

Driving Significance Together

PROCUREMENT MANUAL

SHAREPOINT ONLINE

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Procedure to load procurement and expense items on SharePoint:

Create Procurement Item (requisition request)

Step 1:

Navigate to your company division sharepoint page, the following list shows relevant requisition lists:

Human resources:

https://adminmba.sharepoint.com/sites/HRDepartment/Lists/HR%20Procurement/AllItems.aspx

Business Development:

https://adminmba.sharepoint.com/sites/mbabd/Lists/BD%20Procurement/AllItems.aspx

Business Enablement:

https://adminmba.sharepoint.com/sites/BEProcurement/Lists/Procurement%20test%202/AllItems.aspx

Step 2:

 Create a new request by clicking on the "New" button, and populating the relevant information on the fly-out pane to the left where possible: (Please note, fields marked with an asterisk are compulsory

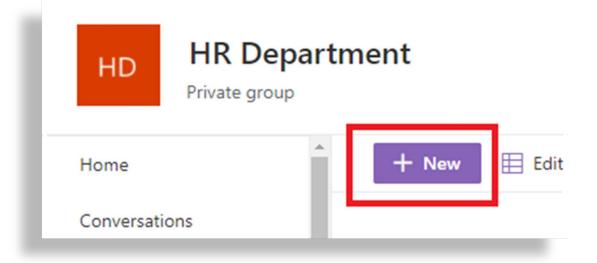


Figure 1 Create a new request.









2. Owner *:

This is a compulsory field used to identify who is raising the request, Put in your own name here:

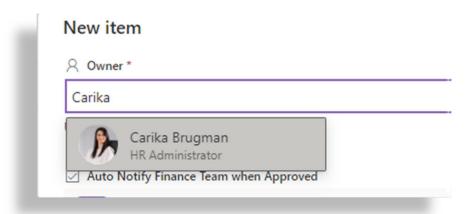


Figure 2 Choosing an owner

3. Switch off "Auto Notify Finance Team When Approved":

To prevent sending irrelevant notifications to Finance, set this setting to "No" for now. This setting may be enabled by management on approval.

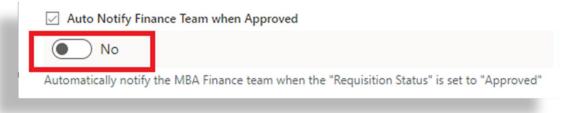


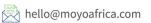
Figure 3 Auto Notification

4. Requisition status

Set "Requisition Status" * to "Approval Required":

This setting will be monitored by management and set to "approved" or "declined", depending on the decision outcome. Note that this is a compulsory field.







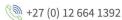




Figure 4 Requisition Status

5. Source *:

This is another compulsory field, used to indicate where the approval request originates from, you can reference a person, Service Desk ticket number, e-mail subject line for example.

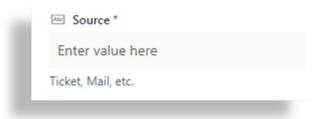


Figure 5 Source

6. Quotations:

Although this field is not compulsory, the cost of the service or item that needs to be obtained, will need to be approved as indicated by point 1.3. as soon as you receive a quote upload it to SharePoint and copy the link to the file here.

This will ensure the estimated cost of a service or item is accurate (see Point 1.)

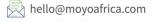


Figure 6 Quotations

7. Asset / Serial number:

this optional field is used to indicate the company asset number and serial number, respectively. This only pertains to items in general, these fields will not be known until delivery of the item. you can skip this section for now.









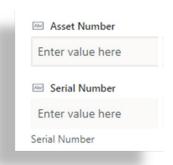


Figure 7 Asset number and serial number

8. Provider *:

This compulsory field is used to identify the service provider or retailer used when obtaining original quotations. You can select the relevant provider from the dropdown list provided.

a pre-configured list of providers is already present.

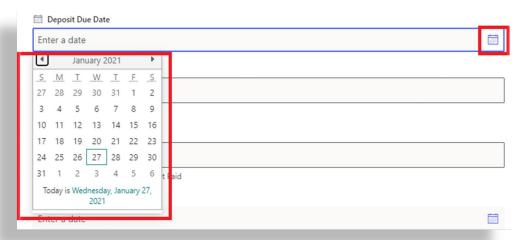


Figure 8 Provider

9. Deposit Due Date:

This field is used to indicate to Finance when the deposit for a requisition item is due. this is an optional field and can be left empty if no deposit is to be paid.

You can also click on the Calendar icon to the right of the input pane to choose a date from the pop-out calendar





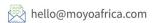






Figure 9 Deposit Due Date

10. Deposit Amount:

Specify the amount due for the deposit to paid on the due date listed in point 1.8.

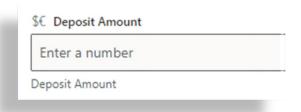


Figure 10 Deposit Amount

11. Amount Outstanding:

Specify the total amount due when subtracting the value listed in point 1.9.

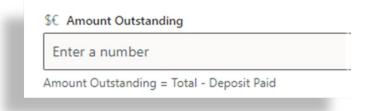


Figure 11 Amount Outstanding

12. Full Payment Due Date *:

Compulsory field. Specify the date when the full amount is to be paid. Click on the Calendar icon to the right of the input pane to choose a date from the popout calendar.

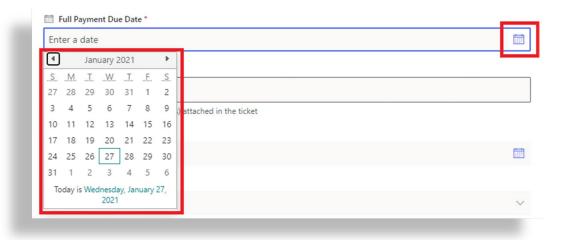
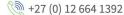


Figure 12 Full Payment Date









13. Total Amount:

Specify the amount due for payment in full on the date listed above. if no quotation or invoice is available in point 1.x an estimated cost will suffice for budget projections if the item or service is to be actioned in the future.



Figure 13 Total Amount

14. Paid on:

When a payment has already been settled by credit card, EFT, or debit order, specify the date for the transaction here.

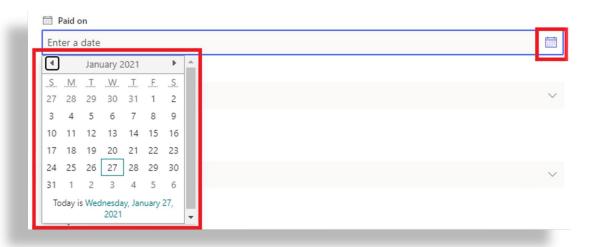


Figure 14 Paid On

15. Budget Allocation *:

A predefined list of Budget Allocation areas are available by clicking on "Select Options".

Please note that this field is especially important for Finance to know which budget a procurement task belongs to, so special care needs to be taken to ensure this field is correct.

This field is compulsory.

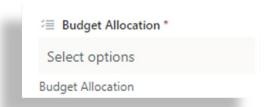










Figure 15 Budget Allocation

16. Procurement Status *:

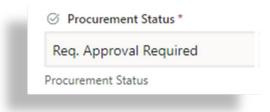


Figure 16.1 Procurement status

This field is used to indicate the progress of the procurement task. Available options are as follows:

- Requisition Approval required

Use this status to indicate the need

- Get Quote.

Use this status to indicate that a quote was requested from the supplier, but not yet received to attach to the procurement task.

- Quote Approval Required

Normal procurement procedure states that 3 different quotes should be obtained first, before any purchases can be made. This status field is used to indicate that the attached quotations need to be signed off on.

- Ready to order/purchase

Management may set this status to indicate that procurement should proceed, once a quotation has been approved.

- Quote Declined

Management may set this status to indicate that the quotation was not sufficient, or that budget does not allow for the procurement item at this time.

Awaiting Delivery

use this status when an order was placed, but items / services have not been delivered yet.

- Item Received and checked

used to indicate on delivery of an item or a service, that the condition was satisfactory

Asset to be registered

If an asset needs to be asset tagged, this status may be used to indicate that the asset







number still needs to be listed with finance, or that Finance may need to generate one.

- Asset Registered

indicates asset tagging has been completed

- Done

indicates that the procurement task has been completed

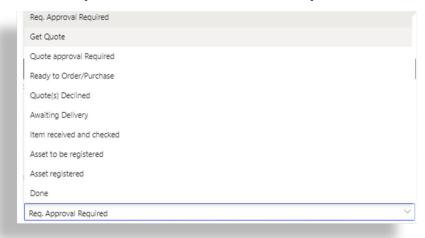


Figure 16.2 Procurment Status Options

17. Payment Method *:

Can only be one of 3 different methods:

Credit Card - used when the purchase was made using a card

EFT – Used when payment is to be manually made by Finance

Cash Payment - Used when a cash payment was made,

attach the till slip together with the invoice in the next field.

Please note: this is another mandatory field.

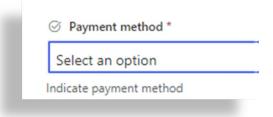


Figure 17 Payment Method

18. Invoices:

this field is used to to attach the links to invoices, or to upload digital invoices directly on the list.









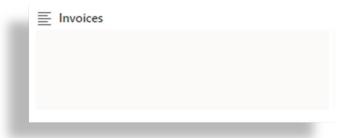


Figure 18 Invoices

19. Payment Status *:

Use the dropdown list to indicate the status of the payment:

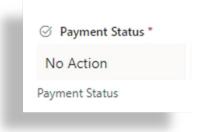


Figure 19 Payment status

*breakdown required of each item.

20.

- For finance
- No Action

No Action Required.

- Deposit Payment Required

If the supplier requires a deposit this option needs to be selected.

- Paid Deposit Only

Once Finance has paid the Supplier the deposit this option should be selected.

- Allocation required

Finance to Allocate / Load the item for payment.

- Allocation Made

If allocation was done by finance.

-Total Payment required





If the total payment is needed this option should be selected.

-Paid Total

If the total amount was paid to the supplier.

-Partially paid -see comments

If only deposit was paid and still requires another payment. This needs to be added in the comments section.

-Paid - Allocated to correct GL

If finance made the payment and allocated the payment to the correct GL "General ledger".

-Allocated to correct GL account

If finance allocated the payment to the correct GL account.

-Allocation required.

Finance to allocate the procurement item for payment.

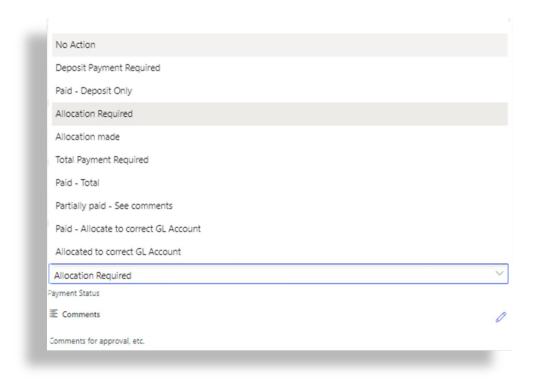


Figure 20 Finance Allocations

21. Comments:

Comments may be inserted here to indicate specific payment instructions, requests or notifications from Management, or reasons why procurement tasks are declined for example.











Figure 21 Comments

22. CC Providers?

Yes/No field to indicate to finance that a copy of the proof of payment is required.



Figure 22 CC Provider

23. Sign-off Status:

This field is used by management to indicate that a task may be closed.



Figure 23 Sign-off

24. Provider's e-Mail:

the suppliers e-mail address (not compulsory)

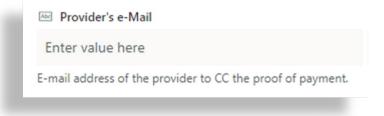


Figure 24 Providers E-mail









25. Attachments:

Any additional attachments may be added here.

(Due to a recent update on SharePoint Online, this field may be the only possible way to upload invoices for now, when using the modern layout).



Figure 25 Attachments

* Documentation Required for Approver

26. Requisition Status:

The requisition status needs to be changed to approved. Finance will receive a notification once this item was approved to load the procurement item for payment. If the requisition status was set to decline by the approver, no action will be required.

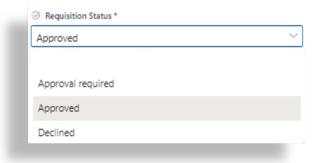


Figure 26 Requisition Status



