



**UNIVERSITÉ
DE GENÈVE**

User Book of Purchasing Portal

DIBAT

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PRELIMINARY NOTE

The expressions on people used in this user guide must be understood in the feminine as well as in the masculine.

1. INTRODUCTION

1.2 PURCHASING PORTAL

This user guide is meant for super users and it explains how to use the Purchasing Portal. The Purchasing Portal allows someone to place purchase orders by dematerializing a major part of the information exchanges, from the selection of items until the reception of the goods and the payment of the invoice.

1.2 THE PURCHASE PROCESSES

The realization of a purchase requires several successive actions by the various actors of the University. The following diagrams present the important stages of each of the 3 possible types of Purchase Requisitions (PR) in the Purchase Portal:

CCA Purchase Requisition on Catalog

	What	Who
1. Purchase requisition	<ul style="list-style-type: none"> - In the CCA (« Centrale Commune d’achat ») catalog selection of the items to be ordered - Filling in the financial terms 	Requester
2. Control if fixed asset	<ul style="list-style-type: none"> - Fixed asset control - Creation of the fixed asset index card 	Fixed assets Department
3. Reviewing and Approval	<ul style="list-style-type: none"> - Validation of the formal aspects of the order by a reviewer - Compulsory approval according to the UNIGE directive on signatures 	Reviewer & Approver
4. Order creation and sending	<ul style="list-style-type: none"> - Sending of the Purchase Requisition (PR) to CCA which : <ul style="list-style-type: none"> - transforms the PR into a purchase order - sends the order form to supplier 	CCA
5. Receiving	<ul style="list-style-type: none"> - Receiving the order - Filling in if the good delivered is usable (=depreciable) 	Requester
6. Invoice processing and payment	<ul style="list-style-type: none"> - Matching invoice with order form - Payment of the invoice 	Accounting Department

CCA Purchase Requisition off Catalog

	What	Who
1. Purchase Requisition	<ul style="list-style-type: none"> - Filling in the data into the Purchase Portal. NB These data appear on the estimate of the supplier accredited by the CCA - Filling in the financial terms 	Requester
2. Control if fixed asset	<ul style="list-style-type: none"> - Fixed asset control - Creation of the fixed asset index card 	Fixed asset Department
3. Checking and Approval	<ul style="list-style-type: none"> - Validation of the formal aspects of the order by a reviewer - Compulsory approval according to the UNIGE directive on signatures 	Reviewer & Approver
4. Creation of order and sending	<ul style="list-style-type: none"> - Sending of the Purchase Requisition (PR) to CCA which : <ul style="list-style-type: none"> - transforms the PR it into a purchase order - sends the order form to supplier 	CCA
5. Receiving		
6. Invoice processing and payment	<ul style="list-style-type: none"> - Receiving the order - Filling in if the good delivered is usable (= depreciable) 	Requester
	<ul style="list-style-type: none"> - Matching invoice with order form - Payment of the invoice 	Accounting Department

Free Text Ordering

	What	Who
1. Purchase Requisition	<ul style="list-style-type: none"> - Data capture relative to goods or services to be ordered - Filling in the financial terms 	Requester
2. Control if fixed asset	<ul style="list-style-type: none"> - Fixed asset control - Creation of the fixed asset index card 	Fixed assets Department
3. Checking and Approval	<ul style="list-style-type: none"> - Validation of the formal aspects of the order by a reviewer - Compulsory approval according to the UNIGE directive on signatures 	Reviewer & Approver
4. Creation of order and sending	<ul style="list-style-type: none"> - Transformation of the Purchase Requisition into an order - Sending of the order form to the supplier 	Requester
5. Receiving		
6. Invoice processing and payment	<ul style="list-style-type: none"> - Receiving the order - Filling in if the good delivered is usable (=depreciable) 	Requester
	<ul style="list-style-type: none"> - Matching invoice with order form - Payment of the invoice 	Accounting Department

2. ACCESS AND BROWSING THROUGH PURCHASING PORTAL

2.1 CONNECTION TO THE PORTAL

The connection to the Purchasing Portal is made via the intranet portal of the UNIGE:

<https://portail.unige.ch/accueil>



By first clicking on the icon: then by entering your Isis identifier and then by entering your personal password.

2.2 SCREEN'S ZONES

The screen is divided into several zones, as shown below:

When there is an * next to a field, it means that it is compulsory to fill it in.

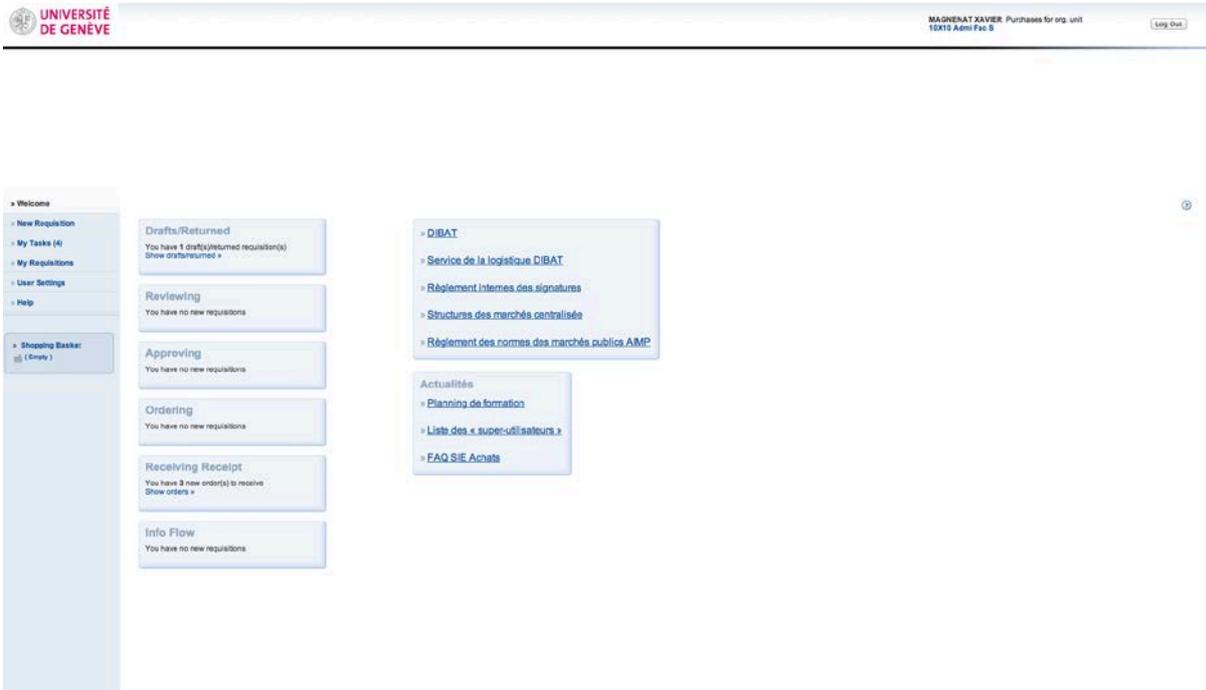
Free Text Order Save Template Save Next

<p>* Description:</p> <input type="text"/> <p>Define recipient: MAGNENAT XAVIER</p> <p>Supplier:</p> <p>Currency: CHF Exchange rate: 1</p> <p>Creation date: 20.04.2015</p>	<p>* Invoicing address</p> <input type="text"/> <p>Comptabilité Centrale Rue du Général-Dufour 24 UNI DUFOUR 1211 Genève 4 Suisse</p> <p>* Delivery address</p> <input type="text"/> <p>M. MAGNENAT XAVIER Moyens communs de la logistique HALL ROUTE DE LAUSANNE 266 VILLA RIVE-BELLE 131</p>	
---	--	--

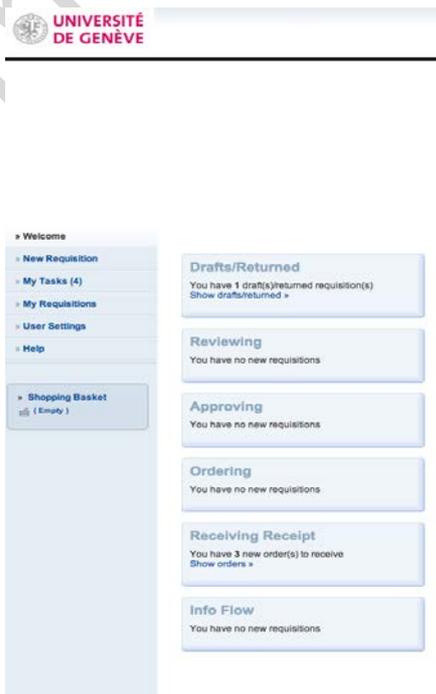
<p>* Beneficiary</p> <input type="text"/> <p>Secondary expenses Abroad ET (Foreign Currency): 0</p> <p>Secondary expenses Switzerland ET (SF): 0</p> <p>Swiss VAT on foreign expenses and purchases ET: 0</p> <p>Incoterms</p> <p>Invoice payment by credit card (*)</p> <p>Credit card holder (*)</p> <p>Transaction Nr internal purchase</p> <p>CCA supplier (command of catalogue)</p>	<p>Tolerated variation of amount invoiced (default value=1%)</p> <p>Reason of budget overrun (*)</p> <p>Discount code</p> <p>Total amount of downpayments (*)</p> <p>Downpayments rate (in %)</p> <p>Number of downpayments (*)</p> <p>Maturity date of the 1st downpayment (*)</p> <p>Referenced command with partial purchase</p> <p>Customer code</p>	<p>Category of new supplier (*)</p> <p>New supplier name (*)</p> <p>New supplier name 2</p> <p>Street and Nr (*)</p> <p>Postcode (*)</p> <p>City (*)</p> <p>Country (*)</p> <p>VAT Nr (without separator and point)</p> <p>Email of new supplier</p>
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3. HOME SCREEN

The portal home screen shows on the right part general information on purchasing procedures in the UNIGE.



The blue column on the left allows you to begin the process of order, either through the catalogue of the CCA (Central Purchase Center of the State of Geneva), or through the so-called module of the "Free Text Ordering".



« My tasks » section

In this section or via the blue rectangles, the user can intervene in the various stages of the cycle of purchases:

- To consult its own purchase requisitions (below PR) being elaborated and/or submitted even sent back by one or the other actors of the section " Draft/Returned" (see on this matter chapter 8.1: " Consult its own purchase orders),
- To intervene in order to check a PR : « **Reviewing**»,
- To approve a PR with the section « **Approving** »,
- To transform a PR into a command: « **Ordering**»,
- To receive an order: «**Receiving**»
- To send information by mail to the other actors: «**Info flow**.

The sections « **User settings** » and “ **Help** » comes to complete the device to allow respectively the user to delegate its role in the process of purchase to another collaborator or to find a support in case of questions on the application software.

4. CREATE A PURCHASE ORDER

4.1 FREE ORDER REQUEST

A free order request is an order, which concerns the purchase of a good or a service without passing through the CCA.

4.1.1 GENERAL DATA

The general data relative to a free order must be filled in on the 1st screen, (cf. image below) entitled "Free Order Request ».

Free Text Order

Save Template Save Next

* Description: [Text Area]
Define recipient: MAGNIENAT XAVIER [Dropdown]
Supplier: [Dropdown]
Currency: CHF [Dropdown] Exchange rate: 1 [Text]
Creation date: 20.04.2015 [Text]

* Invoicing address: Comptabilité Centrale, Rue du Général Dufour 24, J.M. DUFOUR, 1211, Genève 4, Suisse [Dropdown]
* Delivery address: M. MAGNIENAT XAVIER, Moyens communs de la logistique, MAIL, ROUTE DE LAUSANNE 266, VILLA RIVE-BELLE, 1211 [Dropdown]

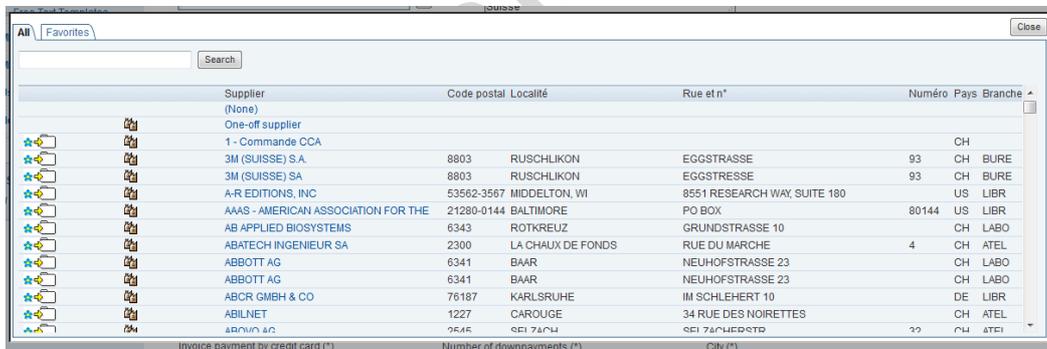
* Beneficiary: [Text]
Tolerated variation of amount invoiced (default value=1%): [Text]
Reason of budget overrun (*): [Text]
Discount code: [Text]
Total amount of downpayments (*): [Text]
Downpayments rate (in %): [Text]
Number of downpayments (*): [Text]
Maturity date of the 1st downpayment (*): [Text]
Referenced command with partial purchase: [Text]
Customer code: [Text]

Category of new supplier (*): [Text]
New supplier name (*): [Text]
New supplier name 2: [Text]
Street and Nr (*): [Text]
Postcode (*): [Text]
City (*): [Text]
Country (*): [Text]
VAT Nr (without separator and point): [Text]
Email of new supplier: [Text]

A) Compulsory fields to be either filled in or filled in by default by the application software

The following fields, marked by an asterisk, must be filled in:

- **Description:** describe briefly the goods to be ordered.
- **Correspondent:** the person who will guarantee the contact with the supplier about the order and who will be able to receive the goods ordered through the Portal. The name of this colleague, as well as his address and phone number will appear on the order form generated automatically by the application software. The name of the requester appears by default, it can be modified by means of the drop-down menu  where any other employee of the organizational entity can be selected.
- **Invoicing address:** the address of your accounting department, which will receive and process the invoice of the supplier, appears by default. However it is possible to select one or the other of the two accounting departments of the UNIGE.
- **Delivery address:** the address of the requester appears by default. This one can also be modified with any other address (connected to a colleague) of the UNIGE.
- **Beneficiary:** select the name of the addressee or the main user of the ordered goods. If the goods are intended for the use of one subdivision as a whole, indicate the person in charge of this subdivision.
- **Supplier:** by clicking on this section you reach the dialogue box shown below which informs you about all the suppliers listed by the UNIGE



To look for a supplier in the list, enter some characters of the name in the blank field and click the button "**Search**". To select a supplier, click the name in the list. You will then return automatically to the previous screen.

You may observe that to the left of the names of each supplier appears this icon  which allows you to add the supplier in the tab "Favourites" (next to the tab "All"). This list will be restricted to your favourite suppliers.

B) New Supplier

In case a supplier is not listed in the proposed list of suppliers, it is possible "to create" a new supplier by adding his whereabouts: "**Category of new supplier**", "**New supplier**

name", " New supplier name 2", " Street and Nr", "Post code", "City", « Country ", « VAT Nr - without separator and point " and " Email of new supplier ".

Currency: according to the selected supplier, the Portal proposes by default the currency, which this company uses mainly for its invoicing with the UNIGE. Another currency can however be chosen.

C) Optional data

Optional data appear in the 1st and the 2nd columns of the screen and are briefly explained below.

- **Secondary expenses abroad ET (Foreign Currency):** indicate for example the expenses of the forwarder or delivery which will be charged, within the framework of the delivery of the ordered goods, in currencies by an agent situated out of the Swiss territory. The amount of expenses will automatically be ventilated in proportion to the amount of purchase by fund (Web-reporting SAP).
- **Secondary expenses Switzerland ET (CHF):** mention for example the expenses of forwarder or delivery charged in Swiss francs by an agent situated on the Swiss territory. The amount of expenses will automatically be ventilated in proportion to the amount of purchase by fund (Web-reporting SAP).
- **Swiss VAT on foreign expenses and purchases ET:** indicate the VAT deducted on fringe expenses mentioned in both previous sections. The amount of the VAT will automatically be ventilated in proportion to the amount of purchase by fund (Web-reporting SAP).
- **Incoterms:** mention the conditions of delivery guaranteed by the supplier. The application software gives the choice of all available types of Incoterms.
- **Invoice payment by credit card:** in the case of a purchase by credit card, mention if it is a card of the UNIGE or if it is a personal card.
- **Credit card holder:** indicate the name appearing on the credit card. These information data will allow your accounting department to pay back the holder of the credit card (in the case of a personal credit card).
Please note that a proof of purchase will be asked.
- **Transaction Nr Internet purchase:** in case of on-line purchase, mention the number of the transaction attributed by the web site.
- **CCA supplier:** this field is explained in chapter 4.3 « Order CCA on estimate».
- **Tolerated variation of amount invoiced:** by default the system will accept an invoicing ruling out of 1 % of the amount of the order. A different tolerance can be chosen (0, 2, 5 or 10 %) thanks to this field. If the subsequent invoicing does not respect this tolerance, the application software will indicate this during the receipt of the invoice by your accounting department.

- **Reason of budget overrun:** if the requester plans to use a fund, which will be overdrawn by the order, he has to justify the overdraft to the approver(s) and the accounting department.
- **Discount code:** mention the conditions of discount granted by the supplier, data appearing normally on his estimate or his offer.
- **Total amount of advanced payments:** in case of down payment, indicate the total amount of payments which occurred before the delivery of the good or the service.
- **Down payments rate:** indicate the rate of the down payments (which occurred before the delivery of the good or the fulfilment of the service) in relation with the total amount of the expected total invoice.
- **Number of down payments:** number of fraction payments occurring before the delivery of the good or the fulfilment of the service.
- **Maturity date of the 1st down payment:** date planned for the first instalment, which is generally the order date.
- **Referenced command with partial purchase:** if the purchase requisition follows a previous order concerning the first part of a good (generally for big equipment), indicate the number of this order.
- **Customer code:** sometimes attributed to the client by the seller in order to benefit from advantages and promotional sales.

Once all the compulsory or optional fields are filled in, click the button **"Save"** to protect your data and click the button **"Next"** to pass on the second screen. You can also click the button **"Save template"**. This action will create a template order, which you will be able to use again through the menu **"Free Text Templates"** you find in the home screen described on pages 6-7.

4.1.2 SECOND SCREEN

This screen (see image below) allows you to enter the rest of the data connected with the order.

Free Text Order

Previous Save Template Save Next

Add New Order Row

Line Nb	Group of products	Product Code	Product	Quantity	Net Price	Gross price	Net Sum	Gross Sum	Requester fund or connected to his structure	Other fund	Financial center
1					0.00 CHF	0.00 CHF	0.00 CHF	0.00 CHF			

Gross Sum 0.00 CHF

General Data | Other Data | Allocation Split Update Line

* Group of products	Gross price	Requester fund or connected to his structure (*)	Checker
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>
Product code:	* Net Price	Other fund (*)	* Approver 1 (Fund)
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>
* Product:	* Quantity	Financial center (*)	Approver 2 (Financial center) (*)
<input type="text"/>	1	<input type="text"/>	<input type="text"/>
* Quantity unit	Discount Sum	Cost center	Discount %
Unité <input type="text"/>	0.00	<input type="text"/>	0
Project (IO) <input type="text"/>	VAT sum	VAT %	* Required delivery date
<input type="text"/>	0.00	0	27.04.2015
Authorization code for alcohol <input type="text"/>	Gross Sum	* Teaching VAT exemption	Net Sum
<input type="text"/>	0.00	<input type="text"/>	0.00

On the top of the screen various rows of ordered items will appear, which will be generated by filling in the fields at the bottom. The latter is subdivided into three tabs:

- 1 **General data:** quantified and accounting data of the order.
- 2 **Other data:** fields to be filled in, in case the ordered good constitutes a fixed asset according to the Administrative Memento of the UNIGE.
- 3 **Allocation split:** tab to be used in case the order has to be financed by more than one fund.

A) General data

Compulsory fields to be filled in or to be filled in by default by the application

- **Group of products:** select in the proposed list the group of products to which the ordered good corresponds. These categories are important because they predefine in particular its accounting nature and will facilitate its later posting. **Product description:** report the one appearing generally on the offer of the supplier.
- **Quantity unit:** the application software proposes by default "Unit" but it is possible, by means of the drop-down menu, to choose another unit: "Box", "Can", "Day" (for services,) etc.
- **Requested delivery date:** appears in this field by default the current date (which by default appears in the field 'creation date' + 7 days.) However, this date may be changed based on the date agreed upon with the supplier.
- It is possible to mention a specific date for each order line. The order form will indicate for example: "delivery between January 10 and February 10, 2014. This date will condition the commitment on the funds.
- **Gross sum:** indicate the primary price of the item before discount and VAT.
- **Quantity:** indicate the quantity of ordered items. The amount of this field multiplied by the net price and under deduction of a possible discount will give the amount appearing in the following field: **Net sum**. In certain cases of fixed assets (as for a PC or a tablet), the system does not authorize to enter a quantity bigger than 1 by row (1 item / row of order) if the ordered total quantity is lower than 6.
- **Net sum:** (see above).
- **VAT %:** The application software calculates this rate according to the location of the supplier and the type of the good. A reduced rate of 2 % is applied for example for books and no VAT is applied for the suppliers located outside the Swiss territory.
- **Requester fund or connected to its structure and Other fund:** in the first field, select by means of the drop-down menu one of the funds (DIP or private) the requester of which is the holder, the co-holder or awarded by a delegation of signature. If the order will be financed by another fund (for example belonging to another subdivision), select it by filling in the field "Other fund".
- **Financial and cost centre:** according to fund selected before, the system fills in automatically these two fields.

- **Approver/validator 1 (Fund):** According to the chosen fund, the application software suggests as approver of the order the names of the people holders of the account or being agents of signature. The person selected will be the one to whom will be submitted the purchase requisition and which will have to validate it before the order is sent to the supplier (see chapter 5 below).
- **Approver 2 (financial centre):** all orders above CHF 5 ' 000.- excluding tax must be submitted to a second approver, generally the person in charge of the financial centre or the person appointed for that purpose. Choose the appropriate person.
- **Teaching VAT exemption:** « No » will appear by default on this field. However if the order is bound to a foreign mandate of a service offer as for example to a teaching performance and if it satisfies the conditions of exemption of VAT put "Yes".
- **Net sum:** it is possible to fill in this field and the program will calculate automatically the gross sum, taking into account the applicable VAT rate.
- **B) Optional fields**
- **Product code:** Indicate the one shown in general on the offer of the supplier
- **Discount %:** In the case of a discount granted by the supplier, please mention its rate. The amount of the discount will be automatically calculated from the unit price and will appear in the field: "The total of the discount". It is not possible to use this feature for the CCA commands on catalog.
- **Project (IO):** if the good or the service ordered will be financed by a fund going into the "projects accounting", choose by means of the drop-down menu the concerned project.
- **Reviewer:** besides the compulsory circuit of approval of the purchase requisition planned by the application software, the user can have his PR verified by a reviewer who will have to validate its content at the formal level. This review can turn out compulsory in the case of a specific project with an ad hoc budget and an official reviewer.
- **Authorization code for alcohol:** in case of order of alcohol, indicate the code attributed by the supplier.

Apart from the optional fields, each command line must involve information of the fields above.

4.1.3 FIXED ASSETS

In the case the ordered good have to be included in the UNIGE fixed assets "according to the Administrative Memento (directive: Managing fixed assets "Nr 082), this tab must be filled in by the requester, certain data being entered also by the Subsidies and Inventory Department.

Free Text Order

Previous | Save | Next

Add New Order Row

Line No	Group of products	Product Code	Product	Quantity	Net Price	Net Sum	Gross Sum	Requester fund or connected to his structure	Other fund	Financial center
1					0.00 CHF	0.00 CHF	0.00 CHF			

Gross Sum 0.00 CHF

General Data | **Other Data** | Allocation Split | Update Line

Thesaurus (*) | Fixed asset description (*) | Building | Serial Nr

Cost center of fixed asset (*) | Manufacturer | Premises | Fixed asset Nr

Partial purchase

- **Thesaurus:** every type of fixed asset is listed in a table called “Thesaurus”. Select the good category of fixed asset by means of the drop-down menu.
- **Cost centre of fixed asset:** indicate the subdivision that will be responsible for the fixed asset.
- **Partial purchase:** “NO” will appear by default. Put “Yes” if the item ordered is connected to a previous or a later order.
- **Fixed asset description:** describe briefly the item eg. : MacBook Air etc.
- **Manufacturer:** indicate the name of the manufacturer who can be different from the one of the supplier.
- **Building:** Select the UNIGE building in which the good will be installed.
- **Premises:** indicate the premises in which the good will be installed.
- **Serial Nr:** indicate the serial number of the good.
- **Fixed asset Nr:** this data will be entered by the Subsidies and Inventory Department.

It should be noted that certain data of this tab (e.g.: building, premises, manufacturer and serial Nr known most of the time at the delivery) can be corrected or entered later by the user, in particular on reception of the good (see Chapter 7, below).

C) Redundant Data – Duplication of Order Rows

The button « **Add New Order row** » reveals a new row on the screen and opens a new window of fields below.

It is possible to duplicate an order row by clicking the icon  found on top left of an order row in order to copy this one and begin a new order row on the basis of this information. It is also possible to delete an order row by clicking the icon  to the right of the row.

Certain data being recurrent on several rows, it is possible to edit partially several rows in the same time. For the recurring data (e.g.: Requester Fund, Other fund, Approver 1 etc.), before selecting the item data mark the square " **Apply to all order rows**" which is found in several drop-down menus (see image below). This feature allows you to apply to all the row orders the same data and avoids tedious data inputs.

Fonds	Désignation Fonds	Désignation Centre	Centre de coûts	Projet (OI)	Co
CC5003	Salaires Arch.Piaget	0Y CNR unaci	UNCD		307
CC5107	TRANSITOIRE SALAIRES	0Y CNR unaci	UNCD		139
CC5110	OVERHEAD UNI.	0CF0 Moycom div fin	DFC		129
CC5113	GESTION UBS-POSTE-BC	0CF21 Off.chef cpta	OCC		129

4.1.4 MULTIFINANCED ORDER

–In case the item or the service ordered has to be charged over several accounting funds, it will be necessary for each order row to:

1. Fill in the tab «**General Data**», with the exception of fields: «**Requester fund or connected to its structure** », «**Other Fund** », «**Reviewer**», «**Approver 1 (Fund)** », «**Approver 2 (Financial Centre)** », «**Financial Centre**, «**Cost Centre** », «**Project (IO)** » and the tab «**Fixed asset** »;
2. Go to tab«**Allocation split** »
3. Mark the box«**Use allocation split**»
4. Click the button «**Add New Line** »

Then appears the image below:

The field, entitled "% Distribution ", is not filled in yet. In this one, indicate in figures the percentage (20 for 20 %) of the total of the order to which you want the fund to contribute, as well as the approver-s (maybe also the reviewer or Project Nr). Then click on the "**Update**" buttons then "**Add a new line**". Repeat as many times the operation as there are funds of financing, the total of fields "**% Distribution**" must equal obviously 100. If it's not the case, the application software will indicate it by an error message.

It should be noted that in case of multiple financing of an order, every row of command must be ventilated according to the method above.

4.1.5 FINALIZATION OF THE PURCHASE REQUISITION

After having filled in all the necessary fields of the second screen, we proceed to the screen of finalization of the purchase requisition by clicking the button « Next ».

This screen allows you to write (white rectangle) a comment intended for the supplier. This text will appear on top of the order form (for example the reference to the offer of the supplier or a practical instruction for the delivery). The icon "**Attachments**" via the "**Add**" button allows you to attach to the future order form a document, for example a copy of the estimate of the supplier.

In order to transmit the PR to its approver-s (even reviewer), click the "**Autoflow**" Button. By means of buttons "**Previous**" or « **Update** » and « **Save** », you can respectively return to the previous screen or interrupt the PR while saving it in the Portal. The "**Manual Flow**" button is normally not used except in the cases where you have to submit the PR to an actor not planned by the system.

4.2 CCA ORDER ON CATALOG

4.2.1 SEARCH FOR THE PRODUCT TO BE ORDERED

The screenshot shows the 'Catalog Products' page in the CCA system. At the top left is the University of Geneva logo and name. At the top right, it displays the user 'MAGNENAT XAVIER' and their role 'Purchases for org. unit 10X10 Admi Fac 5', along with a 'Log Out' button. On the left side, there is a navigation menu with options like 'Welcome', 'New Requisition', 'Catalog Products', 'Saved Baskets', 'Templates', 'Free Text Ordering', 'My Tasks (4)', 'My Requisitions', 'User Settings', 'Help', and 'Shopping Basket (Empty)'. The main content area is titled 'Catalog Products' and has two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs is a search input field and a 'Search' button. Underneath, there is a 'Product Groups' section with a list of categories: 'CCA - Papier', 'CCA - Imprimés', 'CCA - Consommables informatiques', and 'CCA - Fournitures de bureau'. The right side of the main area is currently empty, displaying the text 'Select product group from the left or use keyword search'.

To select a product to be ordered you can either:

- select a product in the menu tree
- or look for it by an advanced search

A) Selection in a list

Click on the general category of the product (-i.e. « Imprimés ») and select until the end of the arborescence the product you want (-i.e.: “Printed Envelopes”): the list of the concerned items appears on the right of the screen.

B) Simple search

Enter the desired item (-i.e. “envelopes”) and the related product list will appear on the right of the screen.

C) Advanced search

Select the tab « **Advanced search** ». This option allows you to find the desired product by “Product groups”, price ranges etc.

4.2.2 CREATION OF A SHOPPING BASKET

Once the item is selected (on screen below called « **Product Groups** ») using the buttons + and - (to the right of the screen) define the quantity of products desired, add products to the "basket" using the icon "Add to shopping basket". 

Product Groups(Papiers A3)
Total number of products: 14

Product	Gross price	Lot size	Quantity unit	Description	Quantity
PALETTE DE PAPIER A3 80 GM2 BLANC CASSE RECYCLE 100% (20 CARTONS = 50000 FLLES)	576.72 CHF	0	Unité	PALETTE DE PAPIER A3 80 GM2 BLANC CASSE RECYCLE 100% (20 CARTONS = 50000 FLLES)	<input type="text"/> + -
PAPIER A3 80 GM2 BLANC CASSE RECYCLE 100% (1 CARTON = 2'500 FEUILLES)	28.84 CHF	0	Carton	PAPIER A3 80 GM2 BLANC CASSE RECYCLE 100% (1 CARTON = 2'500 FEUILLES)	<input type="text"/> + -
PAPIER A3 80 GM2 BLEU PASTEL RECYCLE 100% (1CARTON = 2'500 FEUILLES)	86.40 CHF	0	Unité	PAPIER A3 80 GM2 BLEU PASTEL RECYCLE 100% (1CARTON = 2'500 FEUILLES)	<input type="text"/> + -
PAPIER A3 80 GM2 JAUNE PASTEL RECYCLE 100% (1 CARTON = 2'500 FEUILLES)	71.15 CHF	0	Unité	PAPIER A3 80 GM2 JAUNE PASTEL RECYCLE 100% (1 CARTON = 2'500 FEUILLES)	<input type="text"/> + -
PAPIER A3 80 GM2 ROSE PASTEL RECYCLE 100% (1 CARTON = 2'500 FEUILLES)	71.15 CHF	0	Unité	PAPIER A3 80 GM2 ROSE PASTEL RECYCLE 100% (1 CARTON = 2'500 FEUILLES)	<input type="text"/> + -

Complete the order by selecting other items according to the same process of selection of products explained above. Then by using the icon « **Go to the shopping basket** »  pass to the screen « **Shopping Basket** » below.

Please note that the icons « **Add to comparison** »  and « **Go to product comparison** »  allow you to select several types of different items and to compare their prices and specificities.

Product Comparison

Total number of product(s) in comparison: 2

	CARTOUCHE D'ENCRE CANON NOIR POUR CALCULATRICE BP26D/BP37DH/BP36D - REF. CJ3A	CARTOUCHE D'ENCRE CANON TRICOLOR POUR BJC-4000/4300/5000/2000 - REF. BCI-21C
Supplier	1 - Commande CCA	1 - Commande CCA
Product Code	103445	100271
Description	CARTOUCHE D'ENCRE CANON NOIR POUR CALCULATRICE B..	CARTOUCHE D'ENCRE CANON TRICOLOR POUR BJC-4000/4..
Manufacturer		
Lot size	0	0
Gross price	10.96 CHF	22.90 CHF
VAT %	8 %	8 %
Net Price	10.15 CHF	21.20 CHF
Lead time	0	0

Once the items are selected, pass to the screen « **Shopping basket** » below:

Shopping Basket

Total number of product(s) in shopping basket: 3

Supplier	Product Code	Product	Original Qty	New Qty	Net Price	Net Sum	Description
1 - Commande CCA	100271	CARTOUCHE D'ENCRE CANON TRICOLOR POUR BJC-4000/4300/5000/2000 - REF. BCI-21C	2	<input type="text" value="2"/>	21.20 CHF	42.40 CHF	CARTOUCHE D'ENCRE CANON TRICOLOR POUR BJC-4000/4300/5000/2000 - REF. BCI-21C
1 - Commande CCA	103445	CARTOUCHE D'ENCRE CANON NOIR POUR CALCULATRICE BP26D/BP37DH/BP36D - REF. CJ3A	2	<input type="text" value="2"/>	10.15 CHF	20.30 CHF	CARTOUCHE D'ENCRE CANON NOIR POUR CALCULATRICE BP26D/BP37DH/BP36D - REF. CJ3A
1 - Commande CCA	402182	CARTOUCHE D'ENCRE CANON TRICOLOR POUR BJC-4000/4300/5000/2000 - REF. BCI-21C	2	<input type="text" value="2"/>	50.00 CHF	100.00 CHF	CARTOUCHE D'ENCRE CANON TRICOLOR POUR BJC-4000/4300/5000/2000 - REF. BCI-21C
						162.70	
						CHF	

In order to bring modifications to the basket, the icon at the end of the line  allows you to delete the item of the basket. The « **New Quantity** » column allows you to modify the quantity of products, item by item, then to validate these modifications click on the button « **Update** » at the bottom of the column.

The icon  allows to add a new item through the screen « **Product groups** ».

The icon  « **Remove all items from shopping basket** » erases the basket and redirects towards the previous screen.

If some orders are recurrent, it is possible with the icons  « **Save shopping basket** » or  « **Create shopping basket template** » to create basket templates which can be later reused.

When the basket is finalized, by clicking on the upper right button « **Create a requisition** » you reach the entitled screen « **Requisition Creation** », (see image below) which is similar (but more summarized: many fields were deleted) to the first screen of the procedure « **Free order**» explained in chapter 4.1 and to which we can now refer to pursue the capture of the PR. The features of « **CCA Order on Catalog** » are roughly the same as those in « **Free-order** », the major exception being that no order form will be sent directly to the CCA. CCA collaborators will intervene as « Buyers » at the Portal's level.

4.3 CCA ORDER-UPON ESTIMATE (OFF CATALOG)

According to the agreement between the UNIGE and the CCA, sometimes the former has to deal with certain suppliers approved by the CCA to order some types of items or services (-i.e. movings).

This type of order will follow the same process as the « Free-order » by respecting the following points:

In the first screen, choose in the suppliers' field the one entitled « **CCA order**» then at the field « **CCA supplier** », (first column) select the supplier with whom you want to deal with.

The rest of the operations is then similar to those of the « Free order ».

5. REVIEWING AND/OR APPROVAL OF A PURCHASE REQUISITION

Both processes are relatively similar, they will be treated in the same chapter, the only difference being that only the approval allows to send an order, while the reviewing must always be followed by an approval.

The reviewing is an optional stage. Except in cases of orders financed by funds connected to a project (IO for « Internal Order »), where the review by the person in charge of the project will be a - **compulsory** prerequisite for the approval by one of the holders of the concerned fund.

Except the orders related to a project, the PR can be verified by an actor other than an approver. His intervention in this case will concern the accuracy / completeness of the data of the PR and not the opportunity of the PR and its budgetary "conformity", two elements confirmed by the PR's approver.

5.1 NOTIFICATION AND ACCESSES

The user receives an e-mail warning him that a new purchase requisition is submitted for his review or approval. He reaches the screen of reviewing / approval either by clicking the link URL appearing on the e-mail, or by going to the Portal to the section "Reviewing" or "Approving".

5.2 CHECK AND/ OR APPROVAL OF THE PURCHASE REQUISITION

On the screen of "Review" or "Approval" (see image below) the PR appears on different lines preceded by white boxes.

UNIVERSITÉ DE GENÈVE AMOOS ROGER Achats pour l'entité OCC Office du chef comptable (Déconnexion)

Approbation

Approuver DA sélectionnée | Rejeter DA sélectionnée | Renvoyer DA au demandeur pour modification

Demande d'achat	Dernier approuvateur	Propriétaire	Entité	Montant total TTC
<input type="checkbox"/> BUREAU 109		MOTTIER BONOMO FRANCOISE	RECTA Rectorat de l'université de Genève	12312.00 CHF
<input checked="" type="checkbox"/> 12345	RENNA JOSEPHINE	MOTTIER BONOMO FRANCOISE	RECTA Rectorat de l'université de Genève	9228.84 CHF

Niveau de commande

No ligne	Groupe de produits	Code produit	Description Produit	Quantité	Prix unitaire HT	Montant total HT	Montant total TTC	Fonds du demandeur ou rattaché à sa structure	Autres fonds	Nom du fonds	Vérificateur	Approuvateur 1 (Fonds)	Centre financier
1	Consommables de laboratoire scientifique>Travaux d	12345	Analyses	1	€200.00 GBP	€200.00 GBP	€200.00 GBP UN8854			MAGASIN	RENNA JOSEPHINE *	COMSE	

Historique (7) | Données de base | Commentaires (0) | Fichiers joints (0)

Heure	Description	Commentaire	Nom d'utilisateur
21.08.2014 10:48:39	Demande d'achat transmise à l'approuvateur AMOOS ROGER		RENNA JOSEPHINE
21.08.2014 10:48:39	Les acteurs sollicités pour le traitement de la DA sont AMOOS ROGER		RENNA JOSEPHINE
21.08.2014 10:48:38	Ligne(s) de commande de la demande d'achat approuvée(s) (Lignes de commande 1)		RENNA JOSEPHINE
15.08.2014 12:19:51	Demande d'achat transmise à l'approuvateur RENNA JOSEPHINE		MOTTIER BONOMO FRANCOISE
18.08.2014 12:19:51	Les acteurs sollicités pour le traitement de la DA sont: RENNA JOSEPHINE, AMOOS ROGER, MOTTIER BONOMO FRANCOISE		MOTTIER BONOMO FRANCOISE

The "active" line appears in dark blue and the "main" data of the PR appear in the tab « **Order Level** » appearing below the lines. You can pass from a PR to the other one by clicking on the desired line.

Using the tabs at the bottom of the screen, the reviewer /approver can consult the History, the Basic Data, the Comments and the Attachments relative to the PR.

He can add a comment, attach files and, by means of the icon  « **edit order row** », display the detailed data of the PR, **which he cannot however modify.**

A temporary version of the order form can also be displayed thanks to the icon . An informative flow can be sent to the actors of the purchase process using the icon .

How to approve/to validate?

Three buttons at the top of the screen correspond to the 3 possible actions for one or several PRs selected in the list. The options are:

- **Approve selected**
- **Reject the selection**
- **Return to owner**

The validation or the refusal **must be entirely made** (impossible to validate or to refuse partially) on the whole PR. Several PR can be selected for global validation.

The global validation of an order consists in selecting the box for that purpose then to select the chosen action.

The validation of the reviewer will redirect the PR to the appointed person(s) to approve.

The validation of the approver will redirect the PR to the second approver (if needed – in case of an order above CHF 5 ' 000 excluding tax), or to the requester who can now proceed to the order.

The option "**Reject the selection**" will have the effect of cancelling the PR and sending it back to the requester who will be able to create a completely new PR or copy the PR cancelled (with the button "**to copy to create towards new** ") towards another one.

The option "**Return to Owner**" sends back the « PR » to the requester, who can modify it according to the instructions of the reviewer or approver. The choice of one of the three options brings the user to the screen below which is going to allow him "**To confirm and proceed**" with the purchase process (by adding if needed a comment) or to generate an informative flow (by clicking on "**Info flow**")

The screenshot shows the University of Geneva purchasing system interface. At the top left is the university logo and name. At the top right, it displays the user name 'TRISGONE JEAN-MARC' and the unit 'Purchases for org. unit 1316 Scem.MC', along with a 'Log Out' button. On the left side, there is a navigation menu with options: 'Welcome', 'New Requisition', 'My Tasks (5)', 'My Requisitions', 'User Settings', 'Help', and 'Shopping Basket (Empty)'. The main content area shows a table with one requisition entry:

#	Description	Owner	Status	Order Type	Actions	Comment
1	Only manual ordering possible Furniture Order	MAGNENAT XAVIER	✓	Autoflow	Select Action, Reset	

Buttons for 'Cancel', 'Info Flow', and 'Confirm and Process' are visible at the top of the table area.

At this last stage, we can also go back by pressing the button "Cancel".

6. PLACE THE ORDER

6.1 NOTIFICATION AND ACCESS

You reach your accepted requisitions, either by clicking the URL link appearing on the warning e-mail, or by browsing the menu on the web site.

You can look for your Purchase Requisitions either by criteria of status, or - by creation's date, or by - PR and/or supplier's number.

The screenshot shows the University of Geneva purchasing system interface in the 'Ordering' section. At the top left is the university logo and name. At the top right, it displays the user name 'MAGNENAT XAVIER' and the unit 'Purchases for org. unit 10X10 Admi Fac S', along with a 'Log Out' button. On the left side, there is a navigation menu with options: 'Welcome', 'New Requisition', 'My Tasks (3)', 'My Requisitions', 'User Settings', 'Help', and 'Shopping Basket (Empty)'. The main content area shows a search interface for requisitions:

My Requisitions [Start date: 01.01.2015] [End date:] [Description/Order number:] [Supplier:] [Search]

Total number of orders: 1

Description	Org. Unit	Order Number	Supplier	Actions
test	S Faculté des sciences	1522	A-R EDITIONS, INC	Open

6.2 CONSULT THE DETAIL

You access the detail of the Purchase Requisition by clicking on the « **Open** » button.

The screenshot shows the 'Ordering (test)' interface. The 'Order History (4)' tab is active, displaying a table with the following data:

Time	Description	Comment	User name
27.01.2015 14:05:12	Requisition forwarded to buyer MAGNENAT XAVIER		MAGNENAT XAVIER
27.01.2015 14:05:11	Defined complete automatic approval workflow: MAGNENAT XAVIER		MAGNENAT XAVIER
27.01.2015 14:05:11	Defined delivery recipient: MAGNENAT XAVIER		MAGNENAT XAVIER
27.01.2015 14:05:11	Requisition added		MAGNENAT XAVIER

No ligne	Groupe de produits	Product Code	Product	Quantity	Net Price	Net Sum	Gross Sum	Fonds du demandeur ou rattaché à sa structure	Autres fonds	Centre financier
1	Fournitures de laboratoires divers - 3109001	www	www	1	345.00 USD	345.00 USD	345.00 USD	517197		SIAD

The 'General Data' section includes the following fields:

- Group of products: Fournitures de laboratoires
- Product Code: www
- Product: www
- Quantity unit: Unité
- Discount %: 0
- Gross Sum: 345.00
- Net Price: 345.00
- Quantity: 1
- Discount Sum: 0.00
- Net Sum: 345.00
- VAT %: 0
- Teaching VAT exemption: Non
- Requester fund or connected to his structure (*): 517197
- Other fund (*):
- Financial center (*): SIAD
- Cost center: SIAD
- Project (ID):
- Checker: [Empty]
- Approver 1 (Fund): MAGNENAT XAVIER
- Approver 2 (Financial center) (*):
- Authorization code for alcohol: [Empty]
- Required delivery date: 03.02.2015

You can consult the order's history, the basic data, the comments of the reviewer and/or approver, and the possible attached files to the PR.

Below, you can consult the details of the order rows as they were entered during the creation of the PR. For each row, you can consult the history and comments.

The requester who is going to place the order cannot obviously at this stage modify the data of the PR.

By clicking on the button "**Create order**" you access the last two screens of the placement of the order in which you will finalize the purchase order.

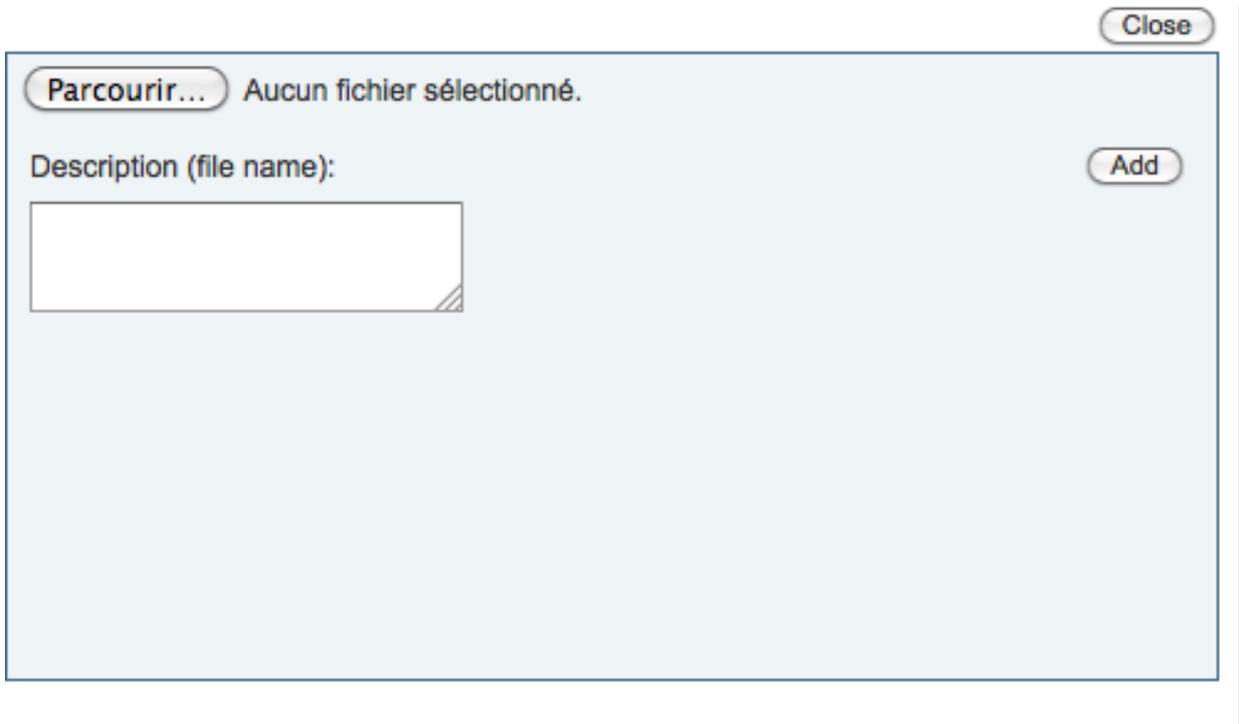
6.3 COMMENT AND ATTACHMENTS

The screenshot shows the 'Ordering (test)' interface with the following details:

- Supplier: A-R EDITIONS, INC
- Product: www
- Comment for supplier: [Empty]
- Attachments: Total: 0 (Add)

You can hereby verify (or modify) the comments addressed to the supplier that will appear on the order form and add one or several attached files (only in pdf) with a description.

To add an attachment and join it to the order form, click "**Add**" below the word "**Attachments**", which opens the window below:



Close

Parcourir... Aucun fichier sélectionné.

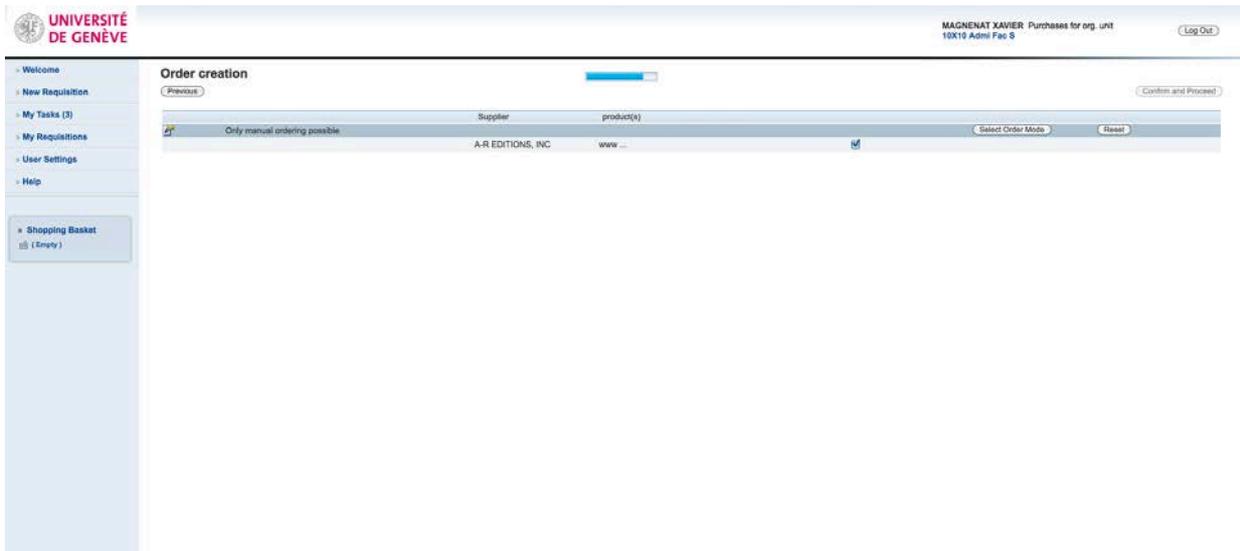
Description (file name):

Add

Then search the file in pdf format on your computer, add if necessary a description and click on "**Add**". The added files are listed on the bottom of the window. For each one, tick the box to indicate that the appendix must be attached to the order when sending it by e-mail to the supplier.

Click on « **Next** » to reach the choice of the order mode or « **Previous** » to go back.

6.4 ORDER MODE



Click on the button « **Select Order Mode** » and the window below appears:

An order by « **Phone** » or « **Other** » allows you to proceed directly.

If you select « **E-mail** », then « **Confirm** » and « **Confirm and proceed** » an additional window appears (see image below) as an email. It allows you to enter the necessary information: address of the recipient, « copy », subject and body of the e-mail

Recipient	<input type="text" value="jean.fourniret@unige.ch"/>
Copy	<input type="text" value="pierre.pauli@unige.ch"/>
Subject	<input type="text" value="Order 3000001045 - test"/>
Attachments	<input type="text" value="A3EFCA72A07A441BBF6D.pdf"/> 
<div style="border: 1px solid #ccc; padding: 5px;"><p>Sir,</p><p>Following your estimate of 21 inst., find attached my order of cupboards MULTIPLEX.</p><p>Best regards P. Pauli</p></div>	
<input type="button" value="Send"/>	

Click on "Confirm" to validate this choice.

Then, click on "**Confirm & continue**" thus to generate the purchase order in PDF Format.

NB In case of "Other", the PDF order form is automatically generated after having clicked "Confirm" then "Confirm and Proceed".

7. RECEIVE AN ORDER

The new organization of the purchases system implies that supplier invoices are now sent directly to the accounting department. It is important that the user "receives" in the Purchases Portal the ordered item, operation which will give or not the green light to its payment by the accounting department. This task will be carried out by the employee appointed as "Correspondent" (it can also be obviously the "requester") who will receive an e-mail of notification before - the delivery date, scheduled with - the supplier and which was registered in the portal.

To do this, select in the home screen the option « **Acknowledge receipt of** »

7.1 ACCESS

In the screen « **Receiving** » select the order and click "**Open.**" (NB: The top line allows you to search orders by status, date, description, number and provider). Thus, you reach a screen entitled "**Receiving Order No.**"

7.2 RECEIVING ORDER SCREEN

The screenshot shows the 'Receiving Order No.' screen for order 3100000351. The interface includes a navigation menu on the left with options like 'Welcome', 'New Requisition', 'My Tasks (4)', 'My Requisitions', 'User Settings', 'Help', and 'Shopping Basket'. The main content area has tabs for 'Order History (1)', 'Basic Data', 'Comments (0)', and 'Attachments (0)'. The 'Order History' tab is active, displaying a table with columns: Time, Description, Comment, and User name. The table shows one entry: Time: 18.07.2014 21:30:09, Description: Commande CCA créée dans SAP (3100000351), Comment: Commande CCA d'origine: 384884. Demande d'achat d'origine: 14557, User name: Basware Agent. Below the table are buttons for 'Receive', 'Receive All', and 'Cancel order'. The 'Order rows' section shows a table with columns: Line Nb, Product group, Product Code, Product, Quantity, Net Price, Net Sum, Gross Sum, and Financial center. The table contains three rows of order items.

At the top, you can consult PR's history, its basic data, comments and attached files, even add a comment.

At the bottom, the order rows appear with to the left the quantities of ordered items and to the right their costs.

At each row, it is possible to « **Edit Order Row** » with the help of the icon  and the tab « **Edit data** » will appear as below:

The screenshot shows the 'Edit data' form for a receiving order row. The form has a title bar with 'Received goods' and 'Edit data' tabs. It contains several input fields: 'Actual delivery date' (23.07.2014), 'Building', 'Serial Nr', 'Manufacturer', and 'Premises'. There are 'Close' and 'Save' buttons at the top right.

The user can at this stage check or complete or even modify the following data of location and origin: « **Effective delivery date** », « **Building** », "**Serial Nr**", "**Manufacturer**" and "**Premises**".

In the centre of the screen, three different buttons allow either/or to:

- Receive « globally » the goods: « **Receive All** » ;
- Receive it « partially »: « **Receive** » ;
- Or cancel the order « **Cancel Order** ».

These three options are explained below.

7.3 GLOBAL RECEPTION

Ideally quantities received match the ordered quantities, you don't need to fill in, line by line the item quantities received but simply click the button « **Receive All** ».

The below window appears which allows you to:

The screenshot shows a dialog box with the following elements:

- Title: "Are you sure you want to receive the whole order?"
- Field: "Actual delivery date" with a text box containing "11.12.2014" and a dropdown arrow.
- Field: "Delivery note number:" with an empty text box.
- Field: "Le bien est-il exploitable ? (par défaut OUI)" with an empty text box and a dropdown arrow.
- Buttons: "OK" and "Cancel" at the bottom right.

- indicate the effective delivery date
- the number of delivery note
- indicate whether the goods are "usable" or not. By choosing "Yes" it informs in fact the Subsidies and Inventory Department if he can begin to write off the delivered goods (if these obviously are « fixed assets » in the accounting sense of the term). The depreciation will begin from the mentioned delivery date.

7.4 PARTIAL RECEPTION

It can happen for various reasons that delivered quantities do not match ordered quantities. In this case, the user has the possibility of entering a partial reception by specifying the effective received quantities.

To do this, it is necessary to fill in line by line the boxes by indicating the actual received quantities, then to click the « **Received** » button (meaning partially receive) which shows the receiving window described in the previous paragraph that you have to fill in.

Note that the following window will then appear, screen from which we can later receive all or part of the items not yet delivered.

Receiving Order No.: 3100000353

Order History (4) | Basic Data | Comments (0) | Attachments (1)

Time	Description	Comment	User name
11.12.2014	Goods receipt made on order row number 2 (SOUS-MAIN DIM. 60 X 40 CM (+/- 4 CM) ANTI-DERAPANT ET LAVABLE NOIR)	Received amount: 1 Unité (Actual Receive Date 11.12.2014)	MAGNENAT XAVIER
14.57.04	Delivery note number: wwwwww		MAGNENAT XAVIER
11.12.2014	Goods receipt made on order row number 1 (CAHIER A4 QUADRILLE 4 MM EN PAPIER 65-80 DM2 48 FILLES SANS MARGE AVEC RELIURE EN SPIRALE COUVERTURE CARTONNEE DE COULEUR)	Received amount: 1 Unité (Actual Receive Date 11.12.2014)	MAGNENAT XAVIER
14.57.04	Delivery note number: wwwwww		MAGNENAT XAVIER
11.12.2014	Order status changed Order partly received		MAGNENAT XAVIER

Receive | Receive All | Cancel Received | Close Order

Partly received / Not received

Order rows

Line No	Product group	Product Code	Product	Quantity	Net Price	Net Sum	Gross Sum	Requester fund or connected to his structure	Other fund	Financial center	Fixed asset Nr
1/2			CAHIER A4 QUADRILLE 4 MM EN PAPIER 65-80 DM2 48 FILLES SANS MARGE AVEC RELIURE EN SPIRALE COUVERTURE CARTONNEE DE COULEUR	2	1.80 CHF	3.60 CHF	3.89 CHF			SIAD	

In the lower part of the screen, the order appears row by row with the indication (to the left) of the already delivered items (i.e.: 4 units means that on 4 ordered units 2 were delivered).

Icons on right of lines are the same as - for the previous screen.

This time, the user has through four different buttons the possibility of:

- again partially receive the goods, the second delivery not having settled the requested order, by clicking on "**Receive**";
- receive the balance of the goods by clicking on « **Receive All** »;
- Globally go back to the first partial reception -by clicking on "**Cancellation Received**". It has the effect of cancelling it and it will be now necessary to enter again the quantities actually received. It should be noted that such a cancellation of the partial reception can also take place for a single order row by using of the button "**Cancel**" or the icon.



« **Edit Good Receipt** » and then click on "**Cancel**" button.

- close the order (see Chapter 7.5 below).

7.5 CANCEL OR CLOSE THE ORDER

It sometimes happens that for various reasons (technical problem during the manufacturing of the ordered items, bankruptcy, etc.) the supplier is not finally able to deliver all or part of the goods ordered.

In case of a total absence of delivery, the user chooses the option « **Cancel the order** ».

In case of a partial delivery intervened but the balance of order will finally not be delivered, please selection the option « **Close the order** » which will be chosen (cf. § 7.4 Partial reception).

In both cases explained above the following window appears:

Comment

Notify supplier regarding closing this order

OK Cancel

Please do not enter comments and do not tick the box « **Notify supplier regarding closing this order** ». Simply click the « **OK** » button.

8. CONSULT ITS OWN PURCHASE REQUISITIONS AND OTHER OPTIONS

8.1 CONSULT ITS OWN PURCHASE REQUISITIONS

From the Portal home menu, the user can access the PR which he created or that he is entering through the headings "**My Requisitions**" or by the 1st blue rectangle, entitled "**Draft/returned**", two paths leading to the same screen as below:

The screenshot shows the 'My Requisitions' page. At the top, there is a search filter with fields for 'Filter' (set to 'All'), 'Start date' (01.01.2015), 'End date', 'Description/Order number', and 'Supplier'. Below the filter, it indicates 'Total number of requisitions: 3'. A table lists the requisitions with columns for 'Status', 'Description', 'Orig. Unit', 'Order Number', and 'Supplier'. The table contains three rows of data. To the right of the table, there are 'Open' and 'Close' buttons for each row. On the left side of the page, there is a navigation menu with options like 'New Requisition', 'My Tasks (5)', 'My Requisitions', 'User Settings', 'Help', and 'Shopping Basket (Empty)'. The top right corner shows the user's name 'TRIBSCONE JEAN-MARC' and a 'Log Out' button.

Status	Description	Orig. Unit	Order Number	Supplier
In Row	Wine bottle order	S Faculté des sciences	1530	ABBOTT AG
Forwarded to buyer	Order of pen	S Faculté des sciences	1529	1 - Commande CCA
Forwarded to buyer	Order of cupboard	S Faculté des sciences	1528	3M (SUISSE) SA

By default, the PRs called "**Draft / returned**" are listed on the screen. Using the right buttons, the user can either open to see the details, or delete them.

Using the two filters (top left), he can refine the selection and choose his PR according to their status (1st filter):

- In flow: not yet processed by the one or the other actors
- Forwarded to buyer: to the person who will place the order
- Ordered
- Partly received
- Received
- Rejected: in case of refusal of the reviewer or of the (one of the two) approver (s)
- Added to consolidation. *NB Feature not currently implemented*
- All

The second filter is used to list all PR of the requester or his requisitions with his actions.

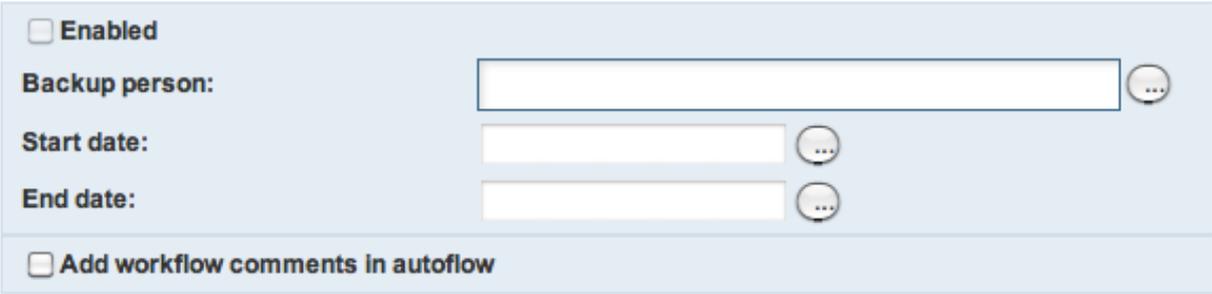
The selection of the PR can also be made by dates (start or beginning), by description of the order and by Nr or by supplier.

The user can then open the requisition consult it or even modify it according to his rights devolved to him.

8.2 APPOINT A BACKUP PERSON

The option « **User Settings** » allows to access to the screen below:

User Settings



Enabled

Backup person: ...

Start date: ...

End date: ...

Add workflow comments in autoflow

In case of holidays or of planned absence, this screen allows the user to register for the duration of his absence a backup person who will, however, have to have the same rights of validation as him to be able to intervene in the purchasing process.