School Acquisition & Attendance System

SAAS Purchasing Guide

For Students

School Acquisition & Attendance System

Making an Order Request

Login

SAAS.uopnet.Plymouth.ac.uk

Remember to use your University user name, this is not your email address (eg. ASmith).

Once within SAAS select 'Create an Order'.

External Supplier

Select External Supplier.

Please note: only process one supplier at a time. If you want to make purchases from multiple suppliers then you MUST place another order request.

School Acquisition & Attendance System

Select Supplier & Account

Create A New Order

Dashboard › Orders Dashboard › Create an Order (Select Store & Account)

Please select the the supplier and account you wish to use for this order.

Note: Only approved suppliers will appear on this list - if you need to place an order from a different supplier please speak to the project store team, who will be happy to assist you.

Select the Purchasing Account, you normally will only have one account.

Charge Account
Test Account - General(TEST)   ▼

CREATE ORDER ➤

Once the supplier and account have been selected click 'Create Order'

Select your supplier from the preferred list

Preferred Suppliers
- ○ RS Components
- ○ ONECALL
- ○ RAPID ELECTRONICS LTD

Search Suppliers

Ama

Or, search & select a supplier

- ○ Amazon
- ○ HAMAMATSU PHOTONICS (UK) LTD

If you cannot find the supplier then click 'Request new supplier', and fill in the required details. Your request will then be sent to the Purchasing Team for validation and verification. We will ask you for a justification as to why you are not able to use a per-approved supplier!

School Acquisition & Attendance System

Adding Items

To add items to your order you must enter certain details, these are highlighted in Red. If you do not supply these details, then you will be unable to add that item.

Create A New Order

Input Order Details

Product Information

Please ensure all the relevent fields are completed, and that the information within is accurate.

Product Name

Supplier Product Code

Description of product

URL

Charge Information

Please ensure you meet any minimum order requirements for all items in the order. Failure to meet this can cause the order to be rejected!

Quantity

Cost Each (£)

ADD TO CART

Cart Details

VIEW CART & COMPLETE ORDER

DELIVERY & VAT $

Latest Additions to cart:

Product Name

Product Code, the product code of each item in your order must be unique

Description, please input any additional information here, such as manufacturing number

URL, Link to the product on the supplier's website

Quantity & Price Each, prices can be inclusive or exclusive of VAT (details further)

After you have entered all the details select 'Add To Cart'.
Your item will then appear in 'Recent Additions to Cart' on the right of the page

School Acquisition & Attendance System

Example:

Note that all sections are underlined in green, if they are in red this means that the data doesn't match the required format. For URL's it must start with http:// or https://

Don't forget to click 'Add to Cart'

SVS School Acquisition & Attendance System

Delivery & VAT

All orders must have the correct VAT details, you are responsible for selecting the correct option. You will not be able to complete your order until you have added these details. You only have to add these details once per order.

First select 'Delivery & VAT'. A Popup will now appear

Cart Details

VIEW CART & COMPLETE ORDER

DELIVERY & VAT $

Latest Additions to cart:

Raspberry Pi 3 Model B SBC
Computer Board (896-8660)
Line Total: £28.39
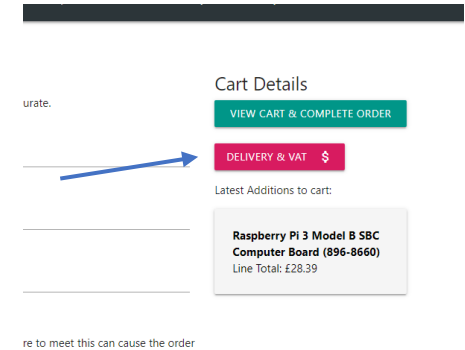
1) Enter the 'Delivery Method', and associated costs

2) Select the correct VAT option

3) Click 'Confirm Charges'

Delivery Information

If your order is subject to import taxes, these must be included in the delivery - Add to the delivery method 'Inc. Import Tax'.

Delivery Method
Standard Delivery

Delivery Charge (£)
0.00

Value Added Tax

It is critical that the correct VAT level is recorded, the system uses these details to charge your account the correct amount. Note that the VAT rate is applied to the entire order, if multiple VAT rates are used; multiple orders must be created.

● VAT **NOT** included in prices (Must be charged additionally)

○ VAT included at 20%

○ VAT Exempt (VAT not charged on order)

CONFIRM CHARGES

School Acquisition & Attendance System

Completing An Order

Select 'View Cart & Complete Order'

Check the details of your order. Note if you exceed your budget you will be unable to place the order.

Cart Details

VIEW CART & COMPLETE ORDER

DELIVERY & VAT $

Latest Additions to cart:

Raspberry Pi 3 Model B SBC Computer Board (896-8660)
Line Total: £28.39

Order Summary

Product Name	Product Code	Quantity	Cost Each	Line Total	Modify
Raspberry Pi 3 Model B SBC Computer Board	896-8660	1	£28.39	£28.39	DELETE LINE 🗑

Account Balance Summary

Account Start Balance	£19996.40
Sub Total	£28.39
Delivery	£0.00
VAT	£5.68
Order Total	**£34.07**
Amount Remaining After Order	*£19962.33*

PLACE ORDER   CLOSE

What Happens Next?

Your order will now be sent to your supervisor if it is your first order, and then sent to the budgetary authority for final approval. The order will then be placed by the Purchasing Team. You will receive an email when your order is ready for collection.