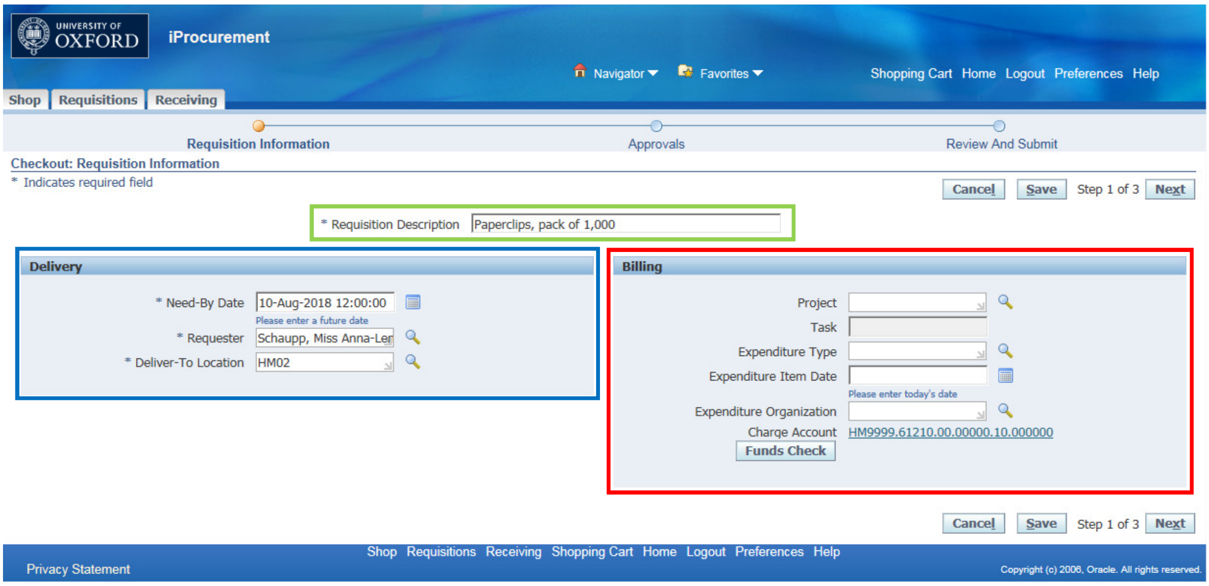
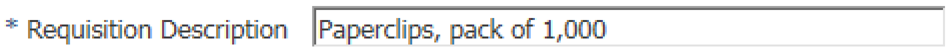
How to Code Your PO Requisition

Once you have created and filled your shopping basket and hit the Checkout button you will arrive at the screen below, which is where you will need to code up your order to the Grant or GL Account you wish to pay for it from.

From here you can also select a delivery address and add comments or attachments to the order to be seen by either NDCN Orders, the Supplier, or both.

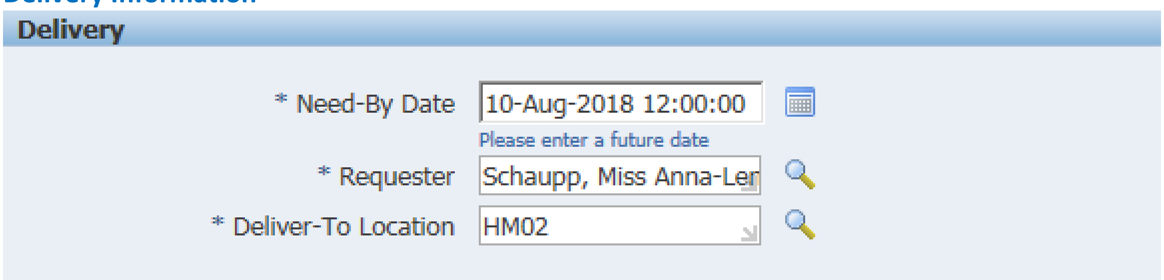


Requisition Description



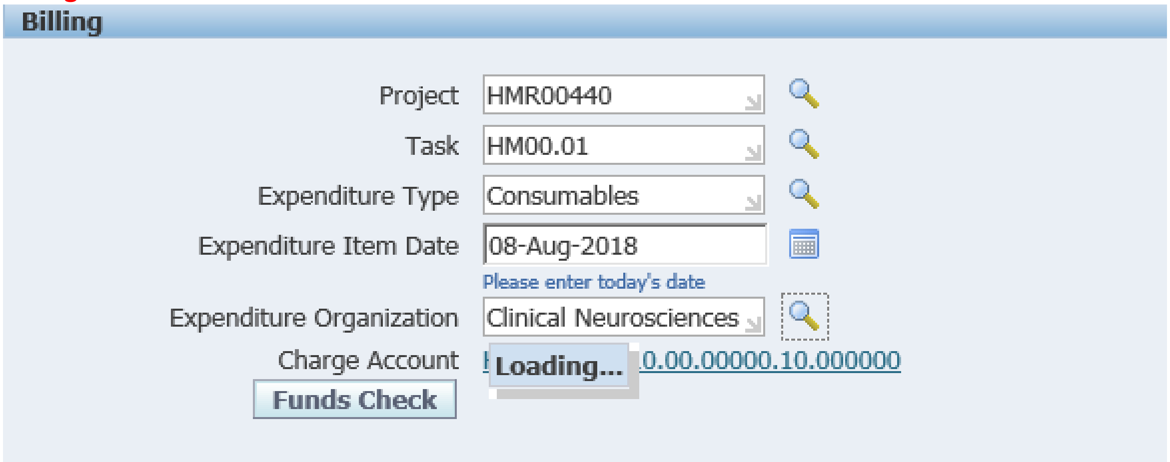
This is how the requisition will appear in your list on R12, so it is up to you how you use this. It defaults to the description on the first line on your request so you can leave it as it is or, if you prefer, change it to something meaningful to you so that you can distinguish this order from others in future.

Delivery Information



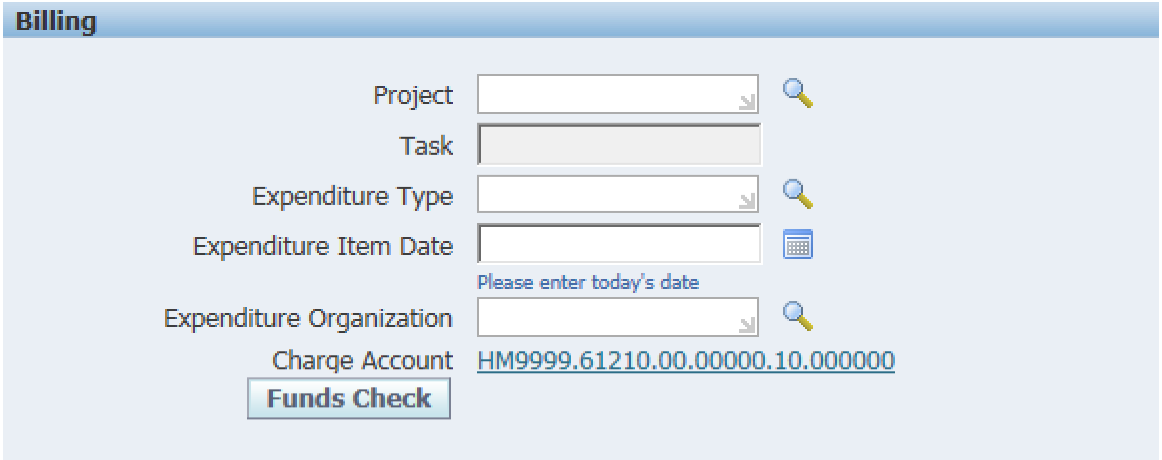
This populates automatically. By default the Need-By Date is two days from the raising of the requisition and the Requester's name is your own. Please check the Deliver-To Location is correct for where you want the goods sent and if not please change it, but **only** to another HM location code.

Billing Information



This is where you enter the payment information for your order:

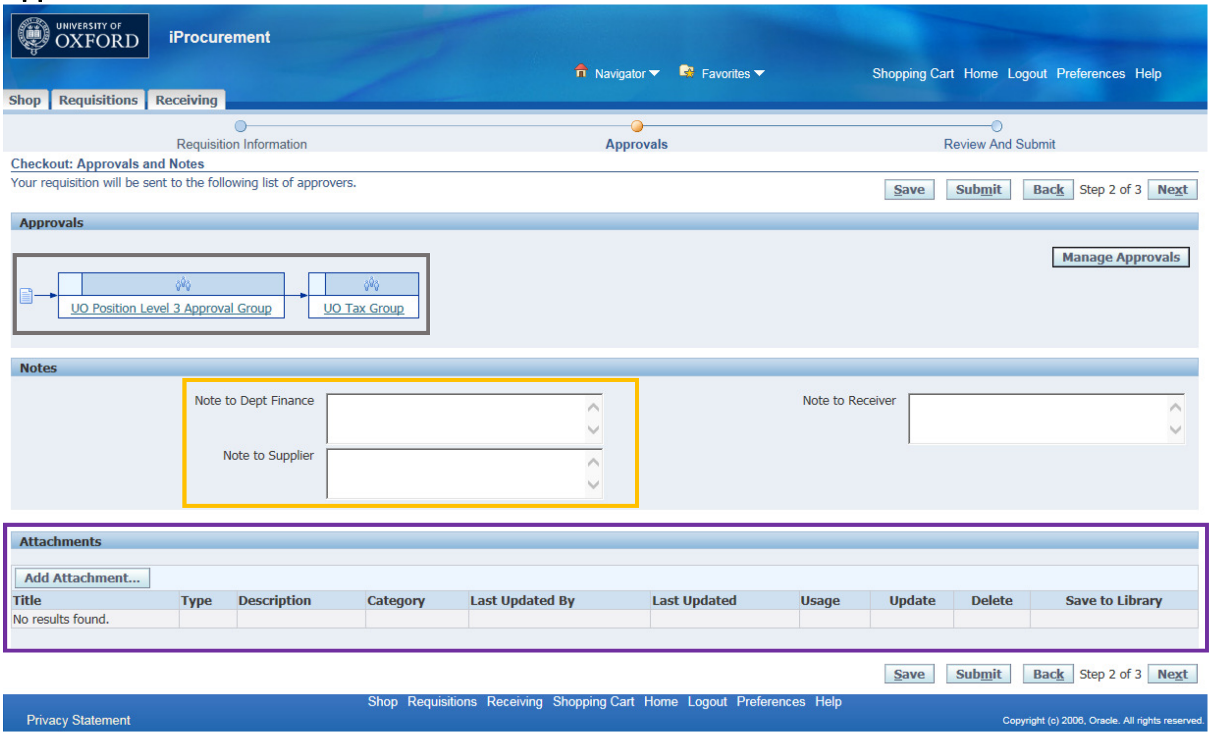
Project: This is your Grant number, 8 characters usually (but not always) beginning “HM”
Task: This is the Task on the grant, **always** beginning “HM”
Expenditure Type: Usually “Consumables”, “Travel Expenses” or “Animals Costs”
Expenditure Item Date: Today’s date, selected by clicking on the calendar button.
Expenditure Organisation: This is always “Clinical Neurosciences”



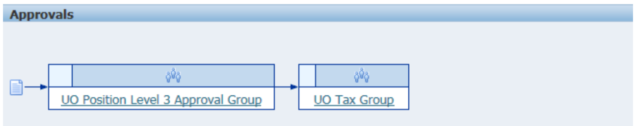
If you wish to order from a General Ledger (GL) Charge Account rather than a Grant/Project then please leave this section blank. You can then request the Charge Account coding string be changed by a member of the NDCN Orders Team to the GL code of your choice (see below).

Once you’ve completed the **Requisition Description, Delivery** and **Billing** sections you then need to click the “**Next**” button to progress to the Approvals and Notes Screen. (Or, if you’re not ready to place the order just yet you can click “**Save**” to save the basket for later.

Approvals and Notes

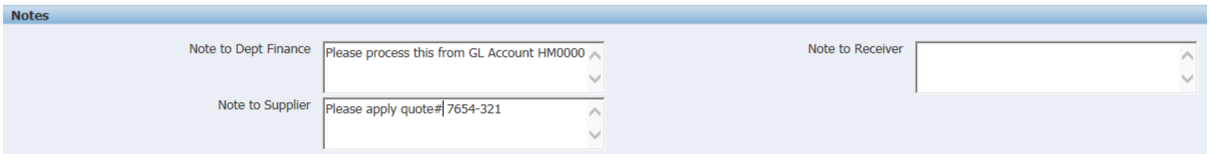


Approvals



Check the Approval chain to make sure it has generated and only has NDCN members in it. If there is no approvals chain or an incorrect department, please contact NDCN Orders for more advice.

Notes



This is where you would add any notes that you want seen by the NDCN Orders Team (in Notes to Dept Finance) or the supplier. This could be asking us to use a GL Account (see Billing section), or any other information or justifications needed to help us process the order correctly. In the notes to Supplier, this would most usually be quote information.

Attachments

This is where you can attach any relevant files and supporting documents to your requisition, such as quotes. Again, you can select them to go to the supplier or just to the NDCN Orders Team.

Once you're happy that you've completed all the necessary sections and added any relevant notes and/or attachments then you press the "**Submit**" to send the requisition to NDCN Orders for checking and approval.