



UNIVERSITY OF
PORTSMOUTH

e5.5

Purchase Order Processing

Version 5
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IT Training
Information Services
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In Data Structure and Terminology

Purchase Order Cycle

The purchase order cycle represents the sequence of events that occur during the process of ordering goods and services for the University.

Event/Order	Action
Order Requested	A requisition form is raised
Purchase order	The Purchase Order is entered onto e5
Authorisation	The order is authorised on e5 by appropriate authorisers
Emailing	As appropriate, the order is emailed in PDF format
Good Receipt	As the goods or services are received the goods receipts notes/documents are recorded
Invoice Payment	The invoice is matched against the goods receipt and the supplier is paid

UPEL & UPIL

UPEL & UPIL are all wholly owned subsidiaries of the University of Portsmouth:

Company	e5 Code	Activity
University of Portsmouth Enterprise Limited (UPEL)Column 1	EL	Consultancy, Research and Student Union Trading Activities
University of Portsmouth Investments Limited (UPIL)	SL	China Office

Cost Centres, Nominals and Project Codes

Cost centres are 5 character codes dictating the budget, department or project to which any income or expenditure applies, e.g. 41011 – Technology Faculty stores. There are different cost centres for subsidiary companies.

All cost centre queries should be passed to the relevant Management Accountant in Finance.

Nominal codes are 5 characters (4 numerical, 1 alphabetical) codes identifying the type of income / expenditure, e.g. 4303A – Printing and Stationery Materials.

All nominal codes can be found on the Finance Intranet web page:

[Finance Intranet Web page](#)

A project code is a code applied to a specific project to allow accurate tracking of costs against that project where multiple cost centres and/or nominal codes could be used against it.

Printed Orders and Confirmation Orders

Orders can be created as Purchase Orders which will be emailed, or as Confirmation Orders which will not be emailed.

Purchase orders are emailed in PDF format to the order originator once the order is fully authorised.

Confirmation orders will normally be created when the order has been phoned through to a supplier and no physical order is requested. Confirmation orders can only be raised for orders under £1000.

Order Line types

An order can have multiple order lines, e.g. an order for stationary may consist of one order line for paper and another order line for envelopes. These are differentiated in e5 between two distinct types of order line types, i.e.:

- Item order lines (also referred to as 'Standard') – for distinct goods or items, e.g. reams of A4 paper, test tubes, boxes of paperclips.
- Value order lines (also referred to as 'Service') – these are orders for services, e.g. consultancy fees, plumbing work, maintenance contracts.

VAT on Purchase Orders

Varying levels of VAT apply to different items and services which the University may order.

The majority of orders will incur the standard rate of 20.0% whilst some items (e.g. books and printed materials) incur 0% VAT.

Any other level of VAT should only be used on the advice of the Financial Accountant in the Finance Department.

Exemption certificates

In certain circumstances a project [e.g. Medical Research] within the University may have a VAT exemption certificate. For these projects, this certificate would exempt the University from paying VAT on orders where it would normally be incurred.

VAT recovery

Due to its supply of education, the University has been granted charitable status by statute. As a result of this charitable status the VAT on the majority of University orders cannot be recovered.

VAT codes

Each supplier on e5 is assigned a VAT code by the Finance Department. This defines the level of VAT which defaults against for every order raised for that supplier.

The default VAT code can be overwritten for individual order lines if required, e.g.

- The e5 default VAT code for Blackwells is zero.
- However, if ordering a video (which incurs the standard rate of vat, 20.0%) from Blackwells, the level of VAT must be changed from 0% to 20.0%.

VAT UPEL & UPIL

Orders raised for UPEL and UPIL, as limited companies, have different tax rules:

- Prices and values are entered excluding any applicable VAT
- The VAT is marked as recoverable as these limited companies do not have charitable status.

VAT queries

Any VAT queries should be passed to the Financial Accountant in the Finance Department.

e5 Functionality

Prompting

The prompt facility allows the user to display and pick from a list of valid codes. Some fields have thousands of valid codes and prompting will allow a list to be filtered to show a specific range. It is possible to prompt on the majority of fields where a code is required.

Process to Prompt on a Field

1. Select the field and ensure that the field is blank
2. Select the prompt button or the F4 key. A selection window will open. Enter any selection criteria, if appropriate
3. Click OK
4. Select the code and then the return key

Points to Ponder

Selection windows

Selection windows will allow the user to select specific criteria when enquiring on an order, e.g. Order Number, Supplier.

Enter selection criteria in the appropriate field in the selection window to limit the codes displayed. If all fields on the selection window are left blank (or with the defaulted values), all the valid codes for that field will be displayed.

For screens and fields where prompting is more likely to be used, the field charts in this document will give a guide as to the recommended selection parameters.

Entering a new order

Overview

Purchase orders are entered on e5 whenever items or values are ordered from an external body. Once an order has been entered on e5 the:

- receipt of goods or services can be logged
- invoice can then be matched to the receipt and paid by Finance
- order's progressed through the purchase order cycle can be monitored
- department can consider the committed funds in their budgeting

There are three possible steps when entering a new order, i.e.

Step	Process	Description
Step 1	Create new order	Basic order information, e.g. supplier, delivery location, cost centre
Step 2	Add order text	If applicable, annotation against the whole order
Step 3	Add line text	If applicable, annotation against a specific order line

Location

- Menu
- Order Management
- Create Order

Figure 1 - Create Order

Field Chart - Order Header Tab

Field	Description
Order Code	Code indicating the type of order E.g. PO – Normal Purchase Order (emailed), CO – Confirmation Order (not emailed)
Gross Order Cost	Value of complete order, including any non-recoverable VAT
Supplier Number	Unique number for the supplier providing the goods / services E.g. 000136 – Office Depot [Prompt] – first three letters of supplier's name in 'Short Name' field and select 'Supplier' radio button in selection window – or partial supplier name in the 'Name' field
Address Number	Address number to which the order is to be sent See Points to Ponder
Delivery Location	Code indicating the location to which the goods / services are to be delivered E.g. LIB1 – The University Library [Prompt] – one letter and wildcard in 'Location' field in selection window
Originator	User id indicating the requisitioning officer who is the point of contact for the order E.g. FINMG – Mark Gledhill
Originator (continued)	See Points to Ponder on page 9
Email radio buttons	Selecting "No Email" will prevent a PDF copy of the order from being sent even if a printed order type is selected.

Field Chart - Order Lines Tab

Field	Description
Cmd	Lines can be deleted or copied, according to a set of rules See Points to Ponder
Line No.	Line number of this order line
0/2	Code for the line type I.e. 0 – Standard, 2 – Value
Type	Line type description i.e. Standard, Value

Field	Description
Line Description	Description of the item / service ordered
UOM – Standard Line	Unit of Measure. Code used on Standard lines indicating how the items are counted/measured E.g. PALL – Pallet, BX12 – Box of 12 [Prompt] – one letter and wildcard (%) in ‘UOM Code’ field in selection window
UOM – Value Line	Not used
Quantity – Standard Line	Amount of the item ordered
Quantity – Value Line	Not used
Price – Standard Line	Cost of item, per unit of measure, including any non-recoverable VAT
Price – Value Line	Not used
Service Value – Standard Line	Not used
Service Value – Value Line	Price of service including any non-recoverable VAT
Nominal	Nominal code for this line E.g. 4303A – Printing and Stationery Materials
Centre	Cost centre for this line E.g. 41011 – Technology Faculty stores
Project	Project code for this line
Due Date	Date the order was placed. If revised, the date of the revision
Expected Date	Not used – defaults to Due Date
Commit Date	Not used – defaults to Due Date
Split Analysis	Code indicating if the cost of this order line has been split over more than one cost centre I.e. 1 – Percentage split, 2 – Quantity split, 3 – Value split
Company	Code indicating whether the order originated from the University or one of its subsidiary companies, E.g. UP – University of Portsmouth, EL – UPEL Student Union
Tax Type	Code indicating the level of VAT applicable to this order line E.g. STD – Standard 20.0% VAT, ZER – Zero rated

Field	Description
Handling	Code indicating whether VAT is recoverable for this order line E.g. N – Standard rated non-recoverable, R – Standard rated recoverable, P – UPEL, Z – Zero rated outside the scope
Net Line Value	Value of this line excluding any applicable VAT
Line Tax Value	Value of VAT for this order line
Gross Line Value	Value of this order line including any non-recoverable VAT
Price UOM	Not used – Defaults to the UOM code

Invoice Supplier Tab

Field	Description
Invoice Supplier Number	Code for the supplier providing the invoice (if different from the order supplier) E.g. O00136 – Office Depot

Step 1 - Process to enter a new order

1. Complete the Order Header Tab. The following are mandatory fields:
 - a. Order Code
 - b. Order
 - c. Supplier Number
 - d. Delivery Location
2. Select **Update**.
3. The data will be checked automatically to make sure the codes used are valid.
4. Default values will be entered into any optional fields, which have not been completed
5. The supplier's name and address will be displayed
6. Complete the Order Lines Tab. The following are mandatory fields:
 - a. Item Lines
 - i. Line Description
 - ii. UOM
 - iii. Quantity
 - iv. Price
 - v. Nominal
 - vi. Cost Centre
 - b. Value Lines
 - i. 0/2
 - ii. Line Description
 - iii. Service Value
 - iv. Nominal

v. Cost Centre

7. If required, complete Invoice Supplier Tab
8. Select **Update Order**
9. The screen will return to the e5 Hierarchical Menu and will display the order number in the status bar

Points to Ponder

Subsidiary companies

As the University's subsidiary companies, e.g. UPEL and UPIL do not have charitable status they are subject to different VAT recovery rules. This is identified using the Tax Type and Handling fields. For further information, contact the Finance E5 Team.

Address number

Any given supplier on E5 could potentially have more than one address listed, e.g. a supplier could have a branch in Southampton and one in Portsmouth.

The Address Number field will default to address '0' but can be changed if required. If prompted on, this field will display all addresses for the supplier, from which the correct one can be selected.

Originator

The originator is the contact for the order and is defaulted to the id of the user entering the order. Any member of staff who will be identified as an originator must have a E5 user id, even if they will not be using the system themselves. Contact the Finance E5 Team if a staff member requires a user id.

Delivery charges

Any delivery charge for an order must be entered onto E5 as a separate Item / Value line. This additional line should be charged to the same cost centre and nominal code as the rest of the order (or as the majority of the rest of the order).

The Cmd Field

The Cmd field will appear in any repeater block, where data is entered, see Figure 3 on page **Error! Bookmark not defined.** It allows some advanced editing features such as duplicating or deleting individual lines.

The most useful codes to use in the 'Cmd' field are:

Code	Description
D	Deletes the current line in the repeater block. Adding a number after the 'D' will result in that number of lines being deleted, e.g. D3 will delete that line and the next two

Code	Description
“	Copies the current line onto a new line. Adding a number after the “ will result in the line being copied that number of times, e.g. “3 will copy the line onto the next three lines. This will stop duplication of entry if an order has multiple lines with similar information.

Using a new supplier

All approved University suppliers have a supplier number on e5.

If a new supplier is to be used, a request must be passed to the Purchasing Department in Finance who carry out the necessary credit checks prior to setting up the supplier on e5.

Invoice supplier tab

If a Company, with which an order has been placed, changes its name whilst an order is being processed, the new supplier details are recorded in the Invoice Supplier tab.

The Invoice Supplier tab cannot be used to change the supplier where it has been incorrectly input, the order will need to be cancelled and re-entered against the correct supplier.

Free of charge items

Where an item is provided free of charge, e.g. ‘buy one, get one free’, the item must be recorded as Order Text. This ensures a record of what has been received is held but no invoice is produced.

Purchase Order Entry/Revise Macro Buttons

Button	Description
Prompt	Where available allows prompting on a selected field
Update	Save changes to the order
Order Text	Opens order text screen (see page 11)
Line Text	Opens line text screen (see page 13)
S/A	Opens split analysis screen, see CDR06 Split Analysis Manual
Cancel	Returns to e5 Hierarchical Menu without creating an order

Step 2 - Order Text

Order text is used to annotate a whole order. Any information entered as order text will appear in the ‘comments’ box on emailed purchase orders.

Navigation Options to Access the Order Text Edit Screen

- Order List screen
- Right click
- Text
- View

Or

- Order List screen
- Menu bar
- Application
- Text
- View

Or

- Purchase Order Enter
- Revise screen
- Order Text

Or

- Order Line List screen
- Right click
- Text
- View Order

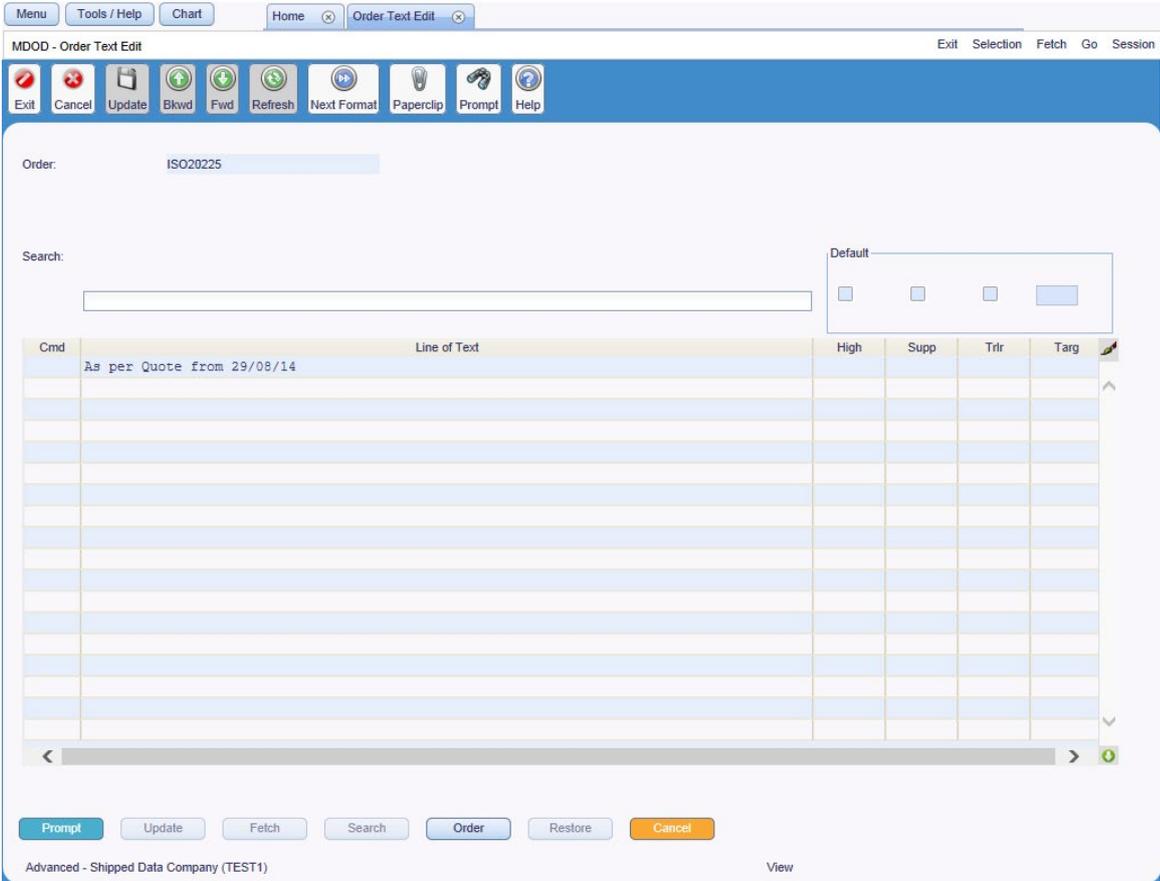


Figure 2 - Order Text Edit Screen

Field Chart

Button	Description
Order	Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated number E.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order
Search	Not used
Default Check Boxes	Not used
Cmd	Allows lines to be deleted or copied
Line of Text	Free-text comments for this order
High	Not used
Supp	'Y' indicates that this line will not appear on any printed copies of this order
Trlr	Not used
Targ	Not used

Process to Add Order Text

Button	Description
Order Text	Opens Order Text Edit Screen
Enter Order Text	Enter free-text comments in the 'Line of text' field
Order / Update	Select Order to return to the order or Update to save the whole order

Order Text Edit Macro Buttons

Button	Description
Prompt	Not used on this screen
Update	Save changes to the order
Fetch	Allows order text to be retrieved
Search	Not used
Order	Returns to order entry screen having 'saved' order text

Button	Description
Restore	Removes order text
Cancel	Returns to order entry screen having 'saved' order text

Step 3 - Line Text

Purpose

Line text is used to annotate a specific order line, e.g. to include additional description. Each line of an order can have its own line text and any information entered as line text will appear under the appropriate line on printed purchase orders.

Navigation Options to Access the Order Text Edit Screen

- Order Line List screen
- Right click
- Go
- Line Text

Or

- Order Line List screen
- Menu bar
- Go
- Line text

Or

- Purchase Order Enter/Revise screen
- Line Text

Figure 3 - Order Line Text

Field Chart

Field	Description
Order	Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated number E.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order
Default Check Boxes	Not used
Search	Not used
Cmd	Allows lines to be deleted or copied
High	Not used
Supp	‘Y’ indicates that this line will not appear on any printed copies of this order
Targ	Not used
Line of Text	Free-text comments for this order line

Process to Add Line Text

Field	Description
Select order line	Select any field on the relevant order line
Line Text	Opens Order Line Text Edit screen
Enter Line Text	Enter free-text comments in the 'Line of text' field
Order/ Update	Select order to return to the order or Update to save the whole order

Order Line Text Edit Macro Buttons

Field	Description
Prompt	Not used on this screen
Update	Save changes to the order
Fetch	Allows line text to be retrieved
Search	Not used
Order	Returns to order entry screen having 'saved' line text
Restore	Removes line text
Cancel	Returns to order entry screen having 'saved' line text

Point to Ponder

Validation

The order line must have been validated before line text can be added, see Page 8.

Enquiry - Order Authorisor List

Once an order has been input the order must be authorised before any further processing can take place. The Order Authorisor List screen can be used to check a list of the named authorisers for an order and whether or not they have authorised it.

Navigation Options to Access the Order Authorisor List Screen

Navigation choices

- Order List screen

- Right click
- Display
- Authorisers

Or

- Order List screen
- Menu bar
- Display
- Authorisers

Figure 4 - Order Authoriser List

Field Chart

Field	Description
Order Reference	Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated number E.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order
Line	Not used
Document Type	Not used
Minimum Responsibilities	Total number of authorisers required to authorise this order

Field	Description
Authorised Responsibilities	Number of authorisers who have already authorised this order
Paperclip	If the icon is present it shows there are documents attached that are associated with the order
Seq	Displays the sequence in which the listed authoriser is required to authorise
User	User id of the named authoriser E.g. PUR1A
Name	Job title or name of the authoriser E.g. Senior Buyer, Purchasing Department
Approver	Not used
Query Authorisor	Not used
Authoriser	User id of user who has actually authorised this order
Date	Date authorised by the user
Time	Time authorised by the user

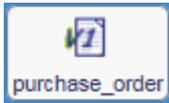
Order Authorisor List Screen Macro Buttons

Field	Description
Return	Returns to the previous screen

Enquiry - Retrieving a PDF copy of an order

If an order code of 'PO' has been selected and the order has been emailed to the originator, a PDF copy of the order can be retrieved from e5.

To do this click the V1 button from the order list screen having enquired upon the order you wish to print.



This will bring up a copy of your order in your web browser.

ABS Document Imaging(2.1.0.3) - Internet Explorer

Advanced Business Solutions

Document Imaging 2.1.0.3

Document Image

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing

Order Number
ISO20785

Official Order
VAT Registration No: GB 504 0052 14

Supplier
XMA LIMITED
WILFORD INDUSTRIAL ESTATE
RUDDINGTON LANE
WILFORD
NOTTINGHAM
NG11 7EP

Deliver to
Eldon Building, Room 1.125c
Winston Churchill Avenue
Portsmouth
PO1 2DJ

Order Date
25-02-2015

Revision No.
1

Invoice quoting order number to:
University of Portsmouth, Finance Department,
University House, Winston Churchill Avenue,
Portsmouth, Hampshire PO1 2UP

All enquiries to
Janet Seldon

Telephone
023 92 843708

Comments
Quote from Sian Hainsworth dated 24/02/2015

University of Portsmouth

Figure 5 - Official Order