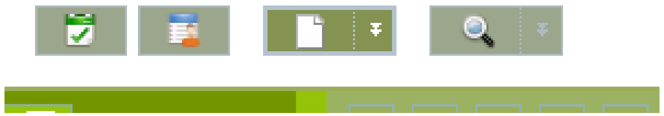
Purchase 2 Pay (P2P) for Ordering

Contents

Purchase 2 Pay (P2P)

To open **P2P**, double click the P2P icon on your desktop.

This will open the P2P screen.



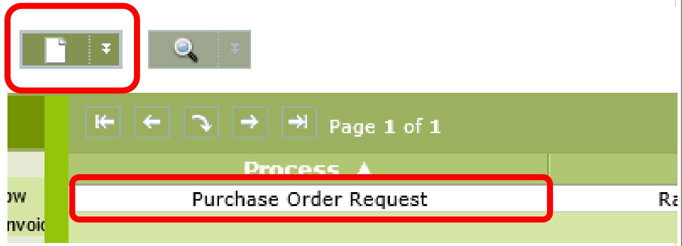
The 1st button with the green tick is the **To-do list**. Any outstanding tasks will be shown here.

The 2nd button with the little person icon is the **Watch list**. This list shows any orders/invoices that you have been involved in for information only.

The 3rd button is the **Blank forms** button, this is where a new Purchase Order can be created.

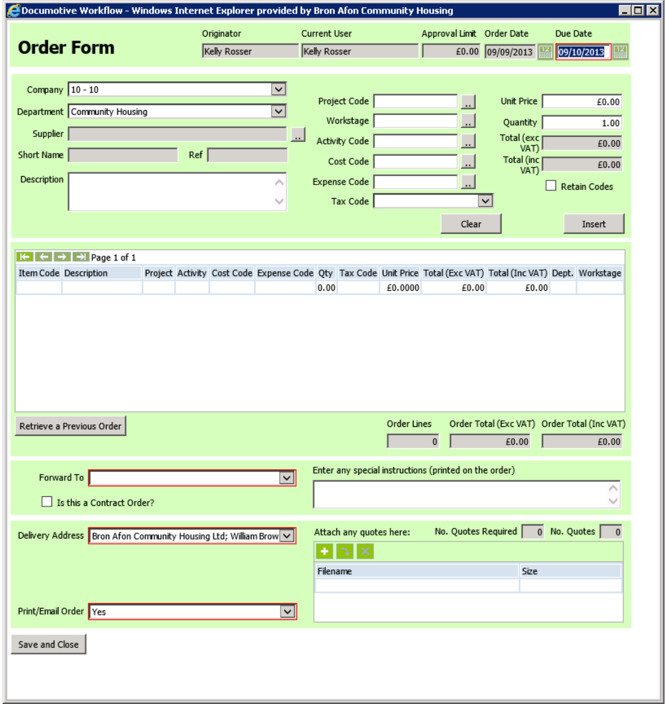
The 4th button is the **Administration Forms** button. You will only have access to this area if you are set up as an Administrator.

To create a new **Purchase Order** click the **Blank Forms** button and the line that says **Purchase Order Request** below the menu.



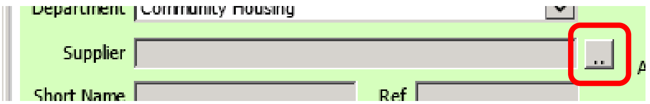
New Purchase Order

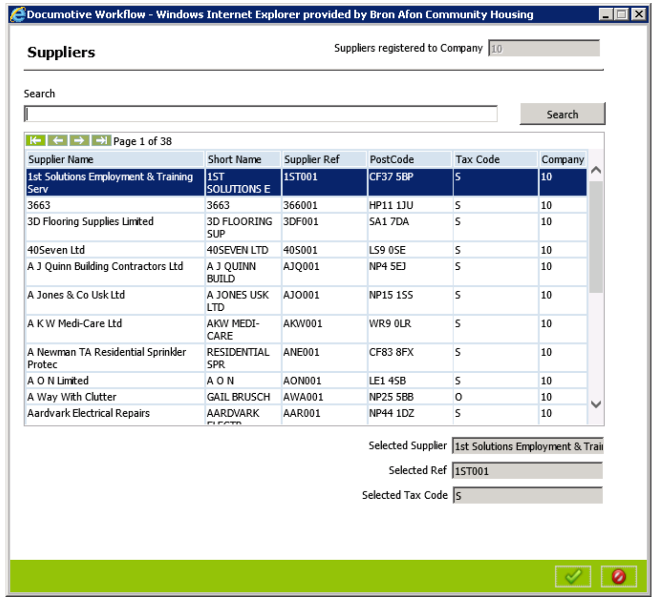
A blank Purchase Order form will open as follows:



The **Company** and **Department** fields will be automatically populated with options specific to your job role.

Click the grey square next to the Supplier field to open a list of suppliers.





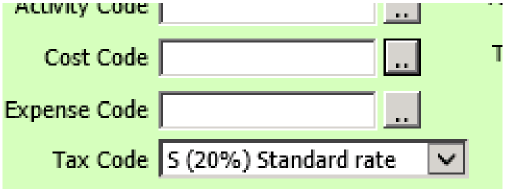
Type the name of the Supplier into the **Search field** or use the **green arrow buttons** to move between pages and find the supplier name you require.

Type a description for the order into the **Description** text field.

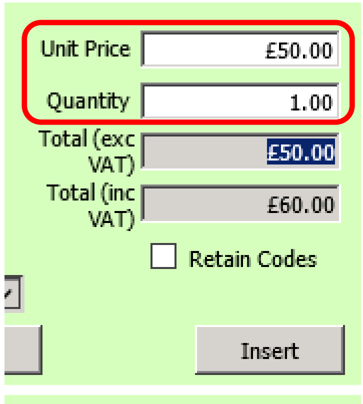
Note: *This information will be displayed on the Purchase Order to the Supplier so needs to be clear and easy to understand.*

The **Project Code, Workstage** and **Activity Code** fields will not usually be filled in at Bron Afon unless the order needs to be linked to a particular project.

The **Cost code** and **Expense Code** are selected by clicking the grey button next to the relevant field. The codes that appear will be relevant to the department and supplier codes chosen beforehand.



The **Tax Code** is automatically filled in with the S (20%) Standard Rate code. To alter this to a different tax code, select from the drop down list.



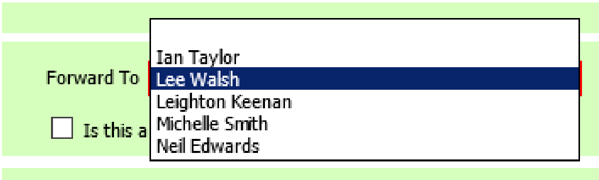
Fill in the Unit Price and Quantity in the boxes shown.

The **VAT** is automatically calculated by the system depending on the VAT code selected earlier.

Note: *If more than one item is being ordered for the same Cost and Expense codes click on the* ***Retain Codes*** *button so these will not have to be entered for the second line.*

Click **Insert** to add the line to the order.

The **Forward to** drop down box is auto populated with the name of the approver. If that person is not available to approve the order, a different approver can be selected from the list.



The **delivery address** is auto populated to Bron Afon HQ.

Print/Email order is automatically set to **Yes**. If an email address for the supplier is available in the system they will automatically get emailed when the order is approved.

If the order is for something that doesn't require an emailed or printed order, e.g. train tickets. Select **No** from the drop down box.

Special Instructions can be added to the text box if required. If you have an electronic quote you can attach that to the purchase order at the bottom right of the screen.

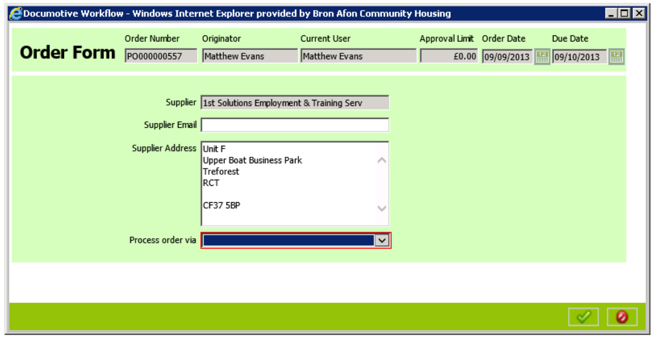
If you want to Save the purchase order to add to it later, click **Save and Close**. It will stay on your **To-Do List** until you submit it.

If your order is complete, click **Submit**. The screen will close and your Purchase Order will appear on your **Watch List** with the **Status** – **Approval Required.**

Processing an Order

When an order is approved it needs to be processed.

Open the order and click **Process Order**.



If you have an email address for the supplier, type it into the Supplier Email field. Select how you would like to process the order from the last drop down box; letter, email or letter and email. If you select either letter options this will open a printer friendly order that can be printed and posted to the supplier.

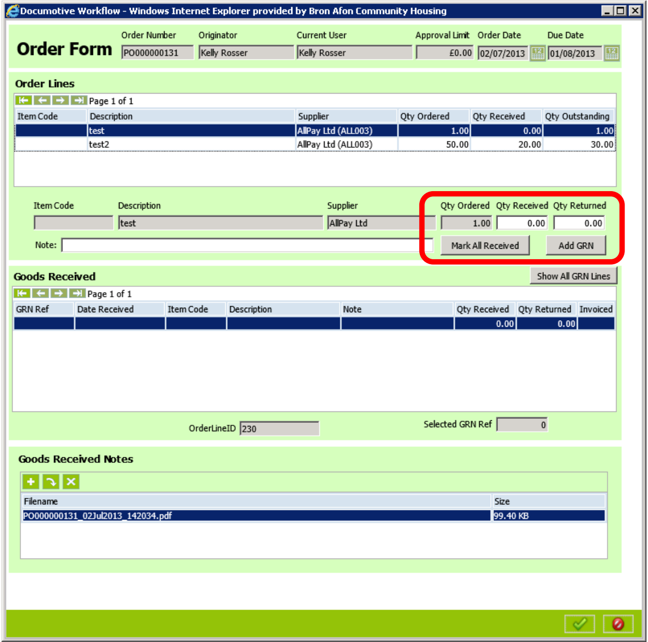
On the next screen, click the green tick to process the order. The order should stay on your to-do list with stage **Waiting for Goods**.

Note: *If there is an email address in the system for that supplier it will be processed automatically and skipping this stage and going straight to* ***Waiting for Goods****. Also, if you selected* ***No*** *in the* ***Print/Email Order*** *drop down box on the original order, this stage will be skipped.*

Goods Received

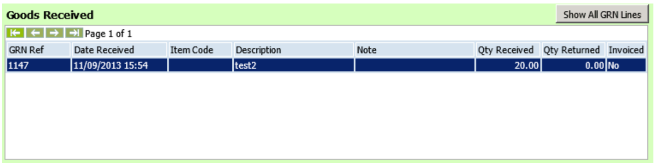
When an order or part of an order is received, you should go into P2P to change the status.

Open the order and click the **Receive Goods** button in the bottom left of the window.



If all of the order has been received, click **Mark All Received**.

If part of the order has been received; type the amount received in the **Qty Received** box and click the **Add GRN** button. A line will appear in the **Goods Received** box.



If you click on the green tick after part receiving the goods. The order will remain on the to-do list with the Stage showing as **Part Received**.

When you receive the remaining part or parts of the order you should go into the order again and update it with the items received until all goods are received.

If you receive part of an order and know the rest of the order will never arrive, e.g. the company has discontinued an item. You should go into the order and click the **Force Complete** button. This will complete the order even though some items haven't arrived.

Note: *It is important to always complete the Goods Received process.*

If you physically receive the goods but do not update the system and an invoice comes in from the supplier; P2P is unable to process it automatically. You will receive an email asking you if the goods have been received and your manager/approver will be sent the invoice to check.

Finance Contacts

If you have any questions about the P2P system, please contact your teams' finance contact as shown below:

HR/Finance/ICT – Marie Rowlands
Business Development – Pat Cook
Corporate Services – Wendie Smith