



## Final close of a PO

**When an order is fully receipted and paid, the PO should be finally closed.**

The final close process removes un-invoiced accruals and any commitments no longer required. If a PO remains open with an unused PO amount, the defunct amounts will continue to accrue and reverse each month and appear on various reports. For accurate financial reporting and budget management, open POs should be reviewed and finally closed, where appropriate, on a regular basis. Further information on the final close process is available at: [https://www.tcd.ie/financial-services/procurement/iprocurement/iproc\\_manuals\\_guides.php](https://www.tcd.ie/financial-services/procurement/iprocurement/iproc_manuals_guides.php).

## Goods receipt

**Goods and Services must always be receipted in Oracle**

When goods or services are received it is essential that they are "Goods Receipted" in Oracle by the Preparer. This allows a 3-way match of the PO/Invoice/Goods Receipt and enables the supplier to be paid. Remember also to receipt services that are not physically delivered e.g. flights, maintenance etc.

## Purchase order payment/invoices on hold

**How do I check if an invoice relating to a PO is paid?**

Simply click on the PO number in the iProcurement system and the summary box displayed will indicate the payment status. The invoice image is available to view anytime in the summary box.

**What do I do if an invoice is on hold?**

Invoices may be on hold for a number of reasons, classic examples are:

- The invoice value (including individual line items) is higher than the PO value.
- Goods/services haven't been receipted on the system. The Procurement team host "Invoice Hold" workshops and to sign up for participation, please complete the form at: [https://www.tcd.ie/financial-services/procurement/iprocurement/iproc\\_workshop\\_booking\\_form.php](https://www.tcd.ie/financial-services/procurement/iprocurement/iproc_workshop_booking_form.php).

## Visibility

Extended visibility in relation to your requisition and purchase order information is now available.

You can search and view all General Ledger orders prepared by all staff members within your specific area.

To view Research orders, please complete a PO Visibility Request Form available on the FIS website at: [https://www.tcd.ie/financial-services/fis/fis\\_access\\_forms.php](https://www.tcd.ie/financial-services/fis/fis_access_forms.php) and send to the FIS Support Helpdesk at: [fis-support@tcd.ie](mailto:fis-support@tcd.ie) or post to: FIS team, FSD, Trinity College, 3rd Floor, 5 College Green, Dublin 2.

## Useful contact details

### Procurement

Email: [procurement@tcd.ie](mailto:procurement@tcd.ie)

Phone: 01 896 8586

### Accounts Payable

Email: [apquery@tcd.ie](mailto:apquery@tcd.ie)

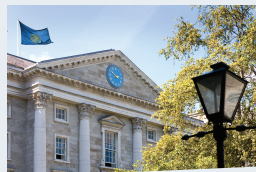
Phone: 01 896 3730

### FIS Support Team

Email: [fis-support@tcd.ie](mailto:fis-support@tcd.ie)

Phone: 01 896 2700

Keep an eye on the Procurement website <https://www.tcd.ie/financial-services/procurement/index.php> for further updates and information.



# iPROCUREMENT QUICKGUIDE



- ➔ REQUISITION CREATION
- ➔ REQUISITION APPROVAL
- ➔ AUTOMATIC PURCHASE ORDER CREATION & PROCESSING
- ➔ GOODS RECEIPT
- ➔ PURCHASE ORDER PAYMENT/ INVOICES ON HOLD



## Tip



Looking for previous orders? Orders can be searched by 'Preparer', 'Requestor', 'Description' or 'Supplier Name' as well as a PO number.

Remember, don't add attachment to supplier on a Science Warehouse (SWL) order.

## Tip



Save items that you regularly order as a "favourite" so you can easily find them each time.

College's preferred supplier listing and supplier category codes are available on the Procurement website.



## Tip

Log onto the Oracle System by visiting <https://fis.tcd.ie>. College username and password required.



## Why iProcurement?

We are committed to making purchasing easier, faster and more efficient. iProcurement means:

- Reduced paperwork
- Easier management of your budget through real-time financial reporting showing commitments
- Approval of payment before commitment is made
- Visibility of complete process at local level
- Faster payment to suppliers.

## iProcurement roles

- **Requestor:** Individual(s) who requires goods or services to be ordered.
- **Preparer:** Individual(s) who logs onto Oracle and creates a purchase requisition on behalf of the Requestor.
- **Approver:** Individual(s) recognised in Oracle who has the authority to approve purchases in terms of value, project and cost centre.
- **Purchase Order Administrator (POA):** Individual(s) who is appointed by the School/Area to receive and manage "invoice hold notifications" from Payables. POAs work closely with Preparers/Requesters to resolve any issues, enabling release of the invoice for payment. In addition, POAs periodically review open Purchase Orders and, working with the Preparer/Requester, determine whether further receiving or invoicing is due (Final closing the PO where appropriate).

## iProcurement terms

- **Purchase Requisition (PR):** A reference number of your shopping basket. It can be created prior to approval. One PR number can be shared by multiple suppliers.
- **Purchase Order (PO):** A unique reference number per order per supplier. It can only be generated after being approved by the approver(s).

## Searching a supplier and trading currencies

The non-catalogue page can be used to search whether a supplier already exists in Oracle and to check a supplier's trading currency. Further information on this function is available on the procurement website.

## Requisition creation

Purchases can be made via the following methods:

**Non-Catalogue** – this option requires that you enter details of your request (incl. price, description, etc.). Please ensure to select the "Non CAT PURCHAS" option where available.

There are 2 main types of Non-Catalogue request:

- Goods billed by quantity e.g. 10 desks
- Goods or Services billed by amount e.g. IT maintenance costing €500.

**Catalogue** – enabling you to select items from a pre-loaded supplier catalogue on Science Warehouse (stationery, lab-supplies, etc.) or Main Store (flights, hotels, courier services, etc.).

**Internal Trade** – this enables the sourcing of products and services from catalogues hosted internally e.g. Estates and Facilities, IT Services etc. Internal Trader Catalogues are available on Oracle Main Store.

**PCard** – Purchase Cards (PCards) are used to pay for low value and ad hoc purchases where there are no preferred suppliers in place on iProc and it is not suitable to go through iExpenses. PCards are issued by Ulster Bank, operate in a similar manner to credit cards and are allocated to named staff of the University who are authorised to use them for specific purchases only, as agreed in advance with the Financial Services Division (FSD). For more information, please contact the Accounts Payable Team ([apquery@tcd.ie](mailto:apquery@tcd.ie), or Ext. 3730).

## Tip



Please find the full list of scheduled iProc training sessions on the Procurement website. For any queries in relation to iProcurement training/workshops, please contact: [procurement@tcd.ie](mailto:procurement@tcd.ie).

Remember! Save your basket at checkout stage to avoid the system logging out after 30 minutes for security reasons.

**PR approval request cycle** – When a PR is submitted, a PR approval request notification will be sent to the appropriate approver, based on the value of the order. If the first approver does not take any action within 6 calendar days, the system automatically escalates the notification to the next level approver and onwards, as far as the level 5 approver.

## Shared baskets in Science Warehouse

We are delighted to provide wider access to Shared baskets (Science Warehouse) by providing any area with a generic username and password. This will enable all staff to shop online, view and compare thousands of items, and fill a basket with their required items. The basket can be saved and shared with your local requisition Preparer who will complete the checkout transaction. This facility can be made available to all staff and postgraduate students. If you are interested, please contact the Procurement Team at: [procurement@tcd.ie](mailto:procurement@tcd.ie) or Ext 8586.

## Setting up a new supplier

In the first instance, the 'New Supplier Request' online form should be completed by Trinity staff who require the goods or services. When the form is received and authorised by Procurement, the supplier will then complete and return a 'Supplier Creation Form'. Once all required information is received, the supplier will be set up on system by Accounts Payable.

## Retrieving a PDF copy of a PO

Preparers can create a PDF copy of a PO at anytime via the Request Tab in iProcurement. Simply select the 'TCD View Purchase Order PDF' in the Program Name and enter the PO number that you wish to retrieve.

## Tip

### Revised PO delivery

If you do not wish to send a revised PO to the supplier, remember to select the 'Do Not Send to Supplier' button on the notification within 2 days from when the change request is approved.



### Vacation Rule

Redirect your notifications to a nominated user in your absence by clicking on "Vacation Rule" and remember, the nominee should have the same permission level as you. Queries to [fis-support@tcd.ie](mailto:fis-support@tcd.ie).



### iProcurement Manuals

A full list of iProcurement manuals/guides and previous updates are available at: [https://www.tcd.ie/financial-services/procurement/iprocurement/iproc\\_manuals\\_guides.php](https://www.tcd.ie/financial-services/procurement/iprocurement/iproc_manuals_guides.php).

