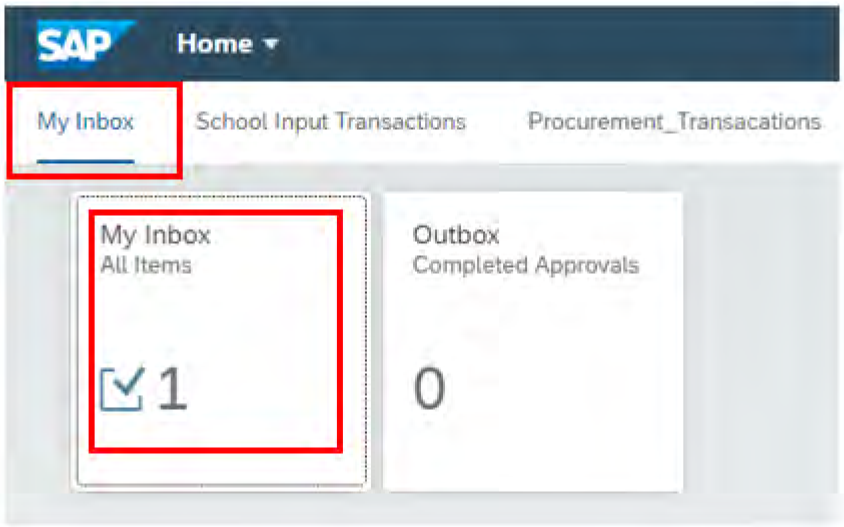
A rejected Purchase Orders will be displayed in your Inbox; there is no e-mail notification, so you need to check your Inbox regularly.

Purchase Orders cannot be amended, so if the items are still required a new PR will need to be created.
You can copy and then amend the original PR for this purpose. **See section 9J.**

When an order is rejected, this will need to be closed. Details of how to do this are provided below

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 'unread' 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.	

Purchase requisitions are automatically converted to Purchase Orders.

Only rejected Purchase Orders will appear in your Inbox.

The My Inbox screen defaults to the general information section and the PO number is displayed.

Whilst the status does show as Approve Purchase Order this will have been rejected by your Approver.

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

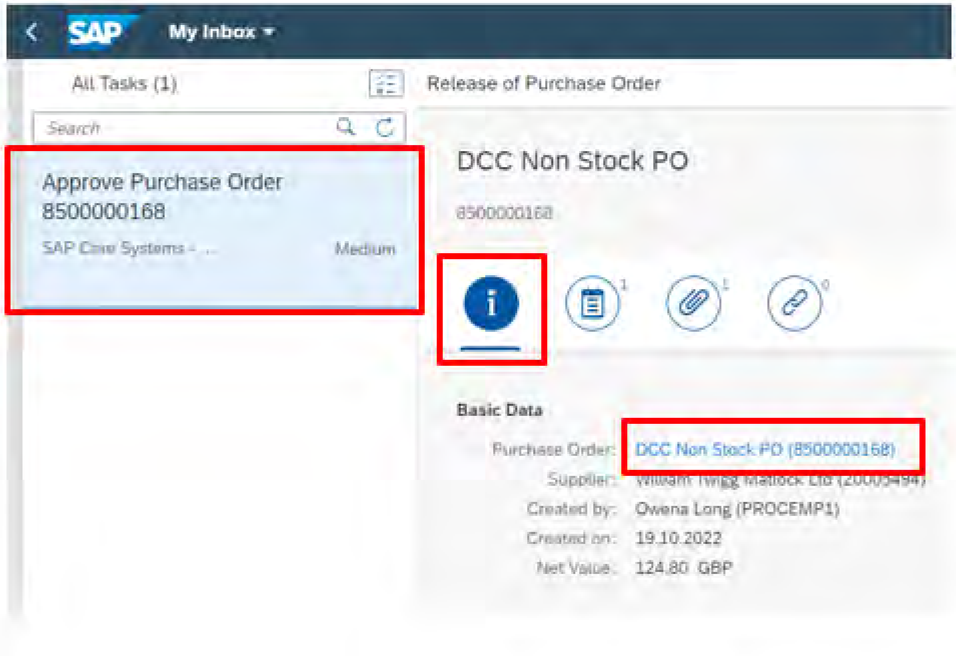
The tasks are ordered so that the most recent task will appear at the top of the list.

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.

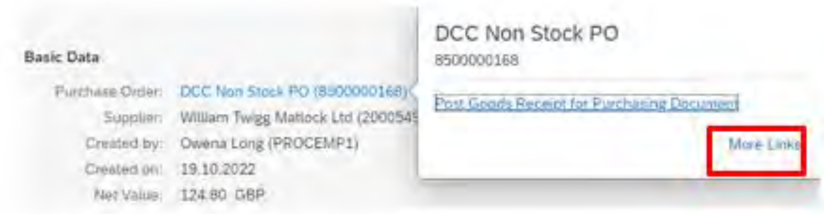
Where you have several tasks in your list, click on the required task to highlight and display the details.

Although sufficient information should be available in this screen to complete the rejection process, links to further information are available by **clicking on the Purchase Order number.**

Go to page 45 (in the inbox) if you do not wish to view more details.

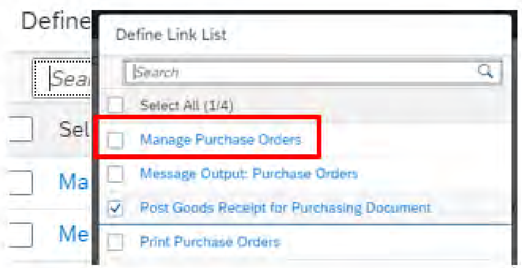


Click on More links to display all of the links available.



The Manage Purchase Orders link should be used as this order has been rejected.

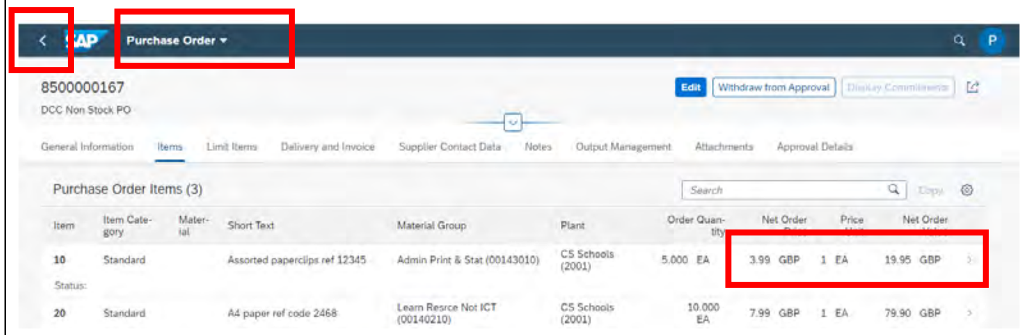
All other apps will not display any information because the order has not been approved.



The Purchase Order screen is now displayed and you can drill down into the data by clicking on the relevant line entry.

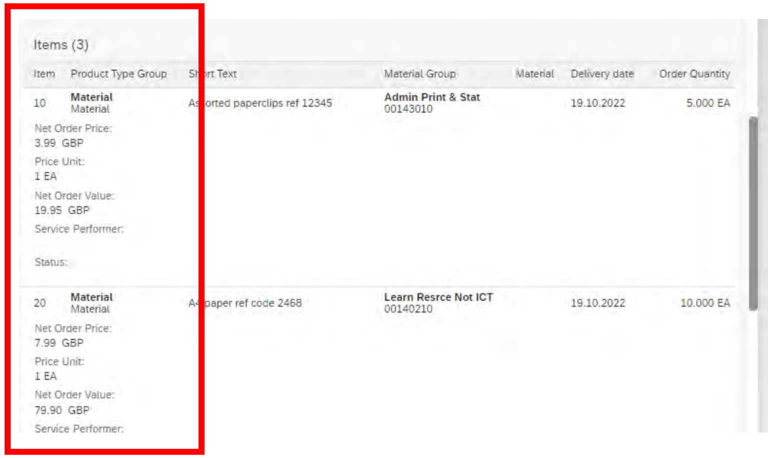
See section 10, for information relating to the Manage Purchase Orders App.

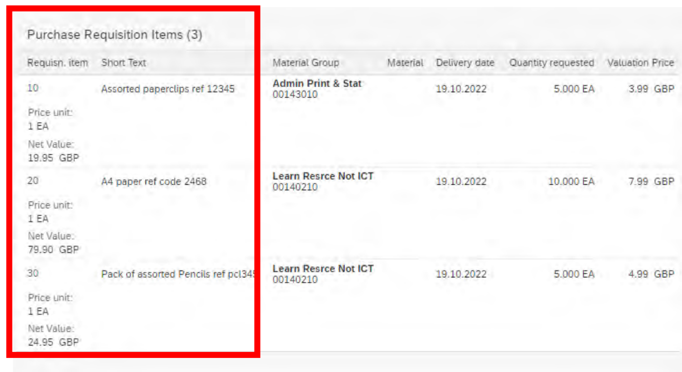
Click on the back arrow to return to the inbox screen.

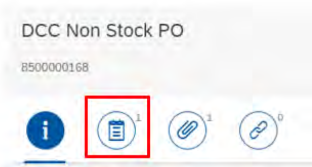


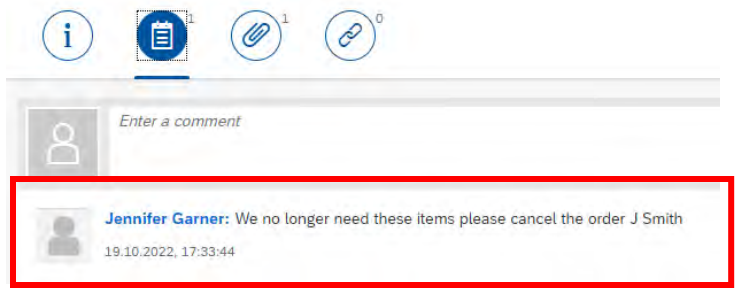
Scroll down the screen to see all item details.

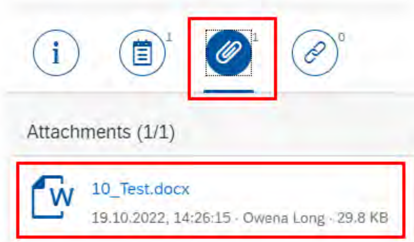
Items will always be displayed twice firstly under the Purchase order number and then repeated under the PR number.

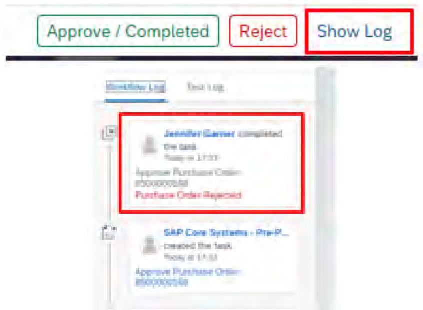


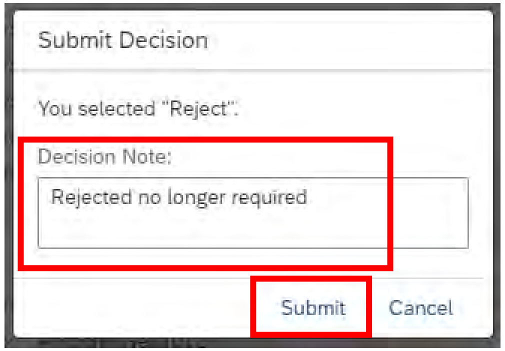
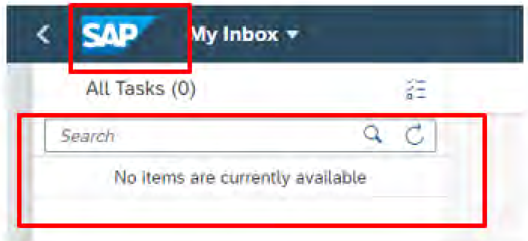
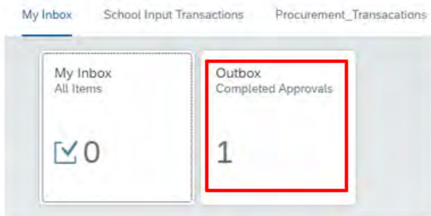


<table>
<tr><td>Click on the comments icon to display the comment.</td><td>
</td></tr>
<tr><td>The Approvers comments are displayed.

Any comments that you may have added when creating the PR will also be displayed. There is also the option for you to add a further comment, but this is not essential.</td><td>
</td></tr>
<tr><td>If attachments have been added to this order, then these can be displayed by clicking on the attachment icon.

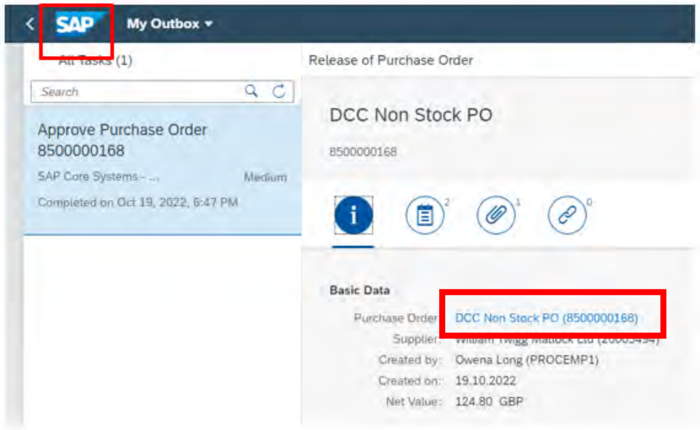
Then click on the attachment link to open the attachments.</td><td>
</td></tr>
<tr><td>A show log option is available at the bottom of the screen.

The workflow log is then displayed.</td><td>
</td></tr>
<tr><td>Click on Reject to close this order.</td><td>
</td></tr>
</table>

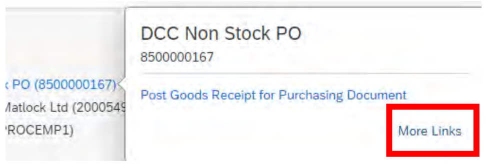
Although not essential it is good practice to add a note. **Click Submit** to complete process.	
The item is now removed from your task list. **Click on the SAP icon** to return to the Home page.	
The completed item is now in your **Outbox.** **Click on your Outbox** to display the completed task**.**	

The completed task is now displayed should you need to refer back to this rejected Purchase Order.

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



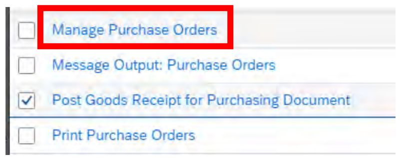
Select more links.



Click on the Manage Purchase Orders link.

See section 10 for information relating to the Manage Purchase Orders App.

Click on the SAP icon to return back to the Home screen.



5 - Goods Receipting Frequently Asked Questions

Types 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 Final Delivery tick box.
- **Final 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 you receive the goods/services. This ensures the Supplier (vendor) is paid promptly.

Do I wait to goods receipt until I receive <u>all</u> the items on the Purchase Order?
No, you must receipt the goods as you receive delivery of them – *f*ailure to do this promptly could result in the Supplier (vendor) 's invoices being blocked for payment and the Supplier (vendor) could then place the council on 'stop' preventing further orders to that Supplier (vendor).

I have to return goods which I have already goods receipted, what do I do?
Create a return delivery in Fiori, see **Section 7 How to Return Delivery a Confirmed Item**. Do this as soon as possible before any invoices are submitted by the Supplier (vendor).

Accounts Payable emailed me regarding a missing goods receipt, Or a difference in the receipted quantities. What do I do?
Follow the guidance in **Section 5A How to goods receipt part and full deliveries.**

If the Purchase Order is outstanding because this was issued to an incorrect Supplier (vendor) , email Accounts.payable@derbyshire.gov.uk with the Purchase Order number and ask them to block the order. Then goods receipt with quantity(ies) of zero and tick Final Delivery.

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 and if appropriate, your Approver will be able to approve this. If you are returning the item(s), ask the Supplier (vendor), arrange the return with them and request that they issue a credit note. Advise Accounts Payable that you have an issue with this Purchase Order and ask them not to pay until the credit note is received.

5A - 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 DCC's 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.

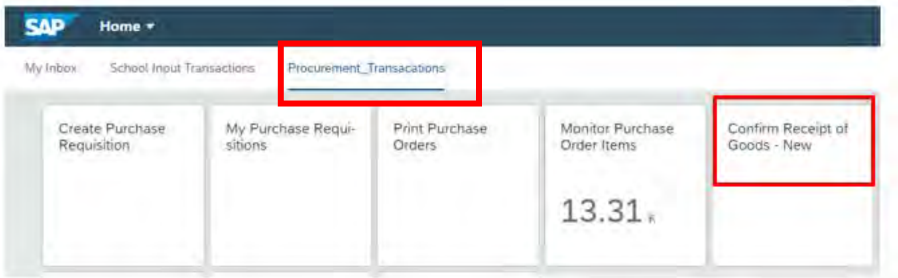
Items can also be receipted using the My Purchase Requestions App. **See section 5B.**

If you have received the invoice directly from the supplier then, once goods receipted this will need to be sent to Accounts.payable@derbyshire.gov.uk for payment.

From the Fiori homepage;

Click on Procurement Transactions.

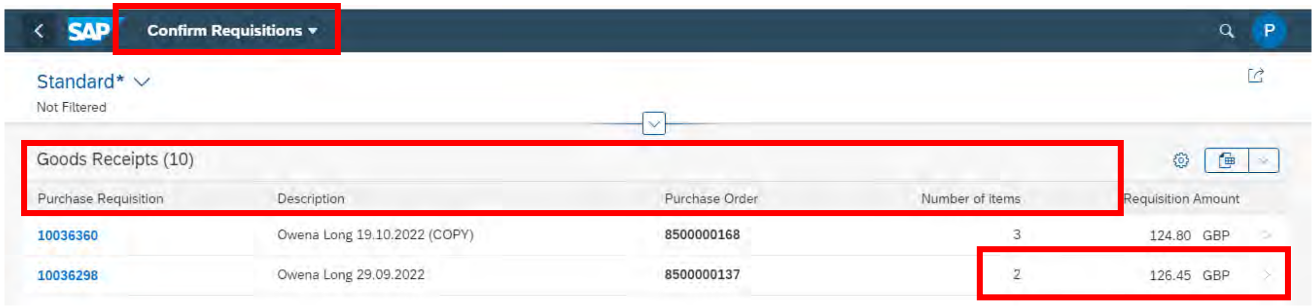
Click on the Confirm Receipt of Goods – New App



The confirm requisition screen is now displayed. A list of items that have not already been receipted are displayed.

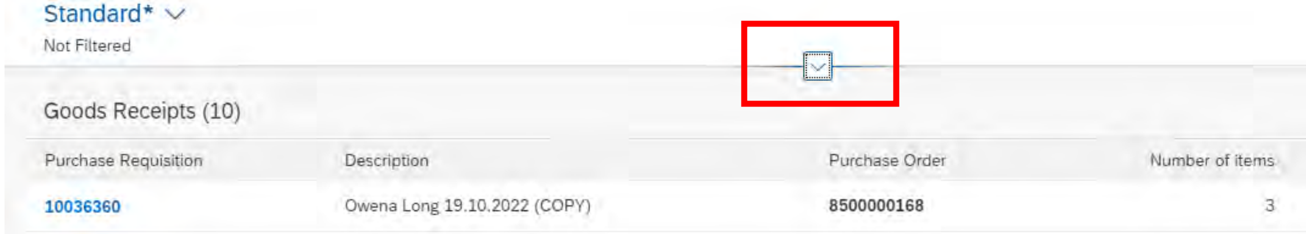
The PR number, description, purchase order number and number of items outstanding for receipt are displayed.

If the item requiring receipting is listed, then **click on the line** to start the receipting process.



Use the search facility to find the required order if this is not in the list.

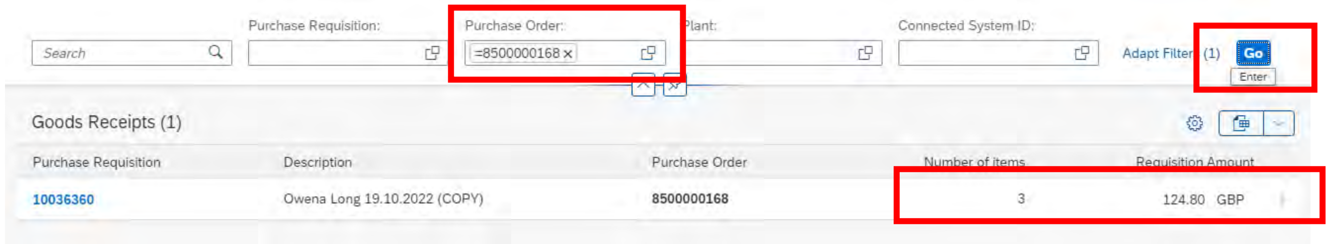
If the search criteria is not displayed **click on the arrow** and this will be displayed:



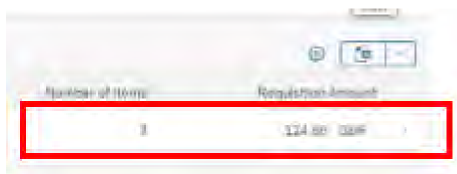
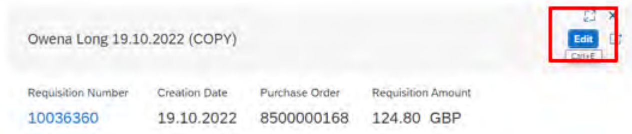
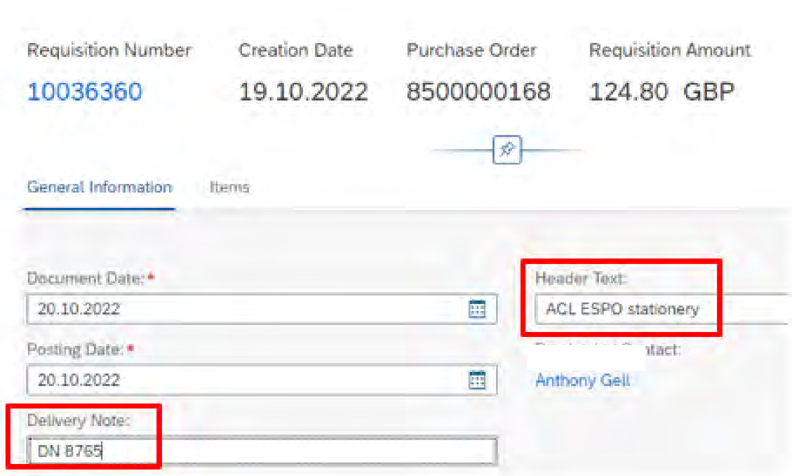
Enter the **Purchase Requisition or Purchase Order number:**

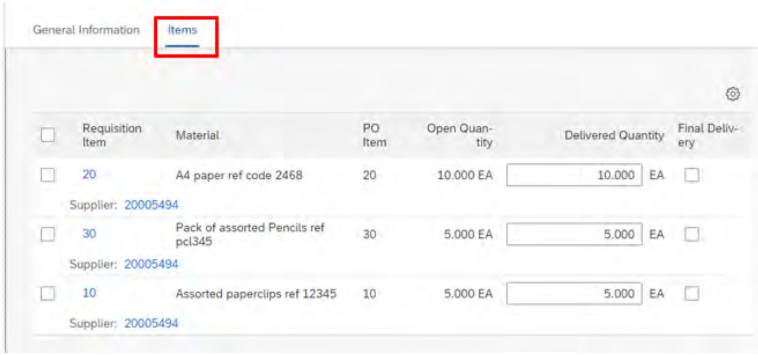
Click Go

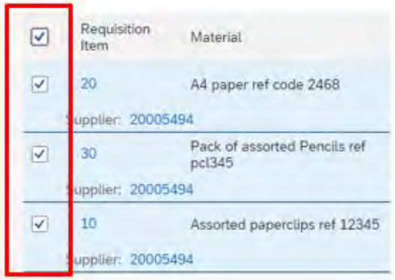
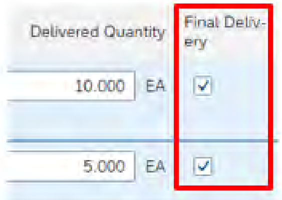
The order should then be displayed.



 For assistance please log a Halo ticket – see Halo guide for details

If no data is found you can check the status in the Process Flow using the My Purchase Requistions App. This will confirm whether the item(s) have already been receipted. **See section 9H.**	
Click on the line entry to start the receipting process.	
Click Edit.	
Enter the confirmation name into the Header Text field * * (Your initials / Supplier 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.**	

<table>
<tr>
<td>Click on Items or scroll down the screen to see the items available for receipting.</td>
<td>
</td>
</tr>
<tr>
<td>Tick to select the required item(s) to be receipted.

All items can be selected by ticking the top tick box.</td>
<td>
</td>
</tr>
<tr>
<td>Where the ordered quantity of an item has all been delivered then tick the final delivery box for that item.</td>
<td>
</td>
</tr>
</table>

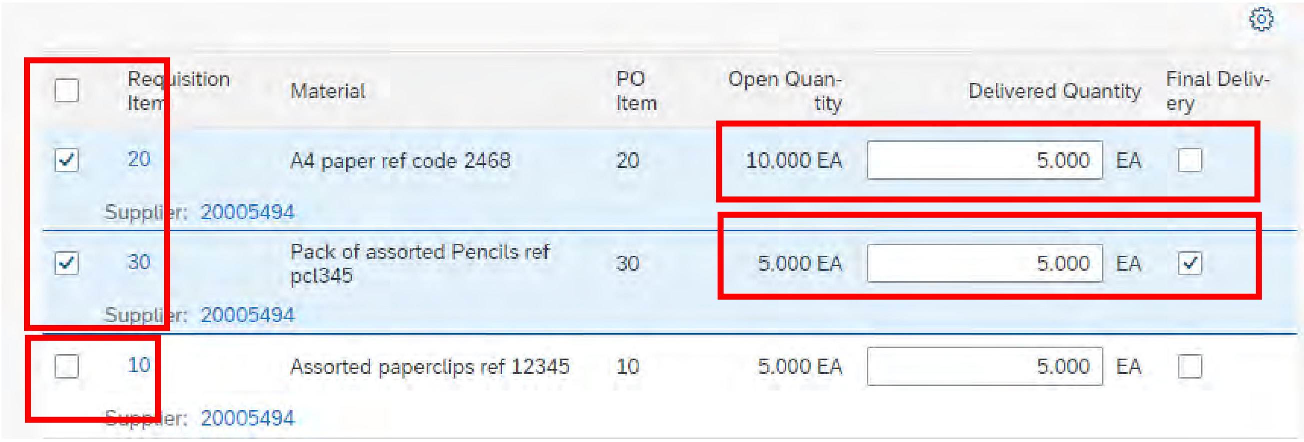
The delivered quantity box displays the number outstanding items for receipt so where a partial delivery has been received then this quantity will need to be adjusted to reflect this.

In the example below:

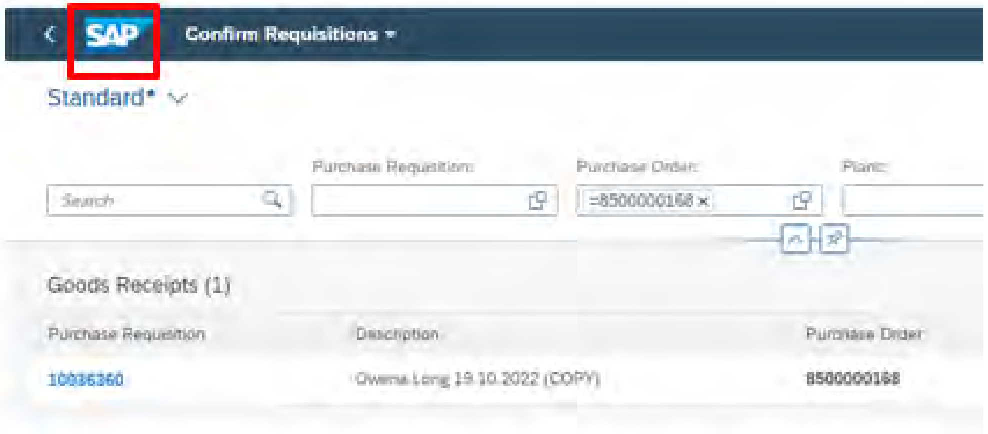
First line - 5 of the 10 items have been received so the delivered quantity has been changed to 5. The final delivery box has not been ticked as the remaining items are to follow and will still need to be receipted.

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, as these goods are to follow.



Click Confirm to complete this receipt.

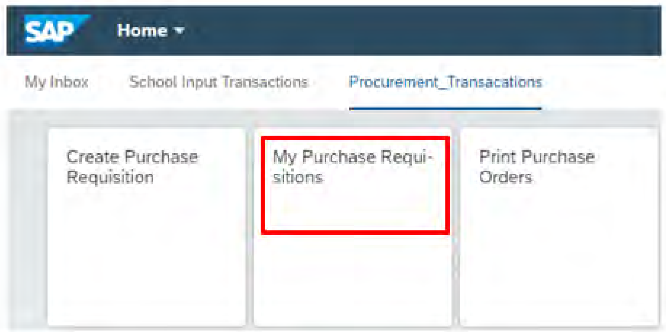
You are now returned back to the confirm requisitions screen. **Click on the SAP icon** to return to the homepage.	
You can check the goods receipt details in the process flow. **See section 9H - Process Flow - Status 'Completed'.**	

5B - How to Confirm (goods receipt) using the My Purchasing Requisition App

From the Fiori Home page:

Click on Procurement Transactions.

Click on the My Purchasing Requisition App.



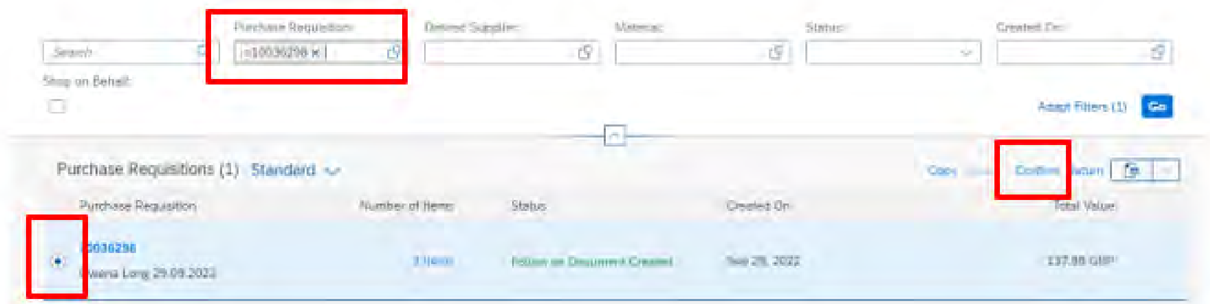
Enter the PR number to be receipted (unless this is already displayed in the list).

Click Go.

In this example the PR has been found by entering the PR number and then clicking on Go.

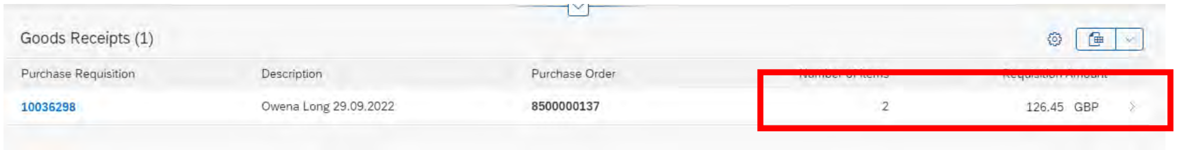
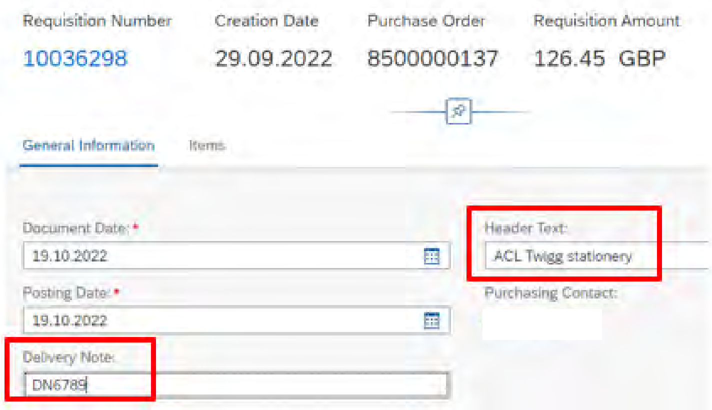
Click on the radio button to select the PR.

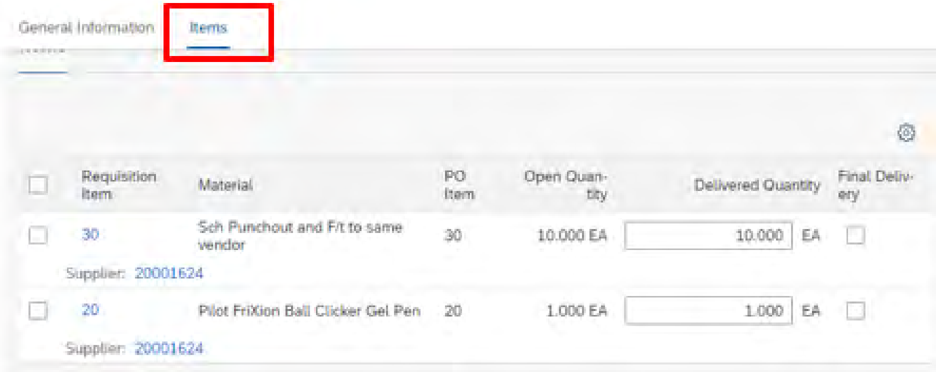
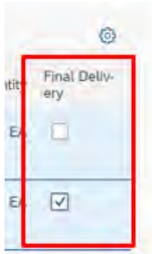
Click on Confirm.

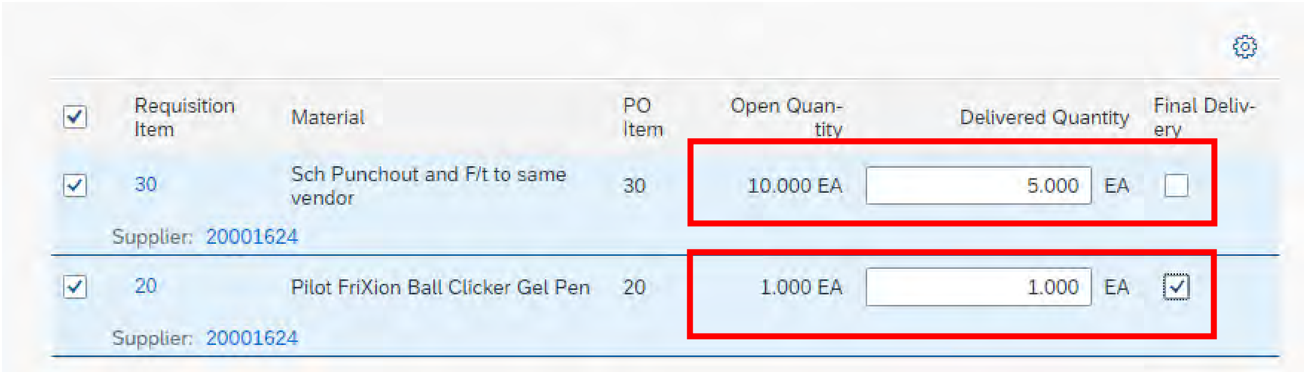
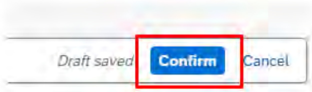
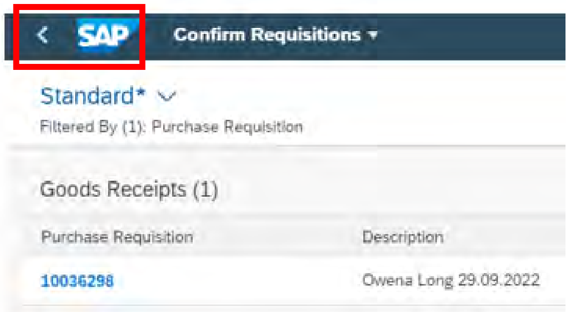


If the confirm button is greyed out the item is not available to be receipted.

You can check the process flow to check if this PR has already been receipted **(see section 9H)**

The confirm Requisition screen is now displayed. **Click on the line entry** to continue with the receipting process.	
Click Edit to enable you to receipt items.	
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.**	

Click on Items or scroll down the screen to see the items available for receipting.	
Tick to select the required item(s) to be receipted. **All items can be selected by ticking the top tick box.**	
Where all of the ordered quantity of an item has all been delivered then **tick the final delivery box** for that item.	

Please note that the delivered quantity box displays the number of items outstanding for receipt so where a partial delivery has been received then this quantity should be adjusted to reflect this. In the example below, 5 of the 10 items on line 1 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. The only item ordered on line 2 has been delivered **so the final delivey box is ticked.**	
Click Confirm to complete this receipt.	
The confirm requisitions screen is now displayed**.** **Click on the back arrow** to return to the My Purchase requistions screen. **Click on the SAP icon** to return to the homepage.	

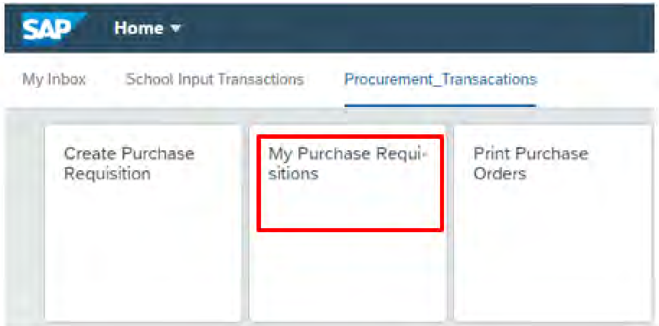
Remember you can check the Goods receipt details in the process flow using the My Purchase Requisition App. See section 9H.	

6 - How to reverse (Delete) a Confirmation (goods receipt)

It is possible to delete a goods receipt (confirmation) for example, if the information has been entered incorrectly or if an order was mistakenly confirmed.

It is important to cancel the confirmation as soon as you are aware of the mistake.

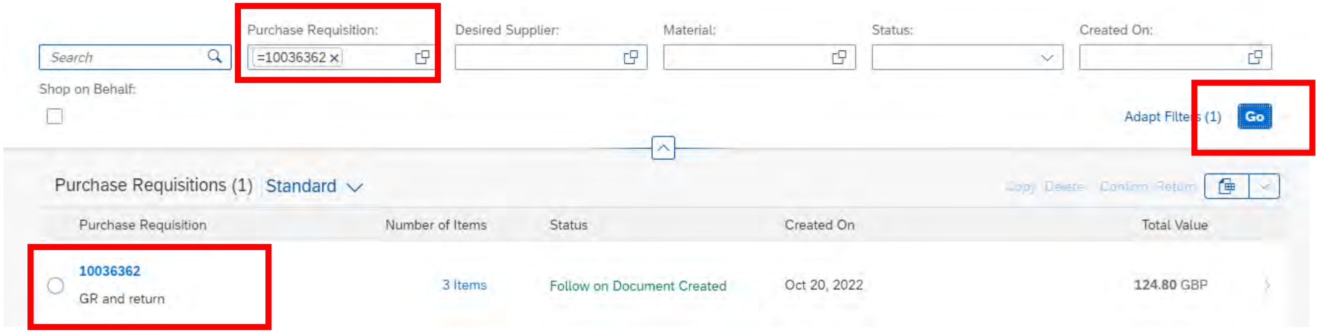
If the Delete Confirmation button is greyed out, this means the invoice has been processed and you cannot delete the confirmation. In this instance please log a ticket on Halo for assistance.

From the Fiori home page. **Click on Procurement Transactions.** **Click on the My Purchasing Requisition App.**	

If the required PR is not displayed in the list, then enter the PR number in the field shown below.

In the example below the PR has been found by entering the **Purchase Requisition number** and then clicking **Go.**

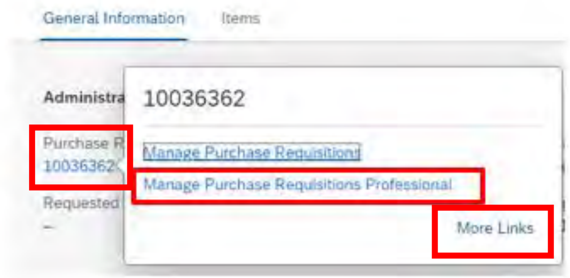
Then Click on the required PR number:



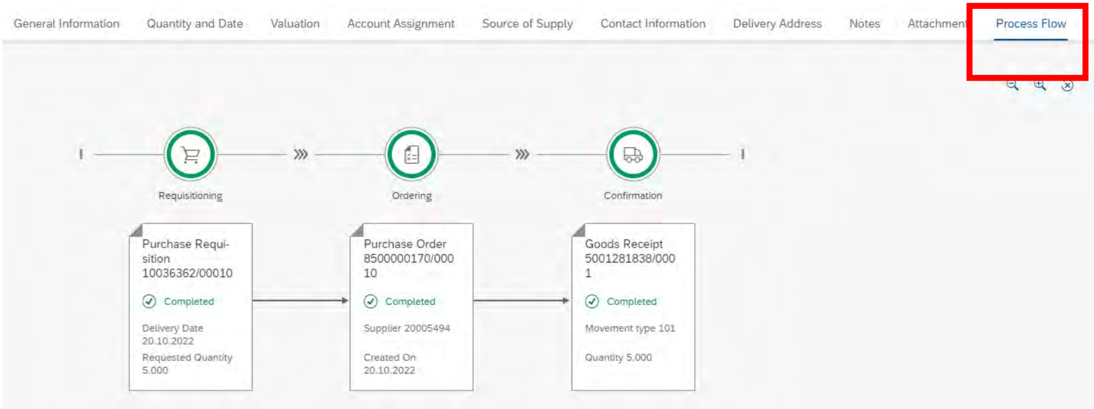
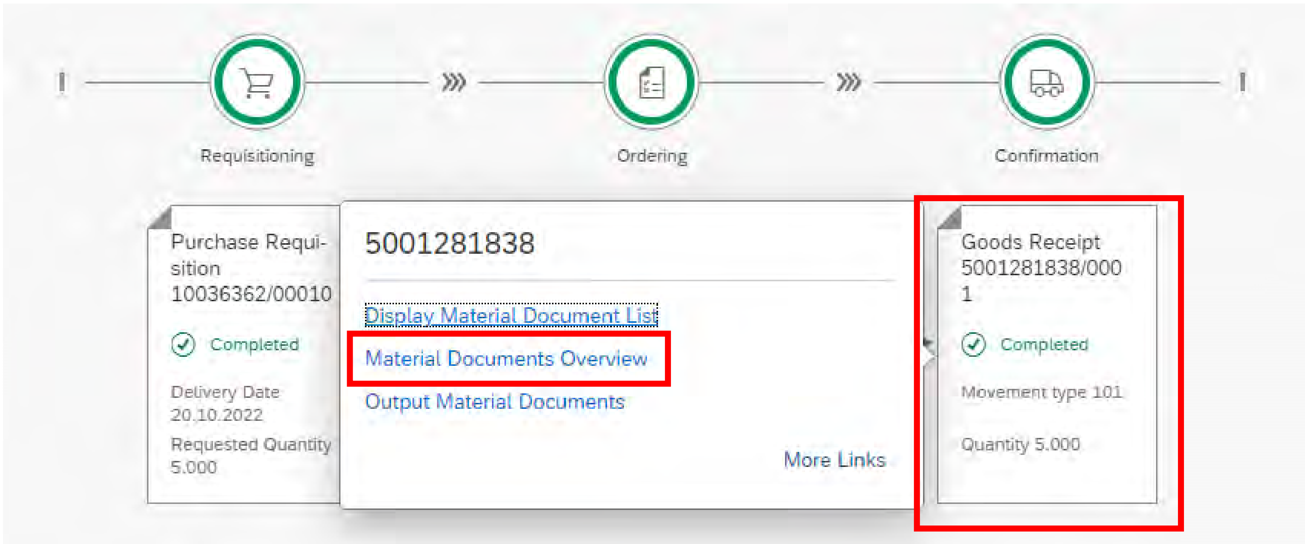
Click on the PR number again.

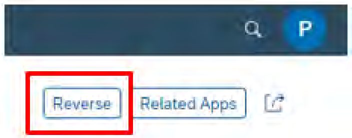
Select Manage Purchase Requisitions Professional.

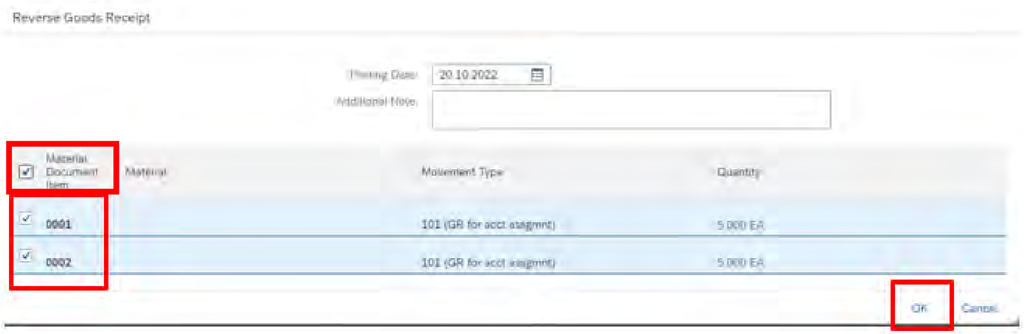
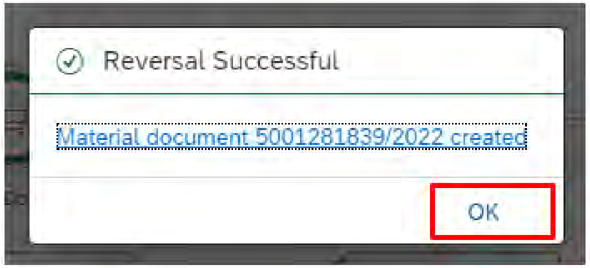
You may need to click on more links for this option.

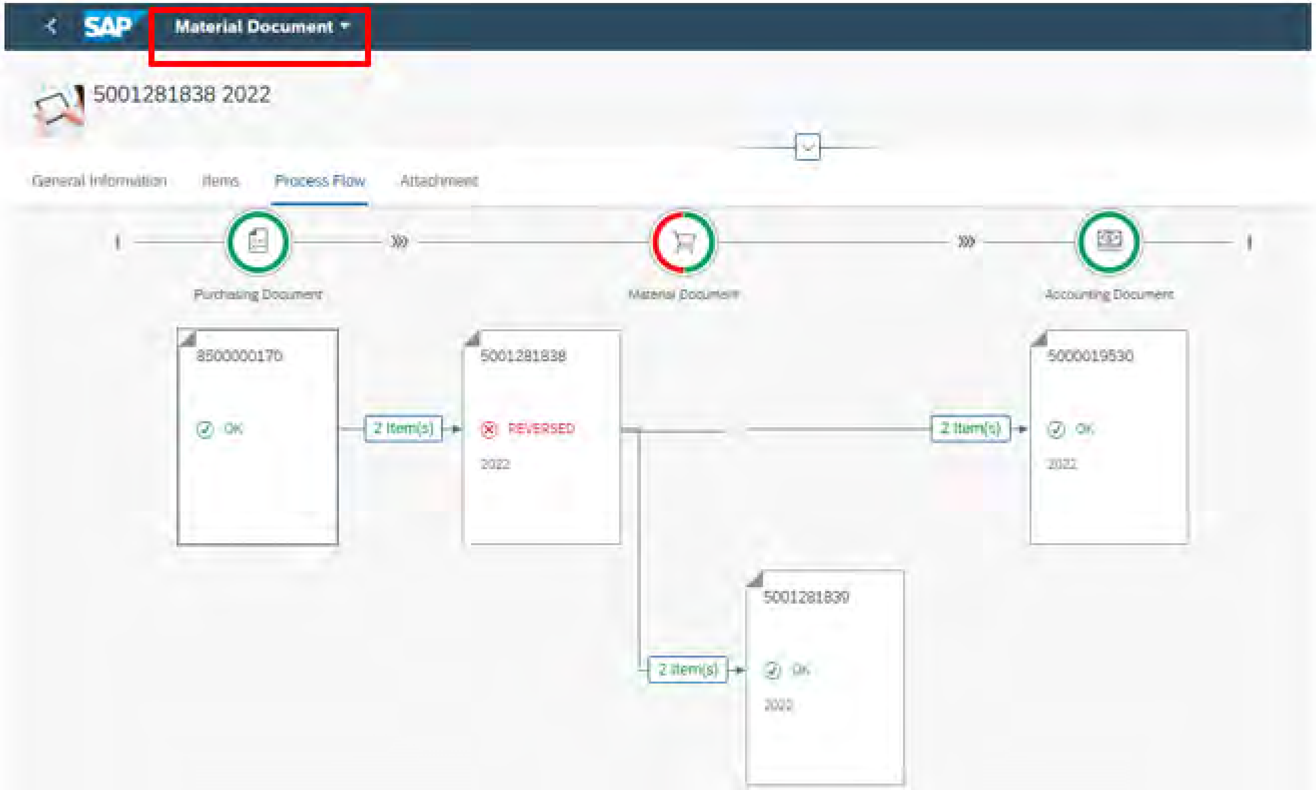


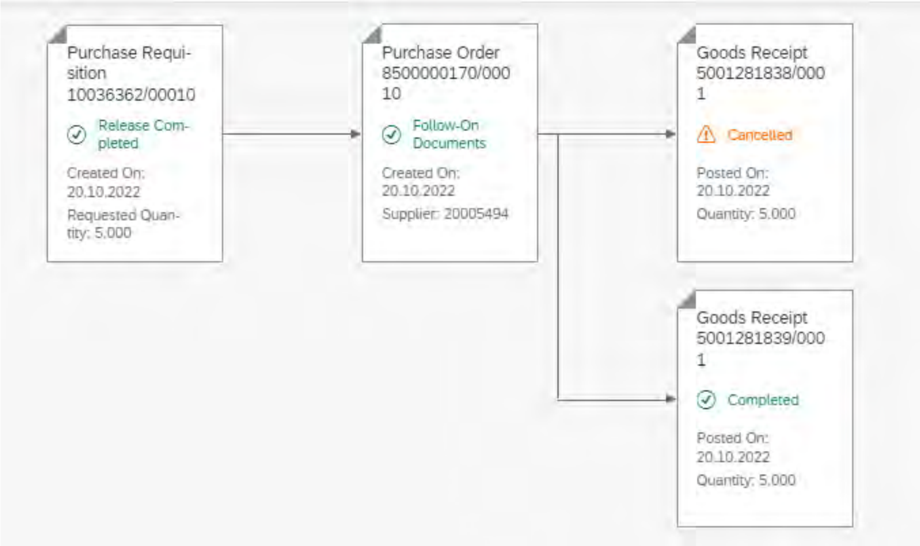
Click on the line entry where the receipt needs to be reversed.

Click on or scroll down to the **Process Flow:**	
Click on the Goods receipt. **Select Material Documents Overview:**	

The number of items displayed will reflect how many different items were receipted. The example below shows two different items were receipted. **Click on the first line to reverse this goods receipt.** As both items displayed below were receipted together then it does not matter which line you click on as this all relates to the same receipt as shown by the material document number.	
Here the Process Flow shows 2 different items were receipted. The Accountancy document shows that this receipt has posted the costs on your school's budget.	
Click on Reverse.	

Tick the top box to select all the item(s). All items must be reversed as they all relate to the same receipt. **Click OK.**	
Confirmation that these items have been reversed is displayed. **Click OK.**	

The material document screen is now displayed showing that the items have been successfully reversed.	

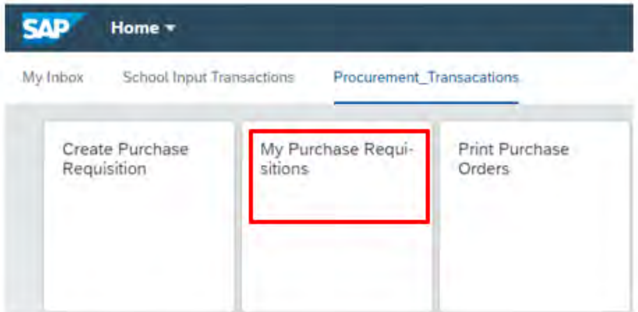
You can check the status in the Process Flow using the Manage Purchase Orders App. See section 10B.	
Click on the SAP icon to return to the Fiori homepage.	
These reversed items are now available for receipting correctly. **See section 5A - Confirming receipt of Goods New.**	

7 - How to return Delivery a confirmed item using the My Purchase Requisition App

If you have received items from the Supplier and then have to return them, then these should be receipted and then you should create a return delivery confirmation in Fiori.
You must also contact the Supplier (vendor) to collect the goods and ask for a credit note if replacement goods will not be delivered.

From the Fiori home page:

Click on the My Purchasing Requisition App.

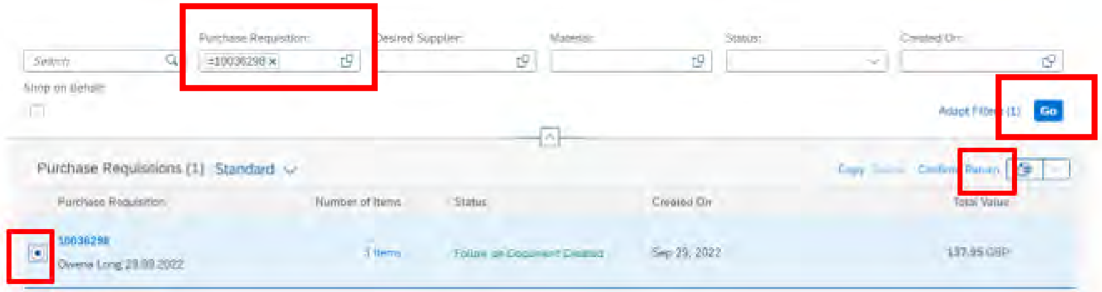


If the required PR is not displayed in the list, then enter the PR number as shown below.

In the example below the PR has been found by entering the **PR number** and then **clicking on Go.**

Click on the radio button to select the required PR.

Click on Return.

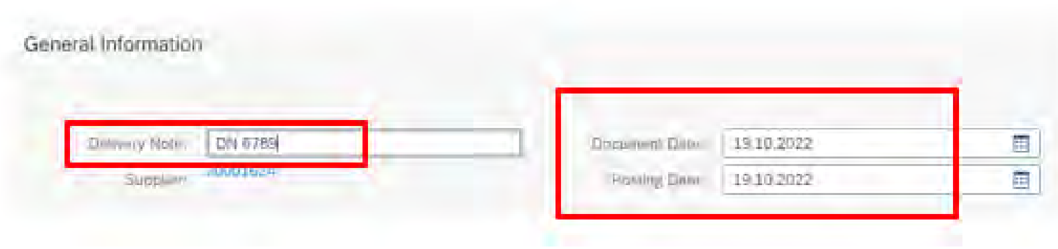


If the confirm button is greyed out the invoice will have been processed and the return cannot be completed. Contact the Supplier to arrange for replacement goods to be delivered or a credit note to be issued.

The Return delivery screen is now displayed.

Enter the delivery note or invoice number details.

The Document and Posting dates are pre-populated **<u>and must not be changed.</u>**

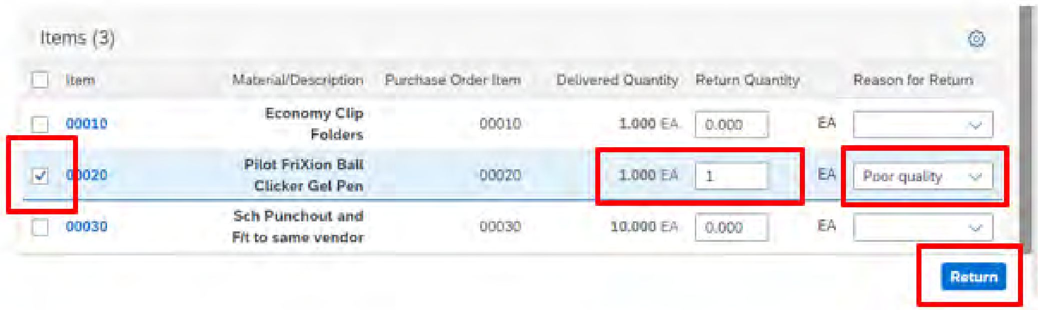


Tick the box(es) to select the item(s) to be returned.

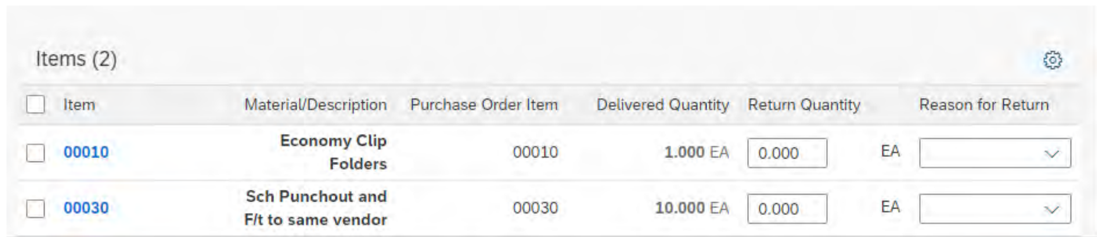
Enter the return quantity.

Select the most appropriate reason from the drop-down list. This is a mandatory requirement.

Click Return.



The item list is now updated showing all remaining items available to be returned.



Click on the back arrow to return to the My Purchase Requisitions screen or the **SAP icon** to return to the homepage.

8 - Monitor your Purchase Requisitions and Orders – which App should I use?

There are three main Apps that schools' requisitioners can use to monitor the status and obtain further information relating to Purchase Requisitions or Purchase Orders.

My Purchase Requisitions App – this enables requisitioners to be able to search for and view details of any Purchase Requisitions they have created. **See section 9.**

Manage Purchase Requisitions App – this enables requisitioners to be able to search for and view details of any Purchase Requisitions created by any requisitioner for your school. **If you are the only requisitioner in your school, then you will not need to use this app. See section 11.**

Manage Purchase Orders App - This enables requisitioners to be able to search for and view any Purchase Orders created for your school**. See section 10.**

The **My Purchase Requisitions and Manage Purchase Requisition Apps** enable you to drill into the PR details and this takes you through into the **Manage Purchase Orders App.**

If you plan to use the Manage Purchase Requisitions App and / or the Manage Purchase Orders App, then it is recommended that you create a default setting to refine your search. Details of how to do this are explained in the relevant sections for each App.

9 - My Purchase Requisitions App

9A - Adapting filters, setting a default and using the search facility.

A search facility is available at the top of the screen to help refine your search.

Search squares and dropdown menus are available in relevant fields to help assist with this process however details can just be typed into each search box.

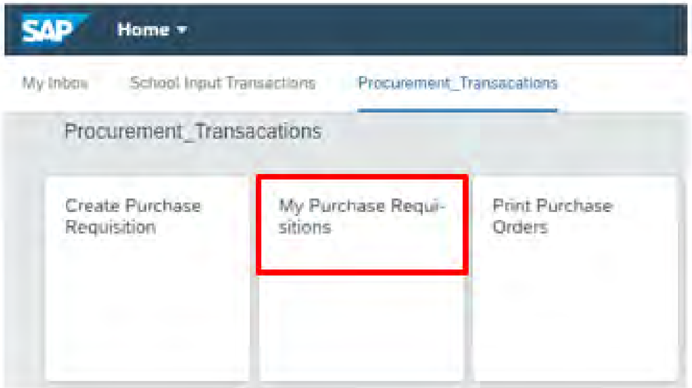
Items are automatically ordered by the created-on date with the most recent appearing at the top of the list.

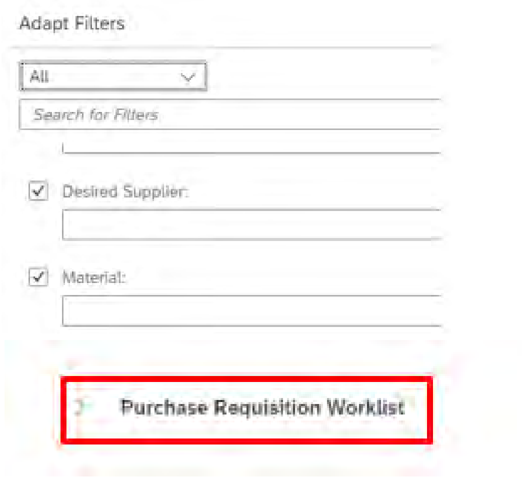
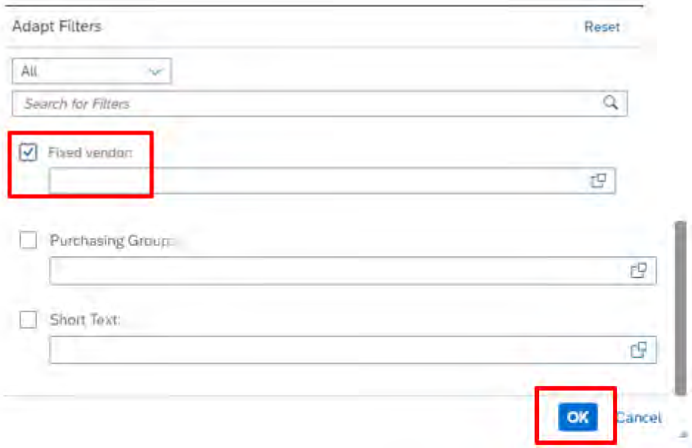
There is no requirement to refresh the data unless you are refining the search.

Whilst the default search criteria maybe sufficient for most users it is possible to add additional filters and set your own default filter which will be applied each time that you open the My Purchase Requisitions app

9B - Adding a new filter criteria (search by Supplier)

If you do need to search by Supplier, then this can be done by adding Fixed Vendor (Supplier) to your search bar.

From the Fiori home screen: **Click on My Purchase Requisitions.**	
Click on Adapt filters.	

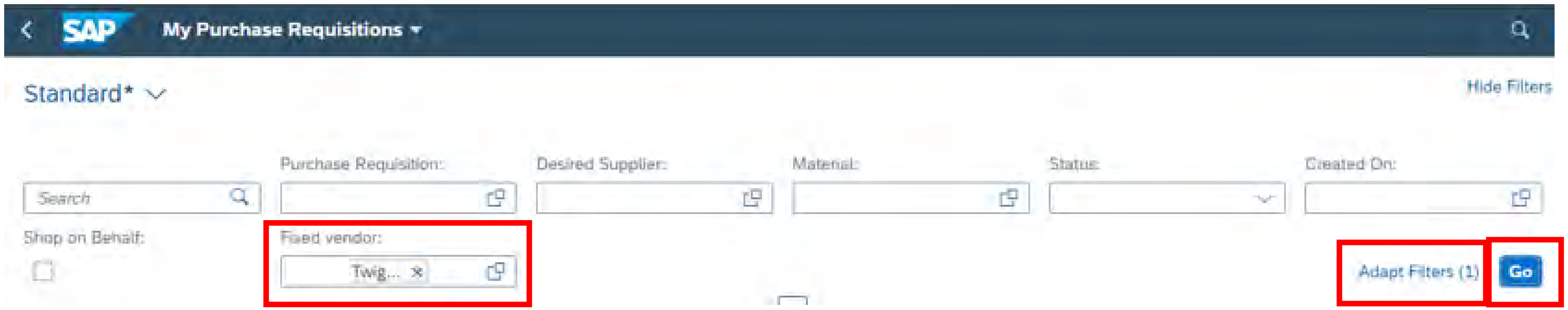
Scroll down to the bottom of the **Adapt filters list** and **expand Purchase Requisition worklist.**	
Scroll down and **tick Fixed Vendor.** **Click OK.**	

For assistance please log a Halo ticket – see Halo guide for details

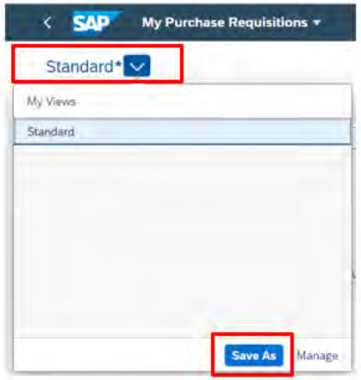
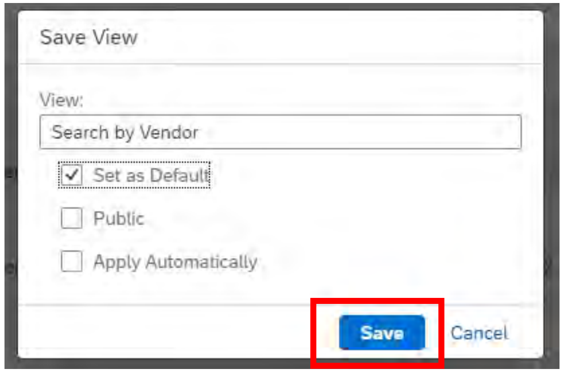
The Fixed Vendor search is now added to your search bar and the Adapt filter now displays that one filter has been added.

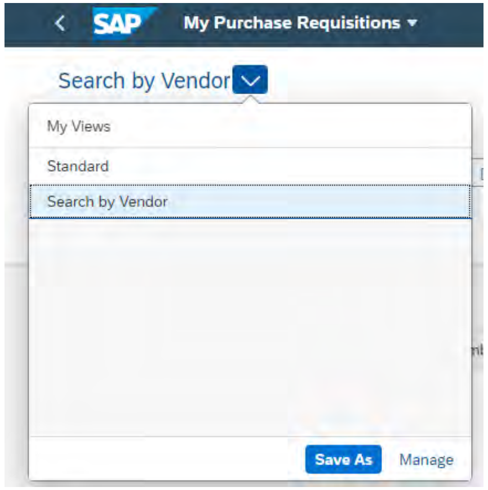
To search by Supplier (Vendor) you can **type the Supplier number directly into the field or click on the search square.**

Click Go to apply the new search criterion.



Please note that the search facility will return to the standard display the next time that you use the My Purchase Requisition App. You can however personalise (set a default) search bar to save the changes you have made.

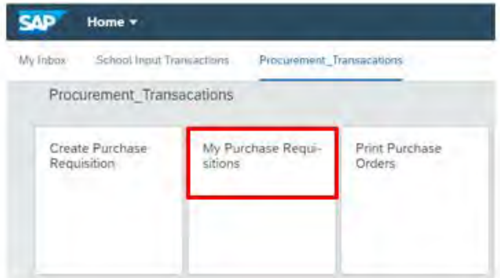
9C - Changing a default search criteria	
Having adapted the filter criteria to meet your requirements. **Click on the Standard default drop-down.** **Click on Save As.**	
Name your personalised search bar **Select set as default.** **Do not set as Public** as this will then be seen by other users. **Click Save.**	

The standard search bar is still available and can be selected from the **drop-down menu.** The Manage option allows you to re- name, change the setting or delete your personalised search.	
Click OK to apply any changes and **cancel** if no changes have been made.	

9D - Viewing information using the My Purchase Requisitions App

From the Fiori home screen.

Click on the My Purchase Requisitions App.

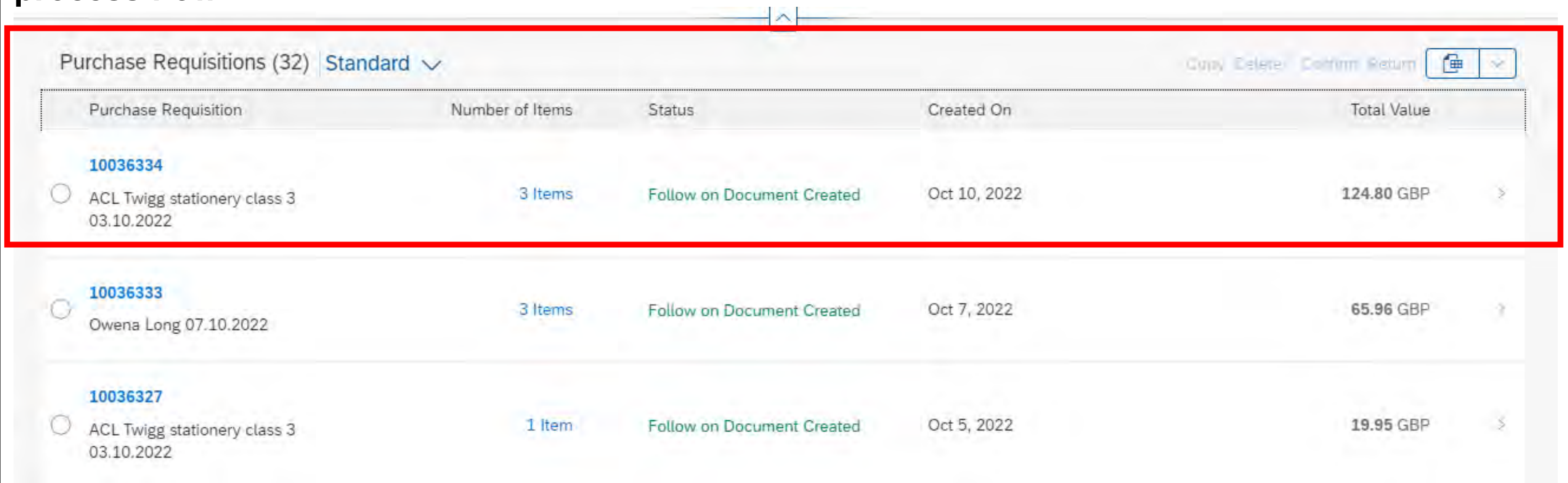


Within the My Purchase Requisitions App you now have the facility drill down into PR's, copy, goods receipt items and complete returns.

All Purchase Requisitions **that <u>you have created</u>** are displayed including the **PR number, your name or the name you have added when creating the PR, number of items in the PR, Status, date created on and total net value of the PR.**

The status Follow on Documents means that the Purchase Order has automatically been created and sent for approval.

Details of how to check who the order has been sent to and whether it has been approved are explained in this section under process flow.



9E - Checking PR details – checking Approval status / Finding the Purchase Order number.

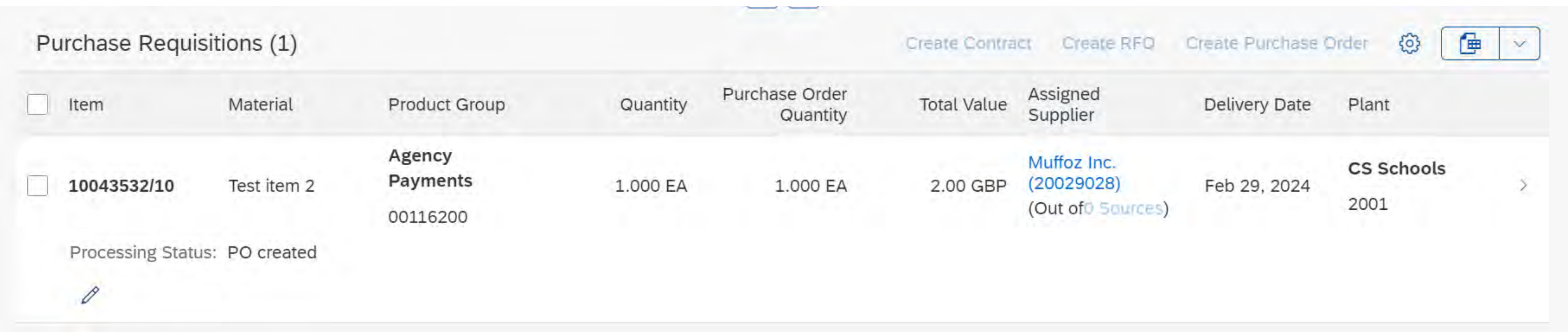
Click on the required PR number. See section 9A for more details on how to search for PR's.

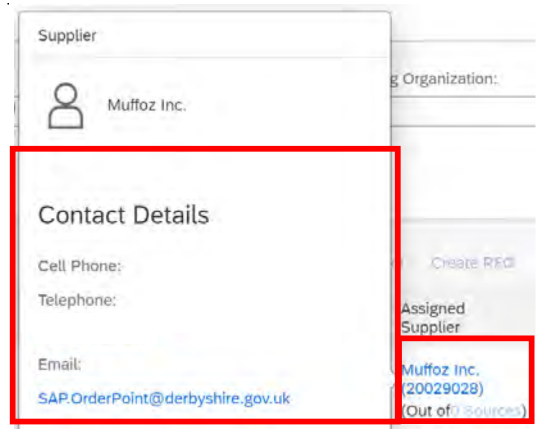
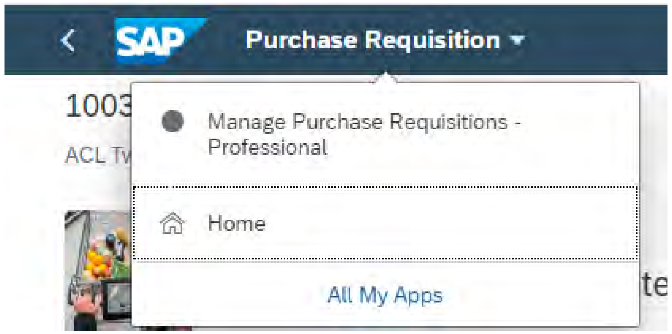
Click on the PR number and **click on Manage Purchase Requisitions.**

The Manage Purchase Requisitions screen is now displayed.

On this screen all items in the PR are displayed including **specific item details (Material), Product Group (GL code), quantity and net unit price of each item, supplier, requested delivery date and processing status.**

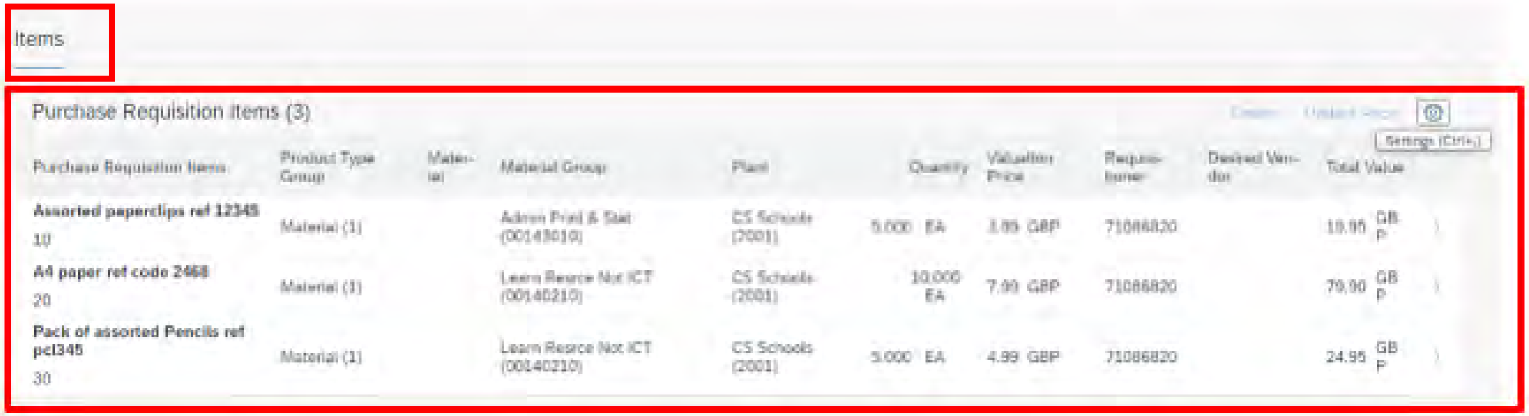
The processing status should always be PO created as this is automatically generated from the PR.



9F - Checking Supplier contact details	
Supplier contact details are available **by clicking on the specific assigned supplier.**	
To view more details, **click on the required line entry.**	
You are now in the Manage Purchase Requisitions – Professional screen App. This is displayed by **clicking on the title drop down option.**	

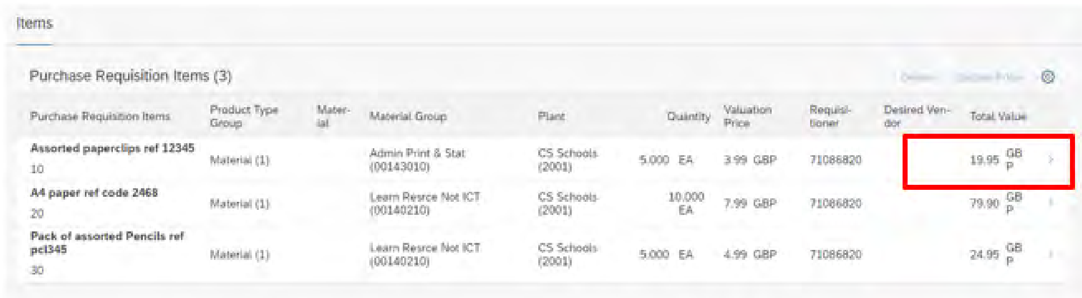
You can click on the options at the top of the screen or scroll down to see more information.

All individual line-item details are displayed under items.



The Approver details show that the PR has automatically been released and a Purchase Order generated and sent for approval.

Click on a line item to view the PO number, PO status and Approver details.



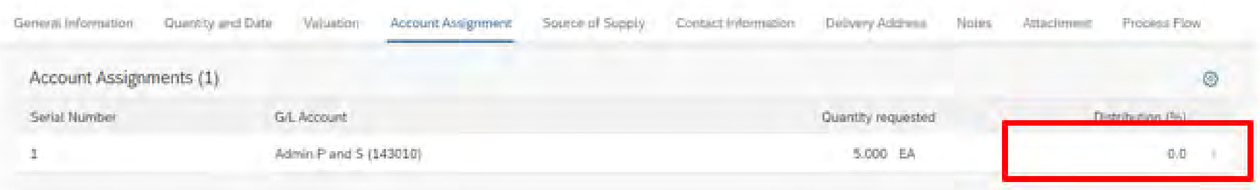
The Purchase requisition item screen is now displayed.

You can click on the options at the top of the screen or scroll down to review the information entered when creating the purchase requisition.

If more than one item type has been ordered, then an arrow is available to take you into each item:

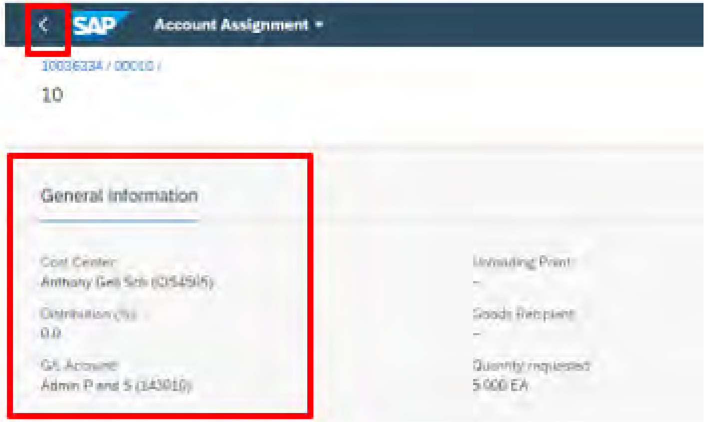
Please remember you cannot change a PR once it has been sent for approval, but you can copy and edit to create a new one. See section 9J.

If you want to check which Cost Centre or SIO has been used, then **Click on the arrow on the Account Assignment line** to display this.



The details of where this item has been charged to are now displayed.

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



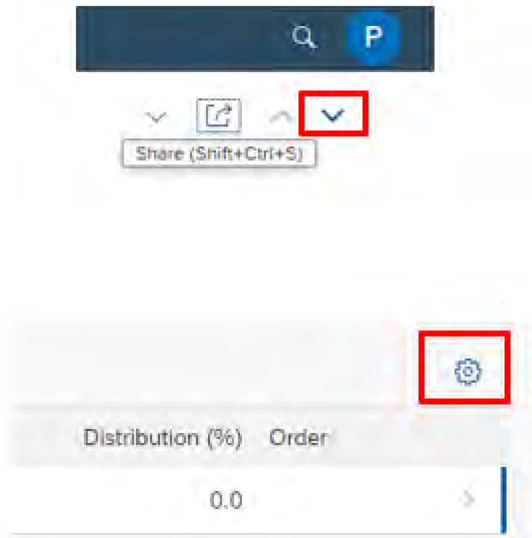
To check the Account Assignment used for other line items.

Click on the drop-down arrow.

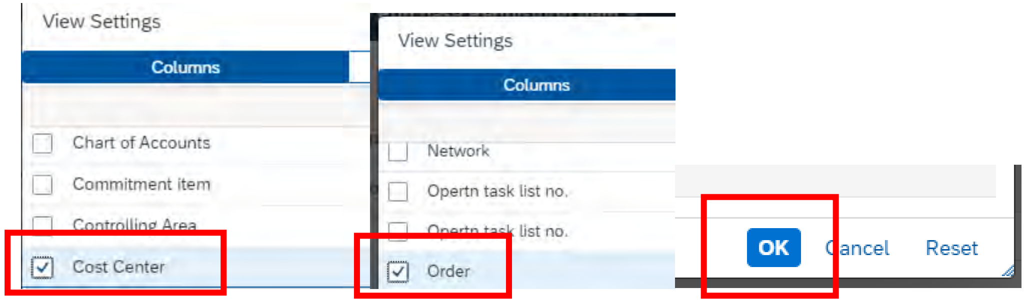
Follow the same process as detailed above.

You can also change the Account Assignment settings to display the Cost Centre without having to drill down for this information.

Click on the Account Assignment setting cog.

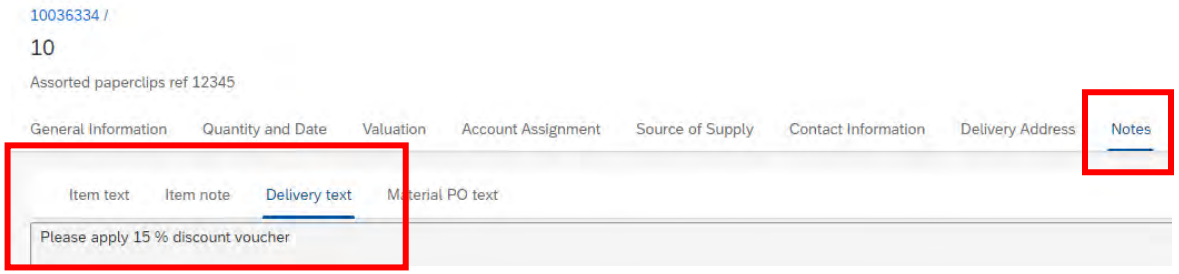


Scroll down the list and **tick both Cost Centre and Order and then click OK.**



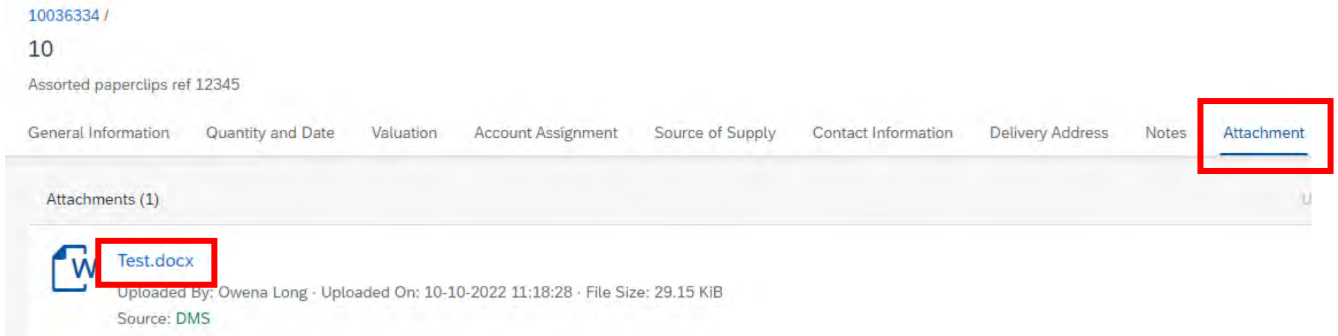
The Cost Centre or SIO is now displayed without the need to drill down.

Any delivery text or notes provided to your approver can be displayed in **notes section by selecting the relevant option**.



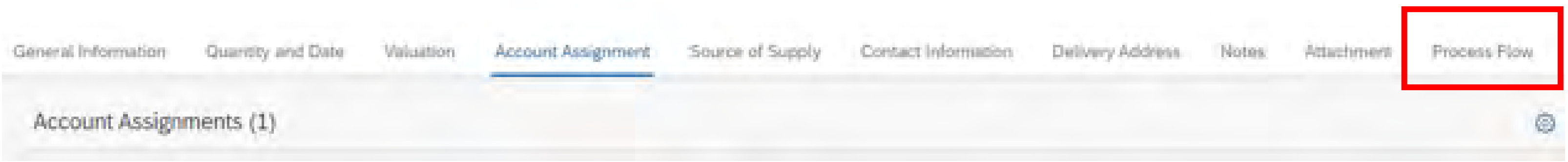
Any attachments added to the PR are displayed and can be opened by **clicking on the named link.**

Please remember that the attachments are only for internal use. Any attachments required by the supplier will need to be sent separately.



Click on Process Flow or scroll down the screen to view the **Process Flow details.**

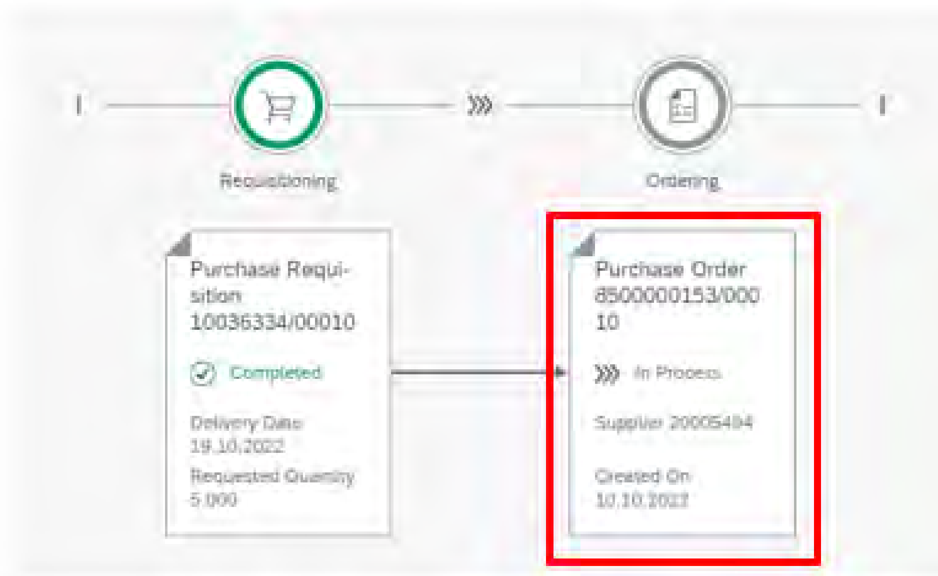
The Process Flow will display the PR number (100…), Purchase Order number (85000.), whether the order has been approved and has been goods receipted and whether any items have been goods receipted.

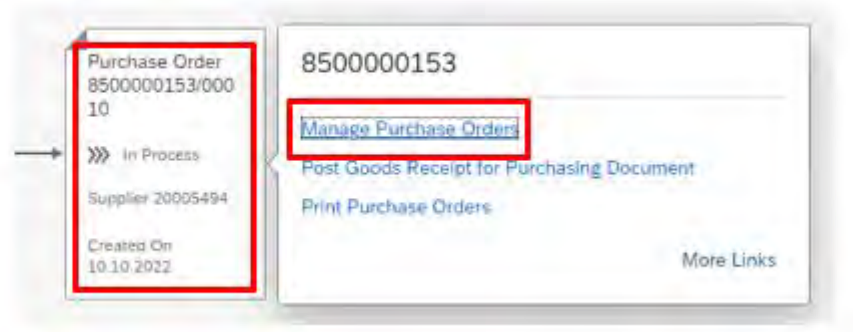
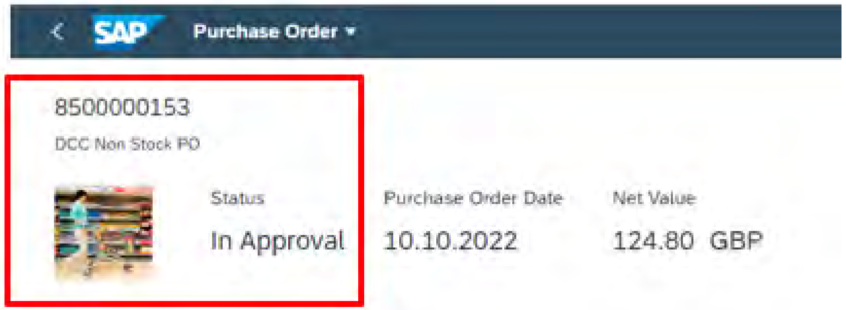


9G - Process Flow - Purchase order Status – 'In Progress'

The status **'In Process'** means that this has either not yet been approved or has been rejected by the approver.

Note: never give an 'In Process' purchase order number to a supplier. If this PO is rejected or needs amendment a new purchase order number will be created.

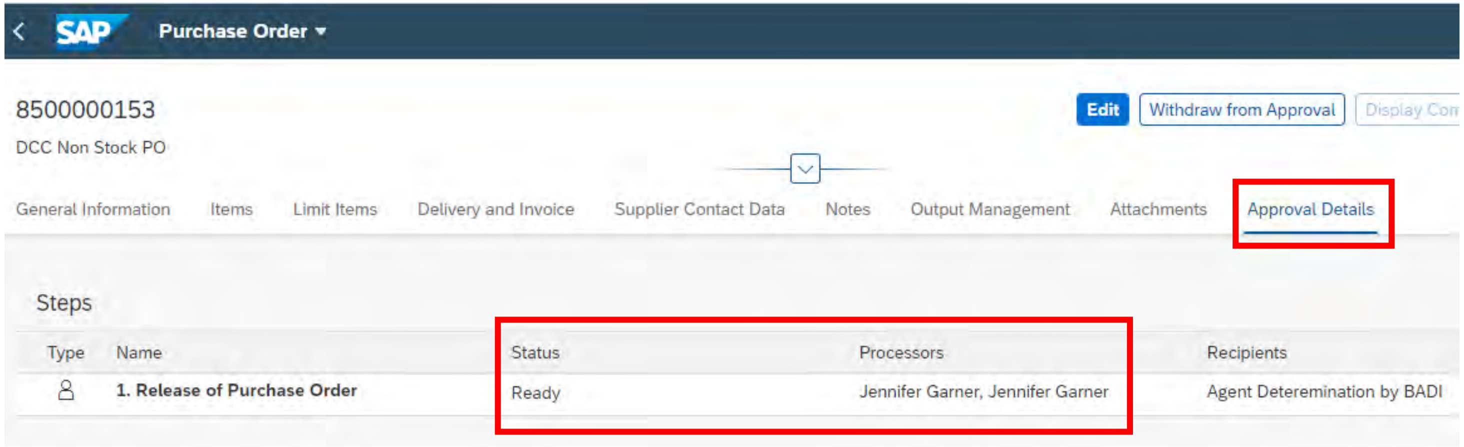


To check who this PO has been sent to for approval: **Click on the Purchase Order.** **Select Manage Purchase Orders.**	
The Purchase Order status is shown as In Approval.	

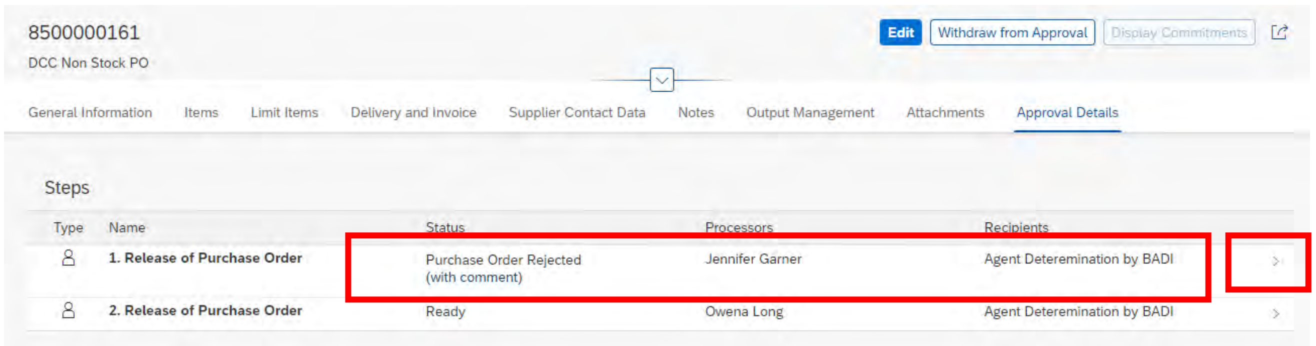
The Approver Details can be checked by either **scrolling down the screen or clicking on the option at the top of the screen as shown.**

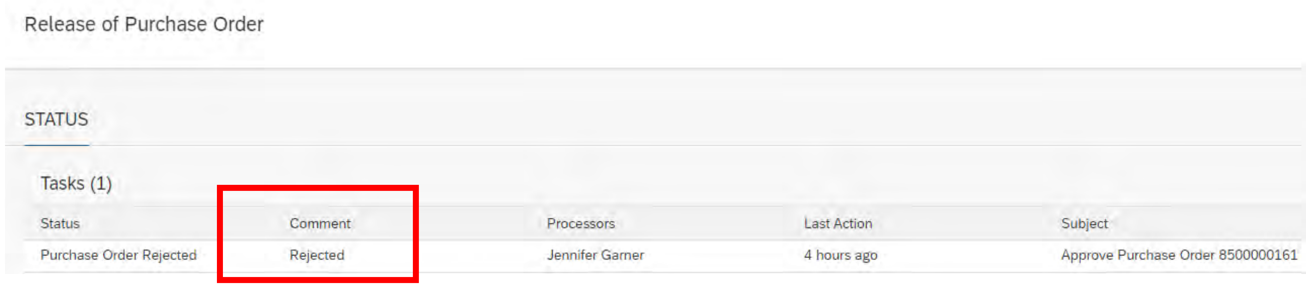
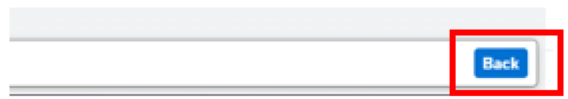
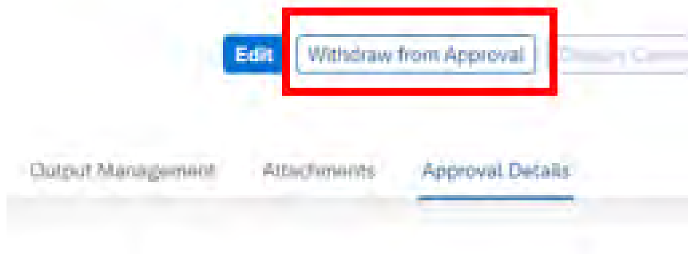
The example below shows the status as **'ready' which means still awaiting approval.** The approver(s) this has been sent to are also displayed under the heading Processors.

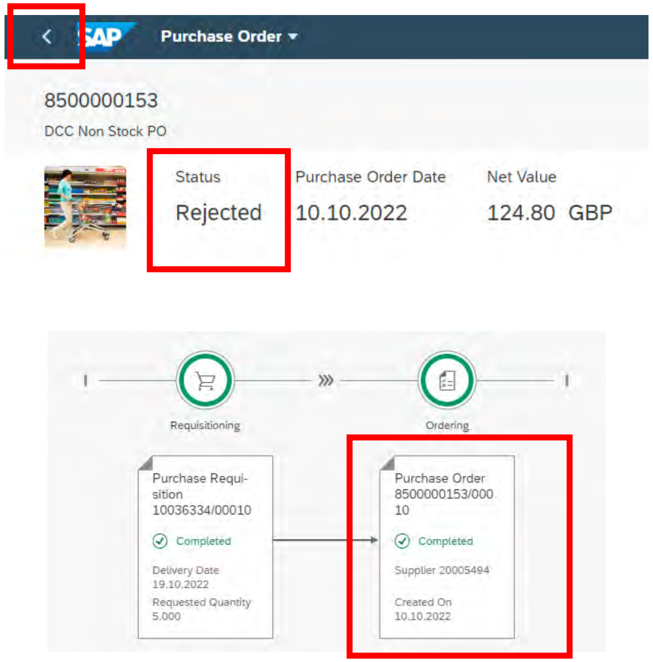
Where the approver status is shown as **'ready'** if needed, you can reject this using the **'Withdraw from Approval' button.** This closes the PO and changes the status to **rejected. See page 90 below for details of how to 'Withdraw from Approval'.**



If the approver has rejected the PO, then this will be displayed under status as shown below.



Any comments from the approver can been seen by expanding the approvers line entry.	
Having checked the comments, **click back** to return to the previous screen.	
It is not possible to edit a rejected PO so this will need to be closed. To do this you will need to click on **'Withdraw from Approval'.** You can copy a rejected PR if you need to create a new PR using these details. **See section 9J.** Rejected PR's do appear as a task in your Inbox App. **See section 4.** However, if you have 'withdraw from Approval' they will automatically be removed from your Inbox as this task has been completed.	

The status in **Manage Purchase Orders** is now showing as rejected. **Click on the back arrow** to return to the previous screen. If you have withdrawn the PO from approval, then please note that the status will display as **Completed in the Process Flow.**	
Click on the SAP icon if you wish to return to the Fiori home page.	

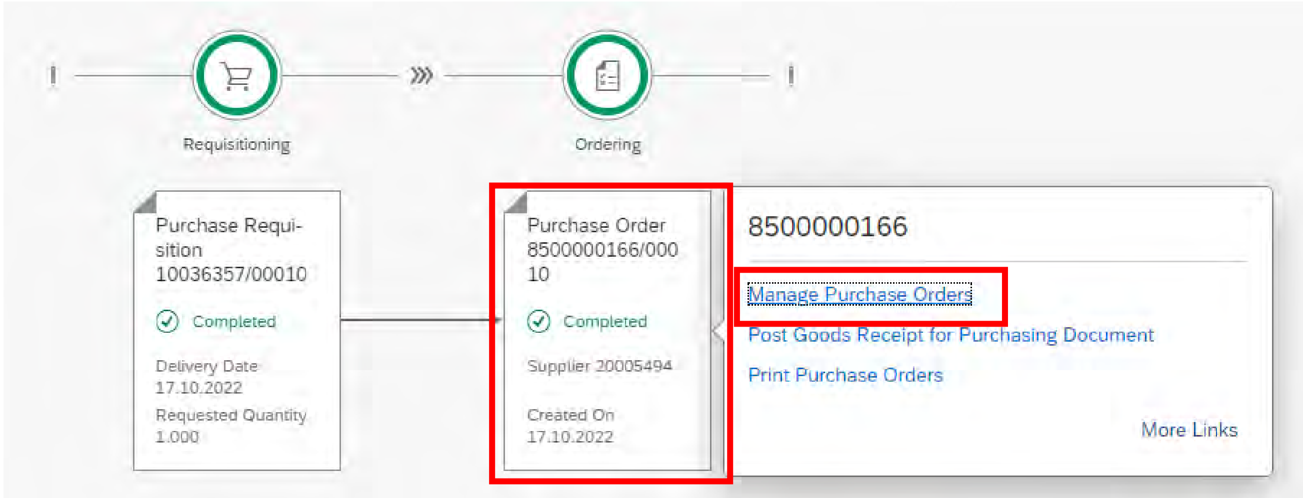
9H - Process Flow - Status ‘Completed’

The example below shows that the Purchase order status as **‘Completed’** which means that this has either been approved or you have withdrawn the PO from approval.

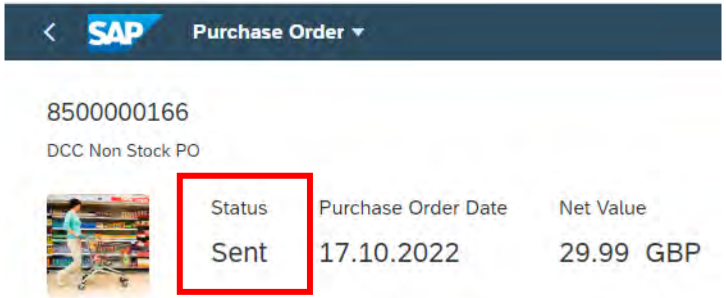
Where the order has been approved you can;

- check when where and how an order was sent and view a copy of the order. **See section 12 Print Purchase Order app.**
- **receipt items using the Post Goods Receipt for Purchasing Document. See section 9I.**

Click on the Purchase Order box and then **click on Manage Purchase Orders** to check the PO status.



If the PO has been approved the Status will be shown as ‘Sent’ (to the Supplier).



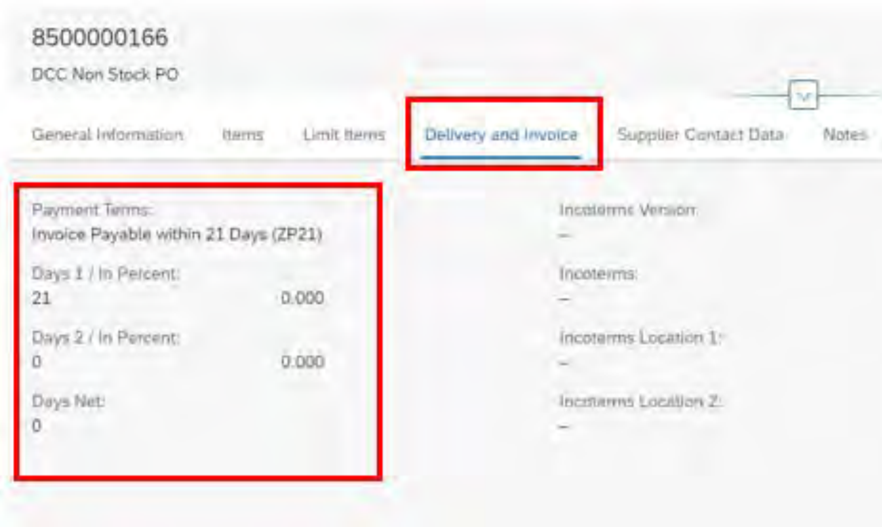
The Supplier Payment terms are displayed under the **Delivery and Invoice section.**

The payment terms are from the date the invoice is received by Accounts Payable.

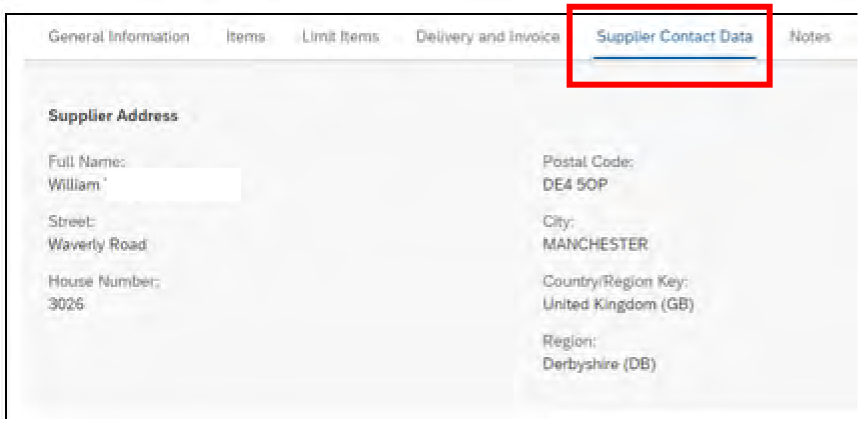
Note: unless otherwise agreed. DCC's standard terms are 30 days from receipt of a valid invoice. That is receipt by Accounts payable and not the school.

It is very important that items / services are goods receipted as soon as they are received to ensure payment terms are met.

See section 5 - Goods receipting.

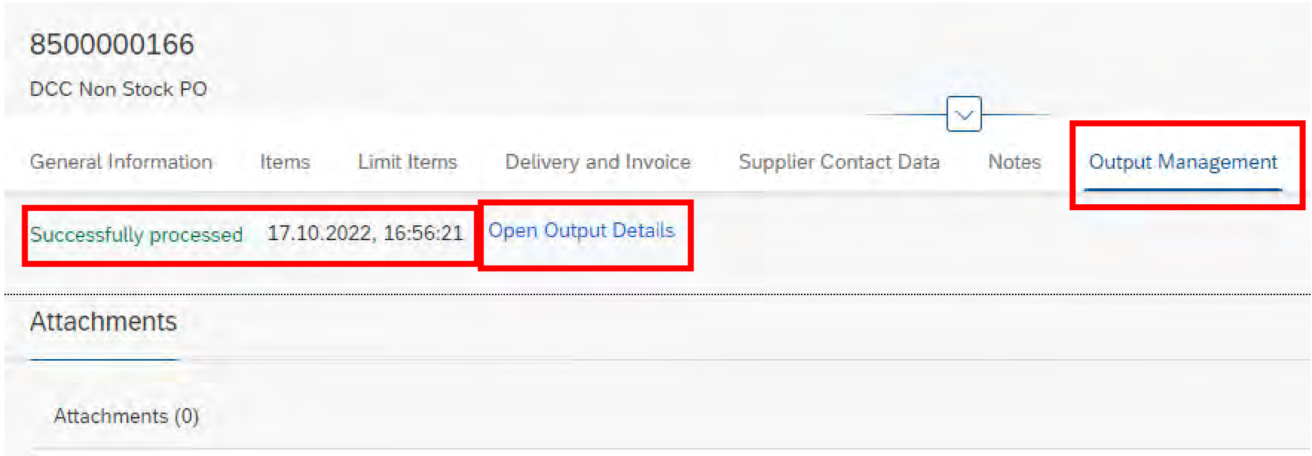


Supplier contact information is provided under the **Supplier Contact Data.**



Output Management provides confirmation of the date and time the PO was sent.

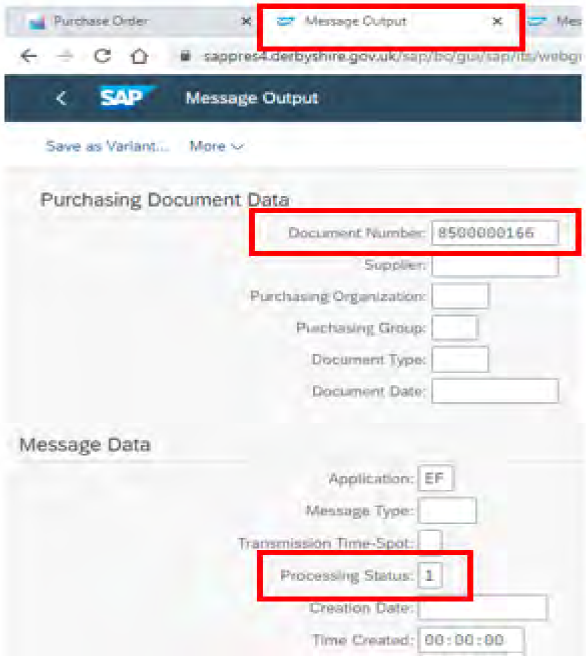
Click on Open Output details to view a PDF copy of the Purchase order.



This will open a new browser window.

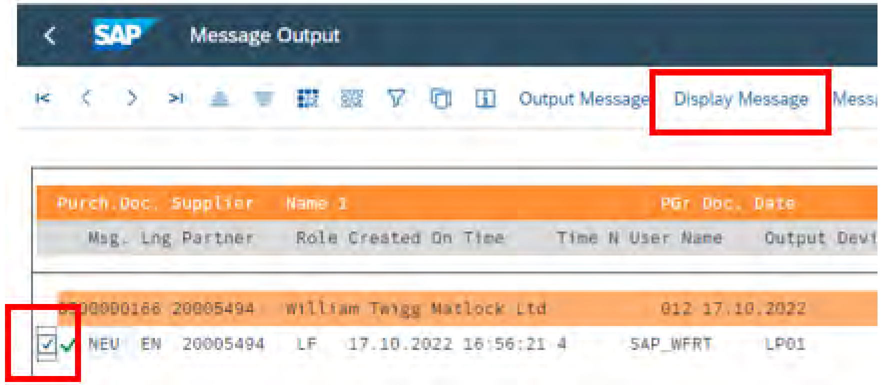
Enter the PO number (click back into the Purchase Order browser if you need to check the PO number).

Change Processing status to 1.

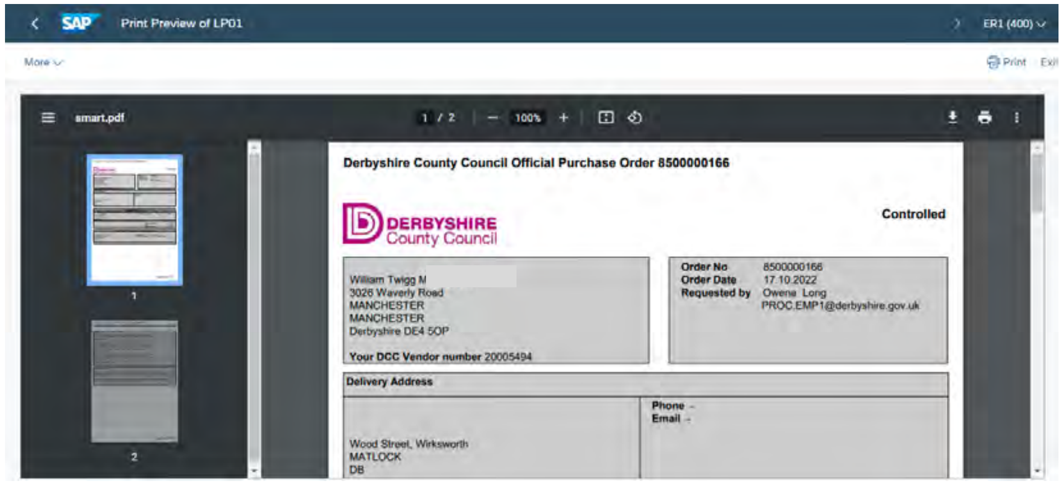


Click Execute.

Tick the box to select the PO and then **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:

With the PDF image still displayed.

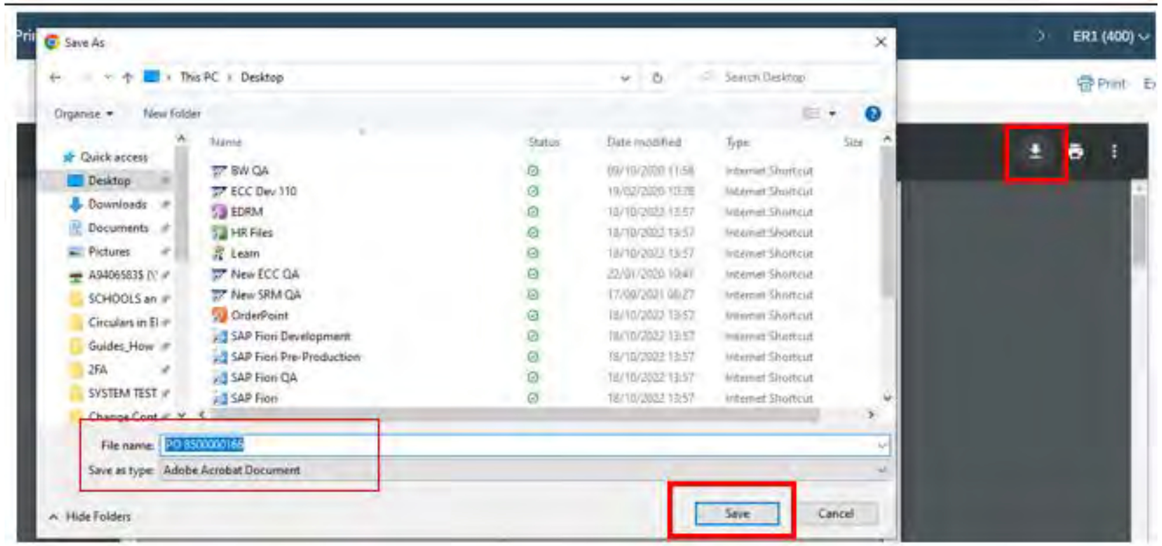
Click on the download icon.

Choose where on your PC you want to save the pdf.

Enter a file name such as the PO number.

Click on save.

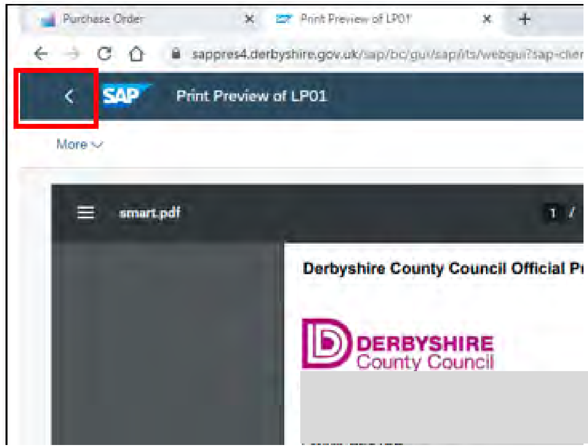
The file is saved ready to e-mail to the Supplier.



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

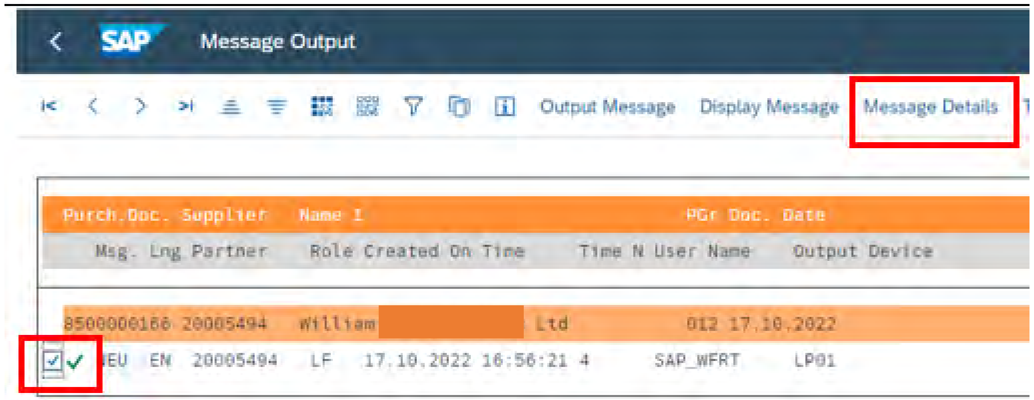
From the PDF screen:

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



Tick the box to select the item.

Click on the Message details.

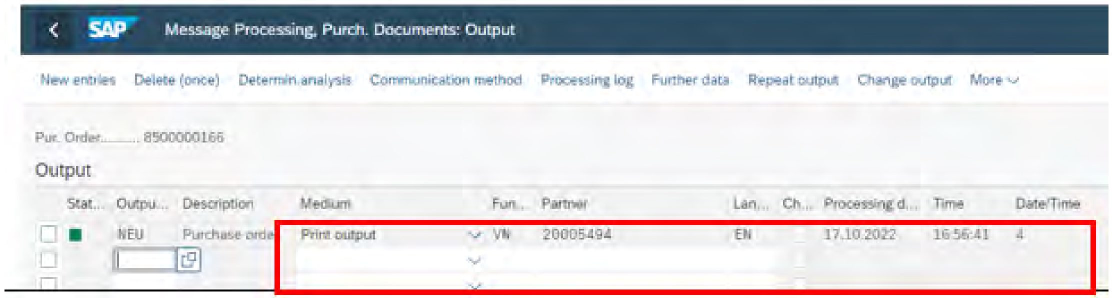


The transmission type and date and time are now displayed.

This example shows the status of **Print Output** which means sent via post second class by DCC on your schools' behalf.

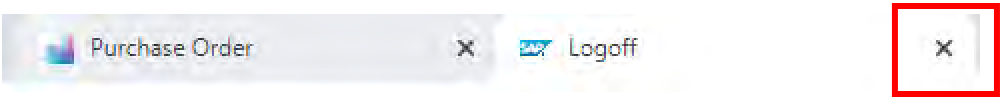
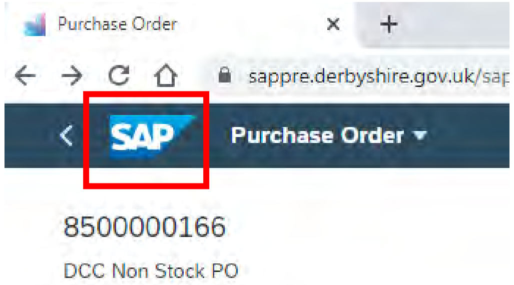
The status will usually show as **external send** (sent immediately to the Supplier by e-mail).

See section 9F if you need to check the Supplier 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 to log off.	
The session Log Off is now displayed. **Click X** to close this session and return back to the **Purchase Order screen.**	
Click on the SAP icon to return back to the homepage.	

9I - Goods receipting from the Process Flow

This section of the guide provides guidance on how to goods receipting from the process flow screen.

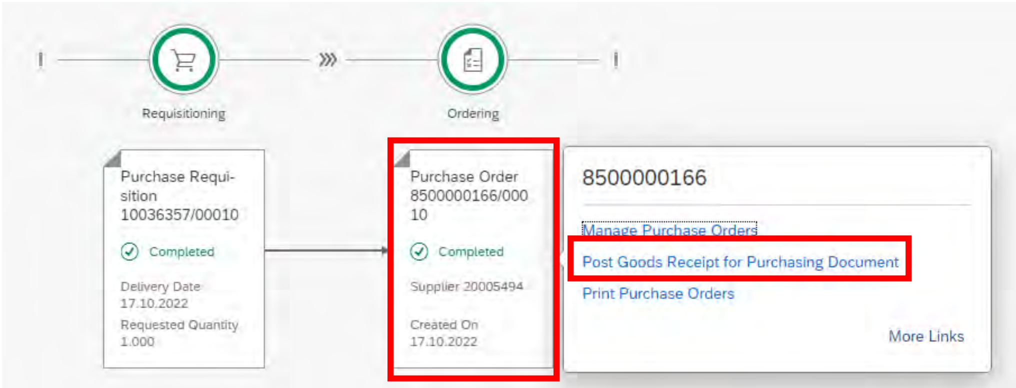
Unless you are already in the process flow screen the easiest way to goods receipt items is by using the Confirm Receipt of Goods – new App or from the My Purchasing requisitions initial screen. **See sections 5A and 5B.**

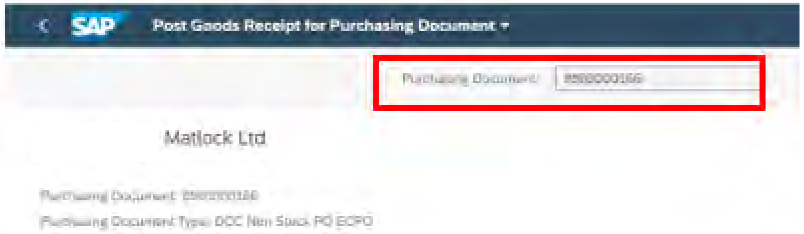
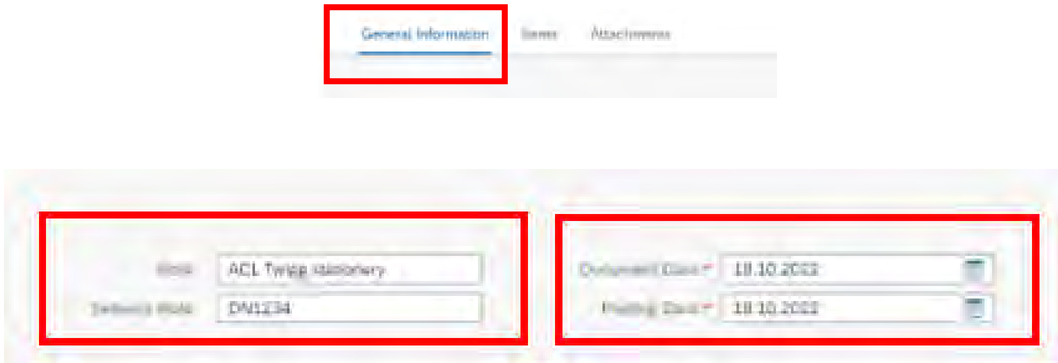
Whichever way you choose to receipt it is really important that goods and services are receipted as soon as they are received. See section 5 for more information.

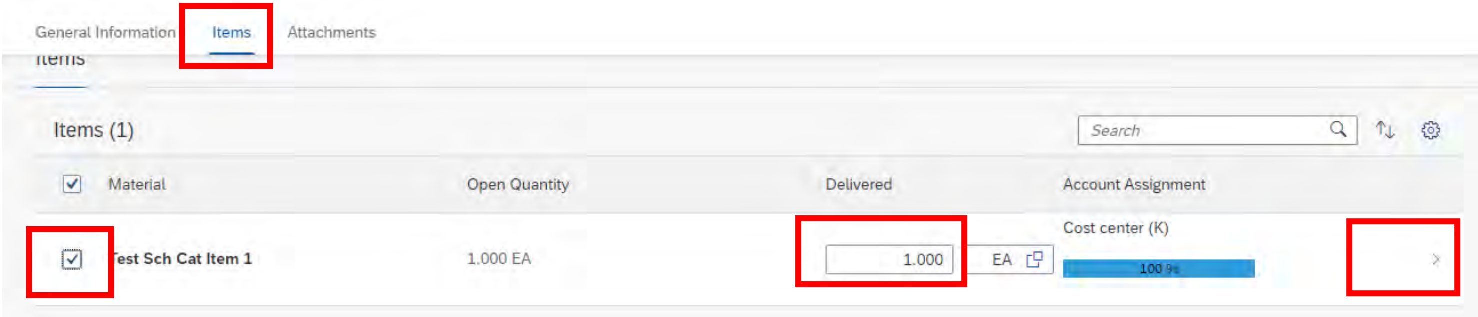
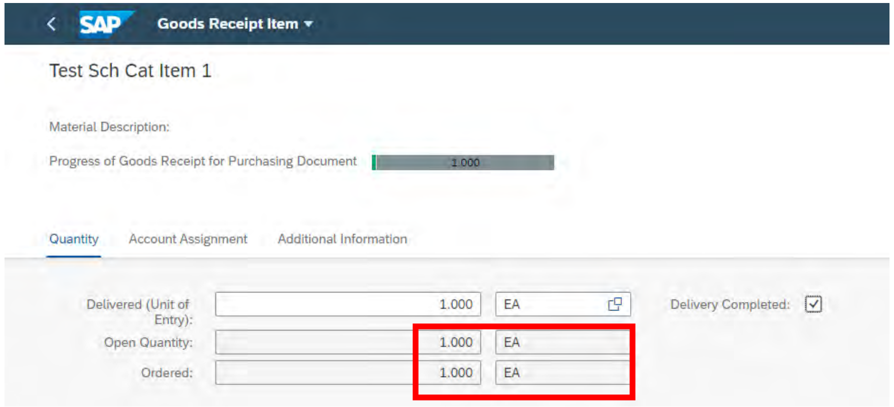
From the process flow screen.

Click on the Purchase Order number to display the available links.

Click on Post Goods Receipt for Purchasing Document.



The Purchase Order number is automatically populated in the Purchasing Document field.	
In the General Information section Enter the confirmation name into the **note field*** * (Your initials / Supplier name / Brief description of the goods) Enter the delivery note or invoice number into the **delivery note field.** Document date and posting dates are pre-populated and **<u>must not be changed.</u>**	

Click on Items or scroll down the screen to select the items for receipting. **Tick to select the required item(s).** Please note that the delivered quantity box displays the number of items outstanding for receipt so where a partial delivery has been recieived then this quantity should be adjusted to reflect this. If the delivey is complete, or if you wish to view the Account Assignment details **then click on the arrow to open the Goods Receipt item screen.**	
Tick the delivery complete box only when all of this item type have been delivered.	

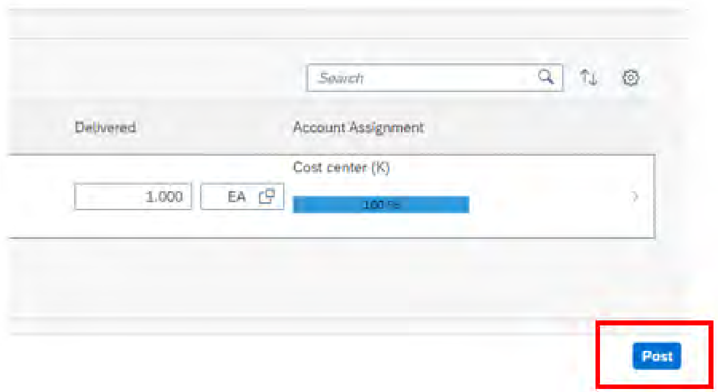
If you want to view where the item(s) have been charged to on your budget then:
Click on Account Assignment.

When you have added or checked any information
Click on Apply.

You are now returned back to the previous screen.

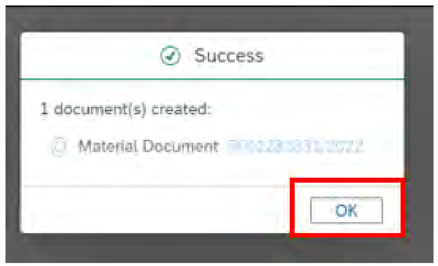
When you have checked that the delivered quantities are recorded correctly:

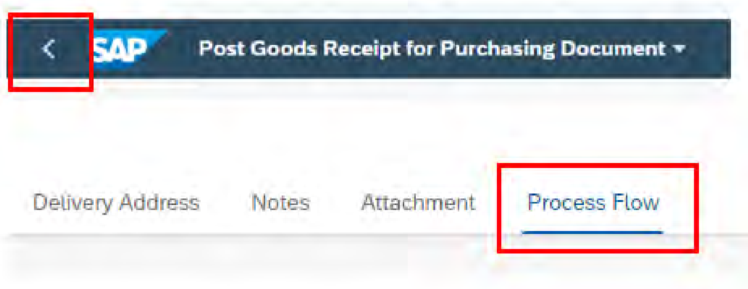
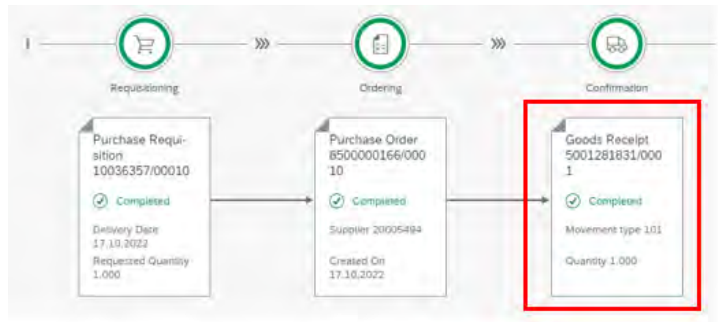
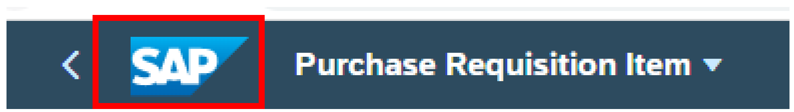
Click Post.



A confirmation message is now displayed showing the 500... confirmation number.

Click OK to close this message.



Click on the back arrow to return to display the process flow.	
The goods receipt is now displayed.	
Click on the SAP icon to return to the Fiori home page.	

9J - How to copy a Purchase Requisition

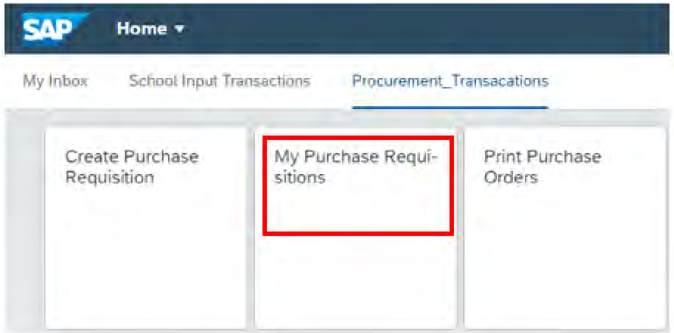
As soon as the requisitioner has created a Purchase Requisition and clicked Order it cannot be changed as the system automatically creates a Purchase Order which is sent for approval.

If a PR has been rejected because changes need to be made to the order or you want to order the same items as a previous order, then you can copy the previous PR using the My Purchasing Requisition App.

You can only copy PR's that you personally have previously created.

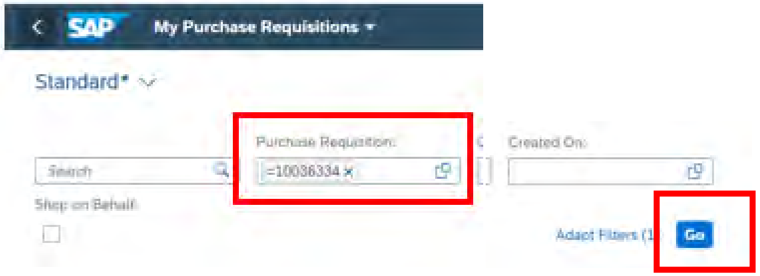
From the Fiori home page:

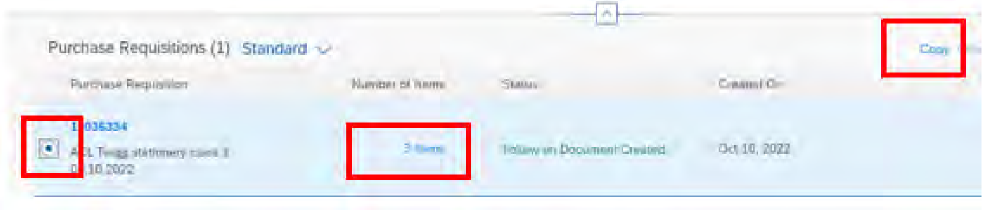
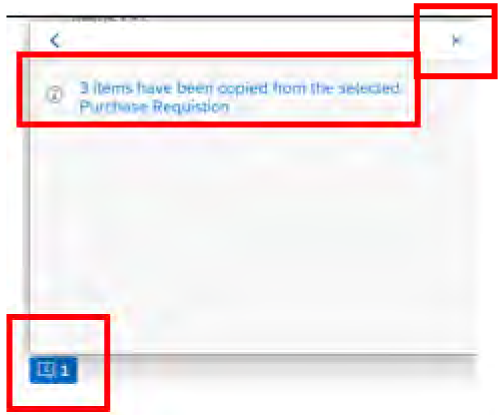
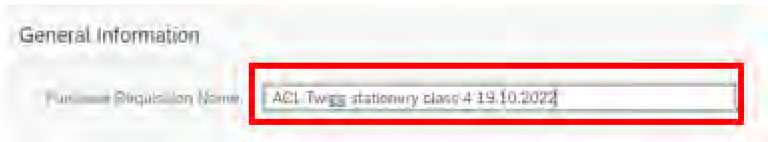
Click on the My Purchasing Requisition App.

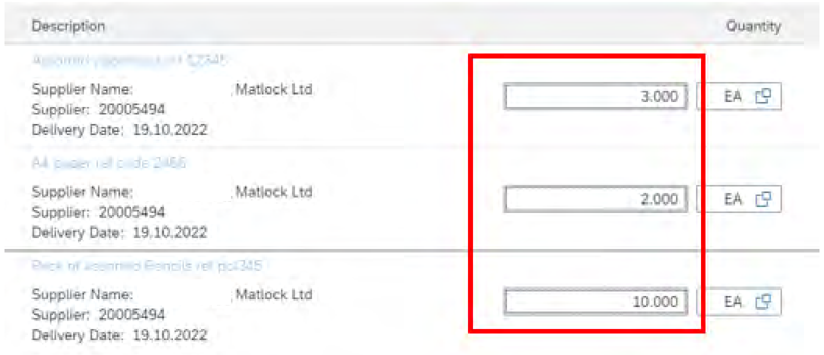


If the required PR is not in the list use the search criteria to find this.

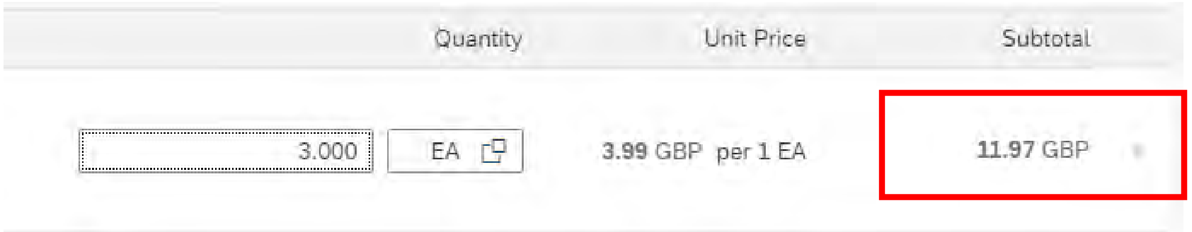
In this example the required PR has been **entered in the search field and then clicked Go.**



Click on the radio button to select the PR to be copied. In this example you can see that the PR consists of 3 items which will all be copied into the new PR. **Click on Copy** to create the new PR.	
The warning message icon will automatically be displayed. **Click on the icon** to display the specific details. This confirms that items have been copied from another PR. **Click on the cross** to close this message.	
Before ordering the items add the **Purchase Requisition name *** * (initials / Supplier name/ brief description of order / date created).	

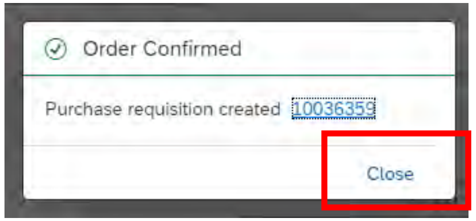
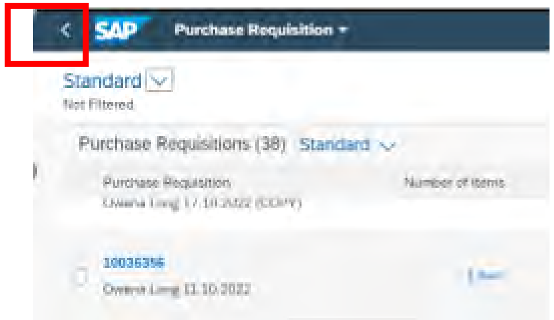
<table>
<tr>
<td>Amend the quantities as required.</td>
<td>
</td>
</tr>
<tr>
<td>It is recommended that you check the Account Assignment is correct and whether any notes or attachments on the original PR are relevant to this new order. You will also need to update the delivery date.

If you have multiple items, click into each line to review the cart details.

For more details of how to view and change cart details. See section 3G to 3K.</td>
<td>
</td>
</tr>
<tr>
<td>When you have checked all of the information is correct.

Click Order.

(If the PR is no longer required then click on Discard).</td>
<td>
</td>
</tr>
</table>

Confirmation that the PR has been created is displayed. **Click Close.**	
You are then returned back to the My Purchasing Requisitions screen. **Click on the SAP icon** to return to the Fiori home screen.	

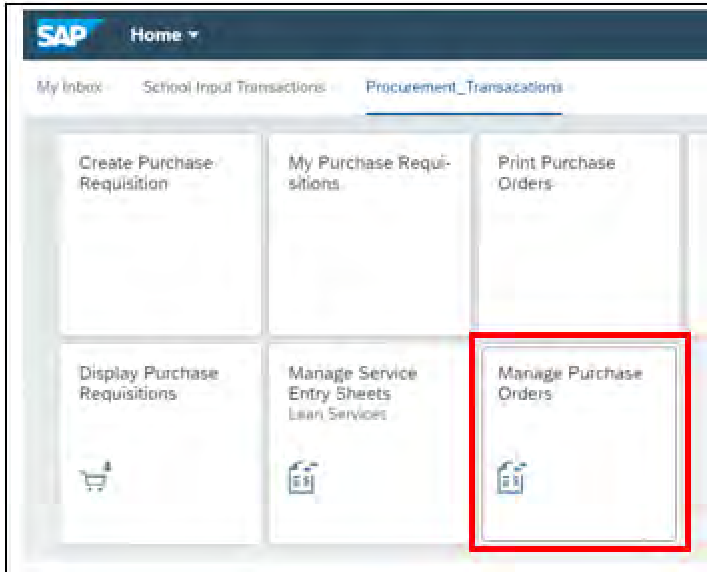
10 - Manage Purchase Orders App

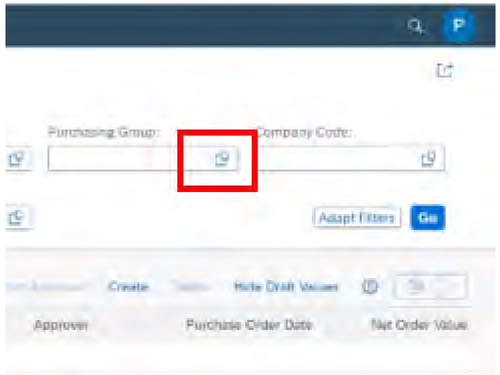
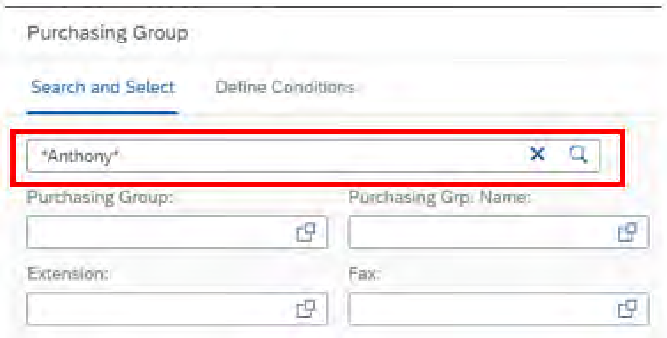
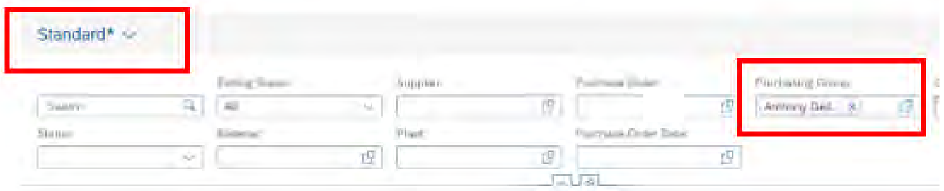
This enables requisitioners to be able to search for and view any Purchase Orders created for your school.

10A - Setting your default criteria

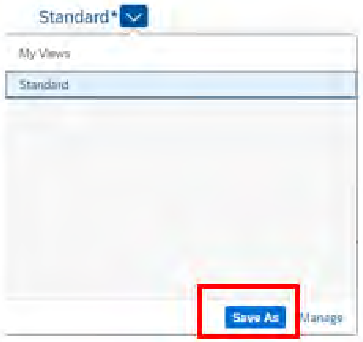
The first time that you use this app we recommended that you create your own default setting to enable you to easily search for any orders for your school.

You can also add additional filters, **see section 11A,** to enable you to also search by who created the Purchase Order and when this was created. This can also then be saved as your default setting as detailed below:

From the Fiori home page: **Click on the Manage Purchase Orders App.**	

Click on the Search square within the Purchasing Group field.	
Type part of your school's name into the **search box.** Do ensure that an * is used at the begging and end*of the partial name e.g., *Anthony*. **Click search.**	
Select your school by **ticking the box.** **Click OK.**	
The Purchasing Group field is now populated. To save this as your default setting **click on the standard drop-down,**	

Click on Save As.

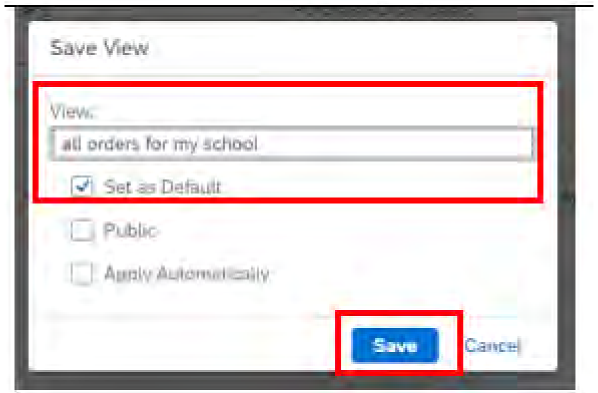


Enter a title.

Tick set as default.

Public – do not use as this provides other users with access to use your default setting.

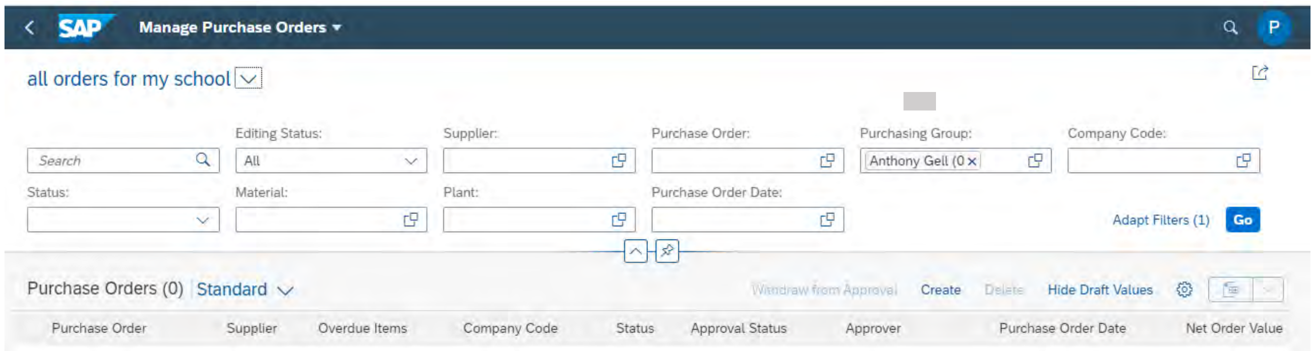
Click Save.



The setting has now been saved as your default.

You can still refine your search further each time you use this App but only the default will be retained each time you use the App.

Click on Go to apply the filter**.**



All orders meeting your criterion will now be displayed with the latest order appearing at the top of the list.

The Purchase Order number, Supplier, Status, date and net order value are all displayed.

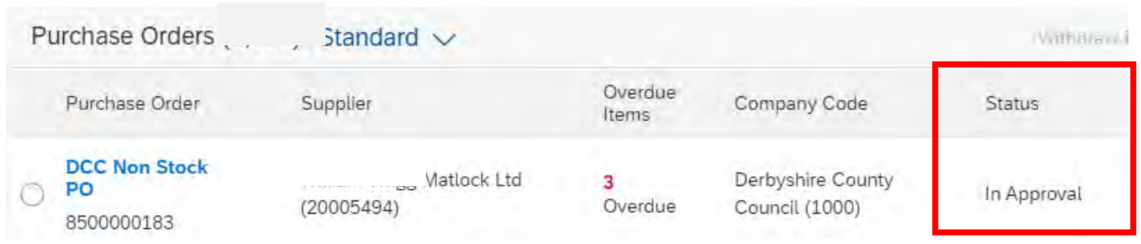
Overdue items**.** The number of items outstanding for receipting are highlighted in red.

See section 10B for further information about each status.

Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	Purchase Order Date	Net Order Value
DCC Non Stock PO 8500000170	Matlock Ltd (20005494)	3 Overdue	Derbyshire County Council (1000)	Follow-On Documents	Approved	Jennifer Garner	20.10.2022	124.80 GBP
DCC Non Stock PO 8500000168	Matlock Ltd (20005494)	2 Overdue	Derbyshire County Council (1000)	Rejected	Approved	[illegible] Long	19.10.2022	124.80 GBP
DCC Non Stock PO 8500000167	Matlock Ltd (20005494)	3 Overdue	Derbyshire County Council (1000)	In Approval	In Approval	01802290	19.10.2022	124.80 GBP

10B - Checking the status of a Purchase Order

Status - In Approval – This means that the order is either **awaiting approval or has been rejected by your approver**.



Rejected – This means that the **approver and requisitioner** have rejected the purchase order resulting in the order being closed.

Follow on documents created – This means that the order has been approved and sent to the supplier – you can see when, where and how the order was sent and also check if the items have been receipted.

See section 9G and 9H for more details of how to drill down into the purchase order and see specific details relating to the current status of the order.

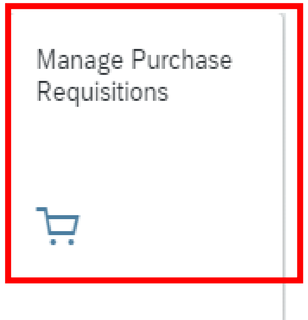
11 - Manage Purchase Requisitions App

This enables requisitioners to be able to search for and view details of any Purchase Requisitions created by any requisitioner for your school.

If you are the only requisitioner in your school, then you will not need to use the App.

From the Fiori homepage.

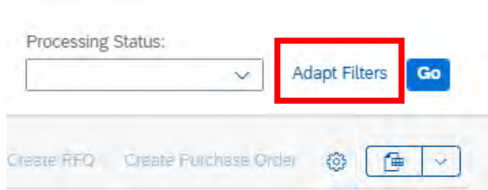
Click on the Manage Purchase Requisitions App.



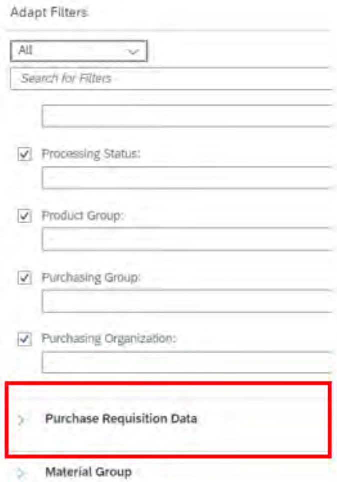
11A - Adapting filters and creating a default setting

The first time you use this app we recommended that you create your own default setting to enable you to easily search for any orders for your school.

Click on the Adapt Filter option.



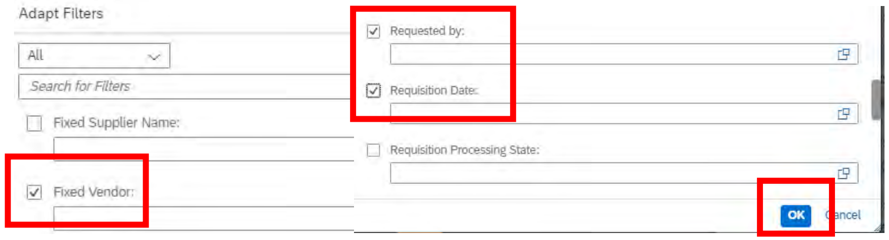
Expand the Purchase Requisition data.



Scroll down the list which is in alphabetical order.

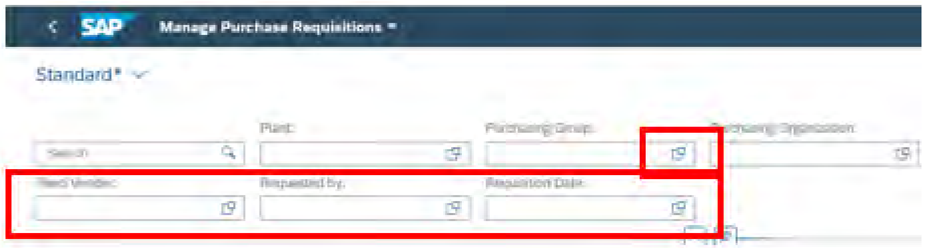
Tick Fixed Vendor, Requested by and Requisition date (other filters can be added as required).

Click OK.

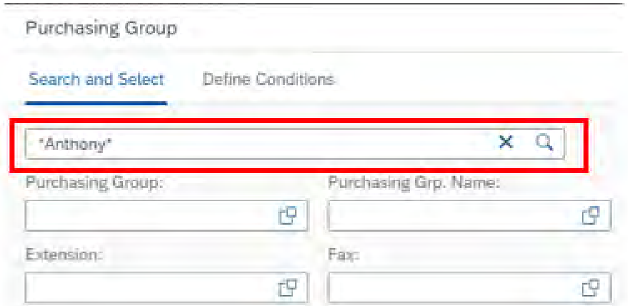


These filters are now added to the search bar.

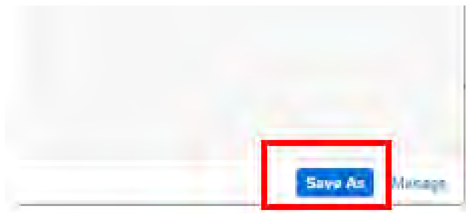
Click on the search square in the Purchasing Group field.

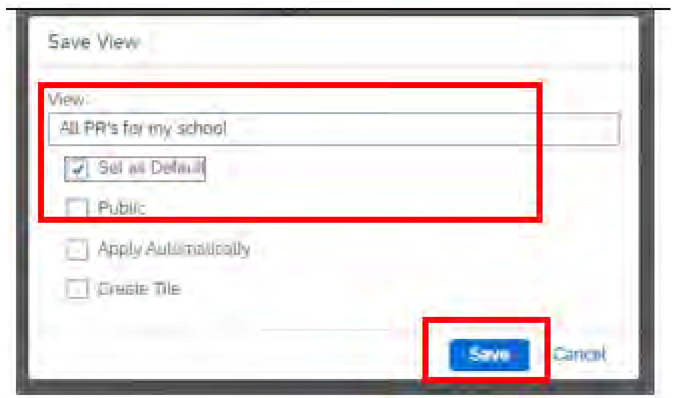
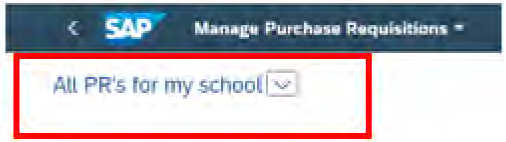
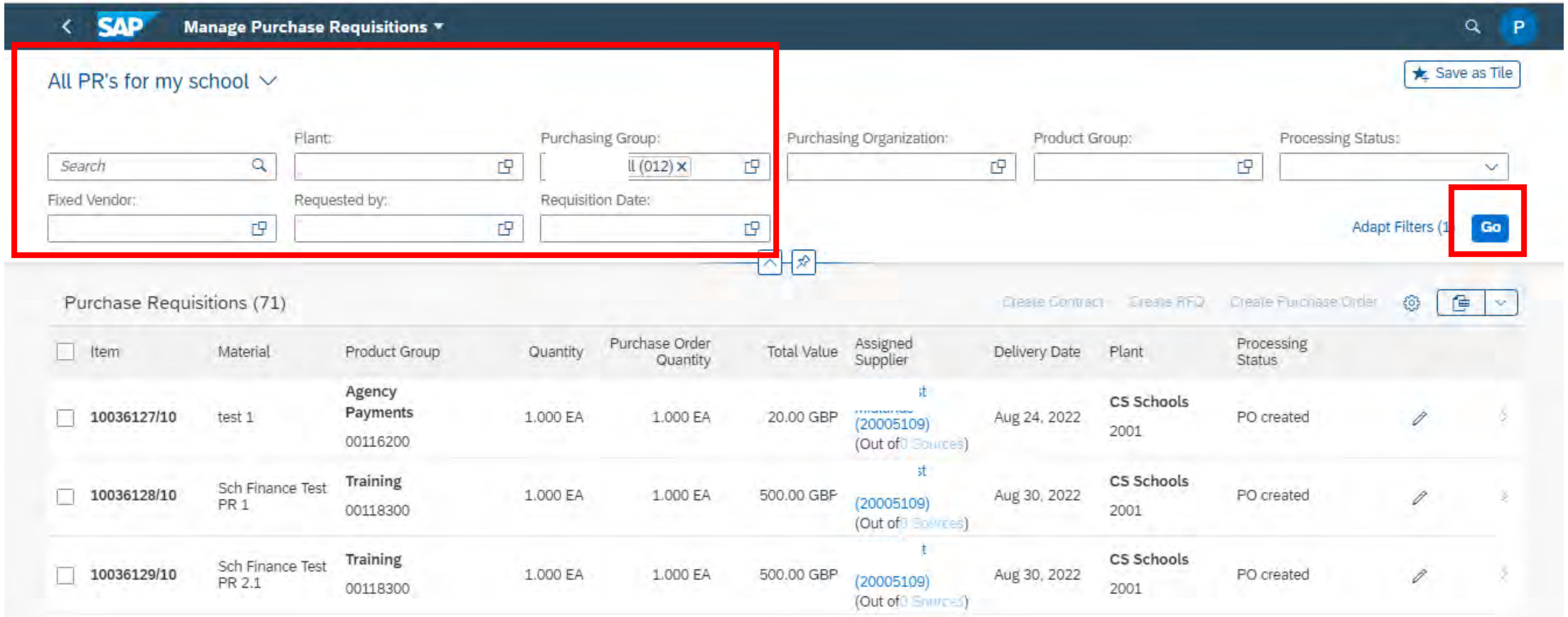


<table>
<tr>
<td>Type part of your school’s name into the search box and click search.

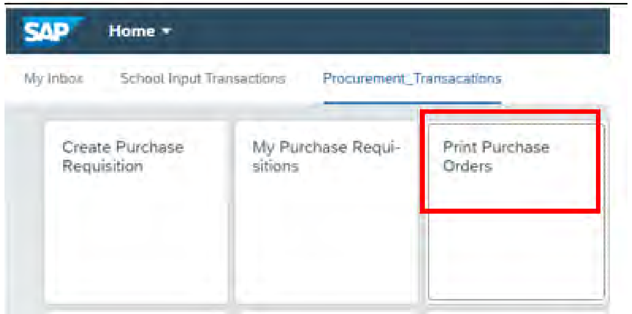
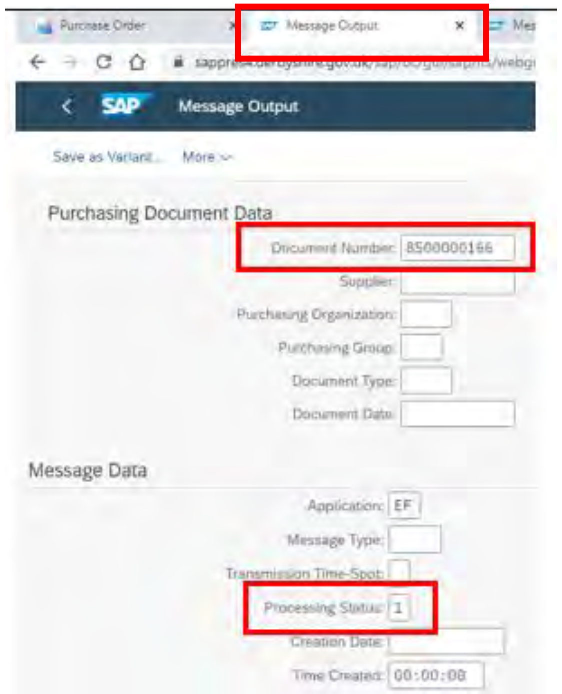
Do ensure that an * is used at the begging and end* of the partial name e.g., *Anthony*.</td>
<td>
</td>
</tr>
<tr>
<td>Select your school by ticking the box.

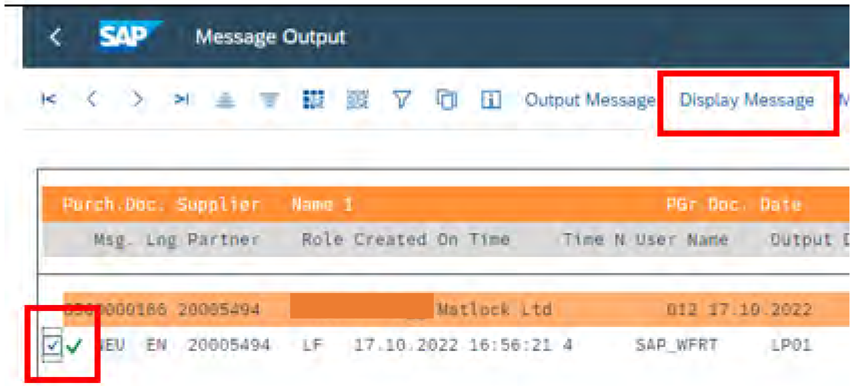
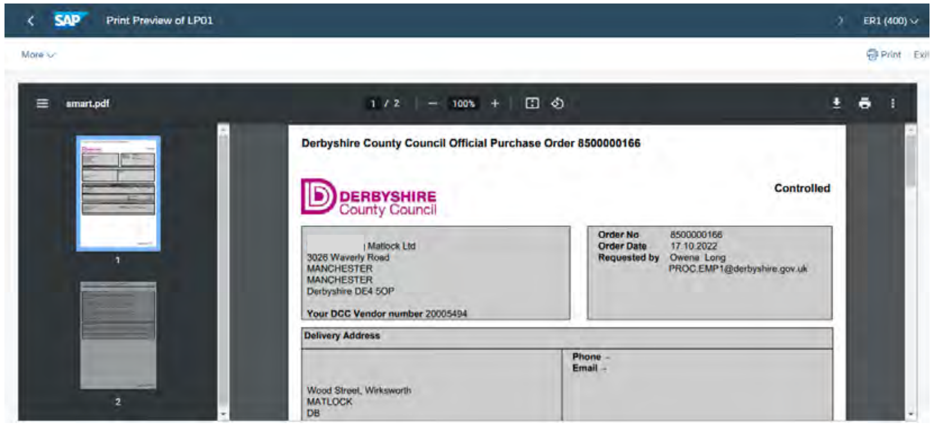
Click OK.</td>
<td>
</td>
</tr>
<tr>
<td>The Purchasing Group field is now populated.

To save this as your default setting click on the standard drop-down.</td>
<td>
</td>
</tr>
<tr>
<td>Click on Save As.</td>
<td>
</td>
</tr>
</table>

Enter a title. **Tick set as default.** **Public** – do not use this option as your default could then be used by other users. **Click Save**	
The setting has now been saved as your default.	
You can still refine your search further each time you use this App but only the default will be retained. **Click on Go** to apply the filter. **See section 9E for more details on drilling down into purchase requisitions and checking the status.**	

12 - Print Purchase Order App – Viewing a Purchase Order and When/How it was Sent to the Supplier

From the Fiori home screen **Click on the Print Purchase Orders App.**	
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.

<table>
<tr>
<td>

Click on the download icon.

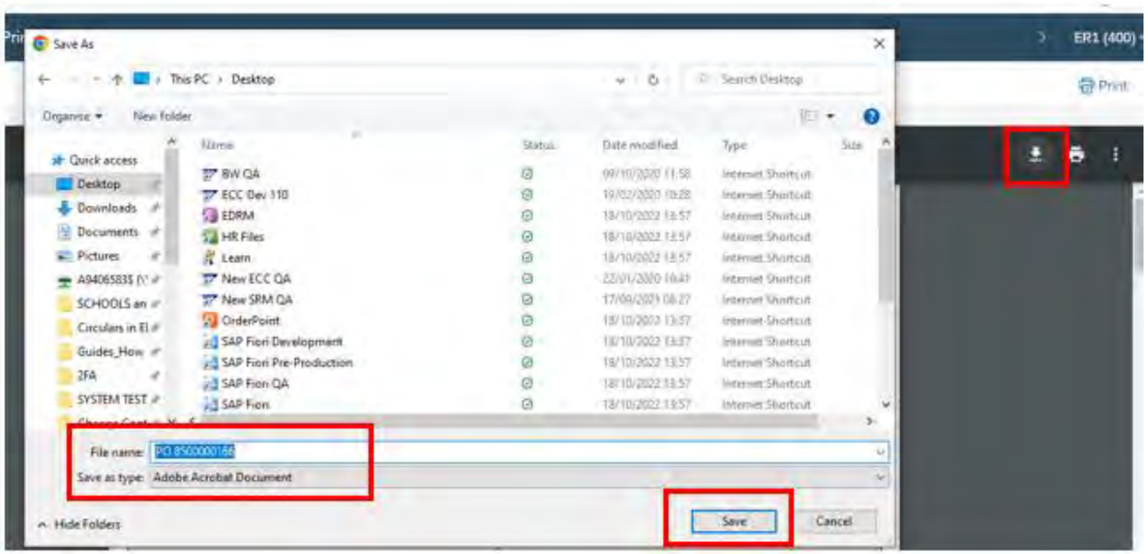
Choose a file location to save the PDF.

Name the PDF for example use the PO number.

Click on save.

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

</td>
<td>



</td>
</tr>
<tr>
<td colspan="2">

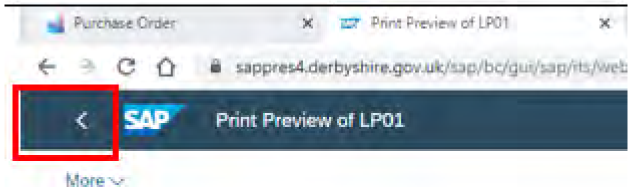
The date, time, and method of transmission to the Supplier can also be displayed from the message output screen.

</td>
</tr>
<tr>
<td>

From the PDF screen

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

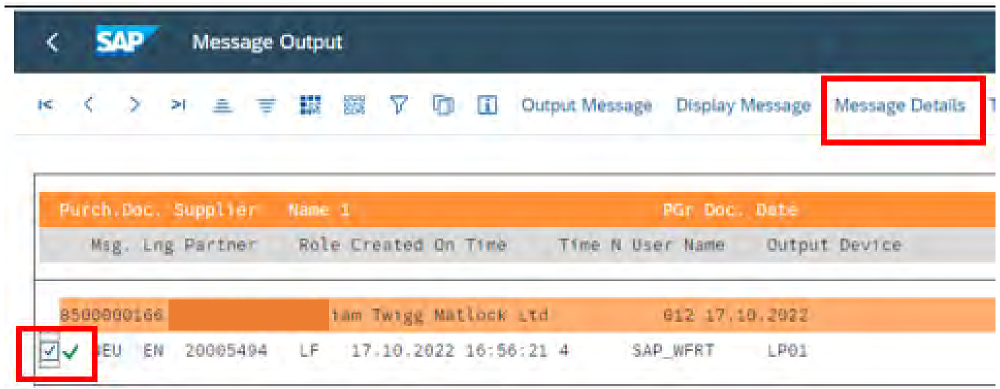
</td>
<td>



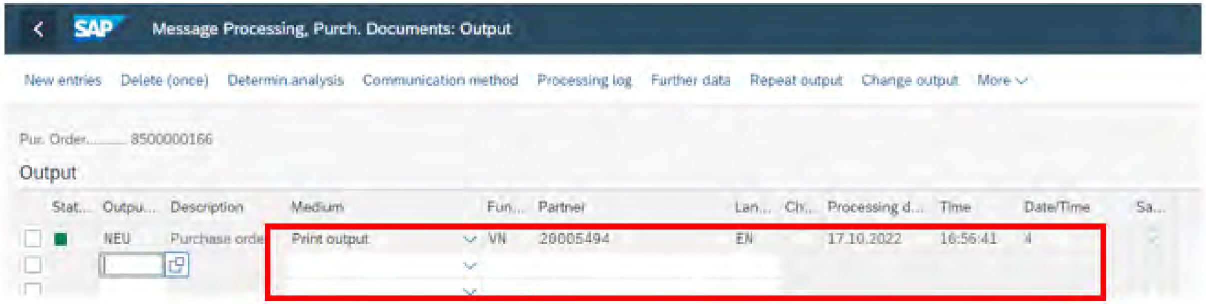
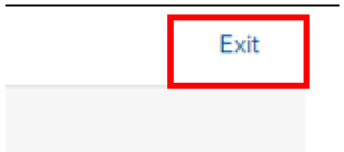
</td>
</tr>
<tr>
<td>

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

</td>
<td>



</td>
</tr>
</table>

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)** **See section 9F if you need to check the Supplier 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.	

When you have finished using the Fiori dashboard From the Fiori home page: **Click on the user icon.** **Click Sign Out.**