



Notes to PO Requestor

Supplier Name: TCD Tangent

Category Code: TQ

Include Event Name, Booker Name & Email, Room(s) Booked, Date(s) of Event in 'Note to Supplier'.

Please follow these steps when raising the requisition:

1. Go to iProcurement
2. Go to **Main Store**
3. Search for supplier '**TCD Tangent**' and then choose a tab '**View More Results**'.
4. Locate correct room and rate (either half day or full day).
 - As a member of the TCD Community, rates on iProcurement Main Store are inclusive of a discount.
 - If you are not sure which item to use you can calculate the total cost of your booking and use Miscellaneous item instead.

IMPORTANT: Please ensure that you are raising the PO for the correct item and that the 'Supplier Name' is TCD Tangent and the 'Supplier Site' is 1842 9031458.

5. Add to cart.
6. For more than one room booking (if you are not using Miscellaneous item) repeat actions 4 and 5 until you are done and then move to point 7.
7. Proceed as you would raise any other requisition.

Please include the following in the 'Note to Supplier' section of Check-out 2. Failure to do so may result in the booking being labeled as unpaid:

- **Event name**
- **Booker name & email**
- **Room(s) booked (in case of Miscellaneous item include any other costs that are involved e.g. Tech Support)**
- **Date(s) of event**

8. **REMEMBER** to receipt your PO no later than a week after the event. Oracle will then generate an invoice and process payment the next day.
9. **NOTE** Pre-booking is required for all space hires.