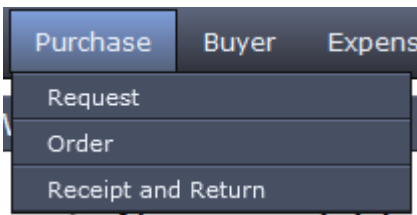


## How to raise a non-marketplace requisition

Log into proactis at: <https://www.proactis.bham.ac.uk> and hover your mouse over the purchase tab – you will see options available to you depending on your role.

To start a requisition hover over the purchase tab and click on “Request”



On the right hand side of the screen you will see templates, again it depends on where you are in the University as to what templates you see, the one you need is the Non Marketplace Requisition template.

**Manage your requisitions**

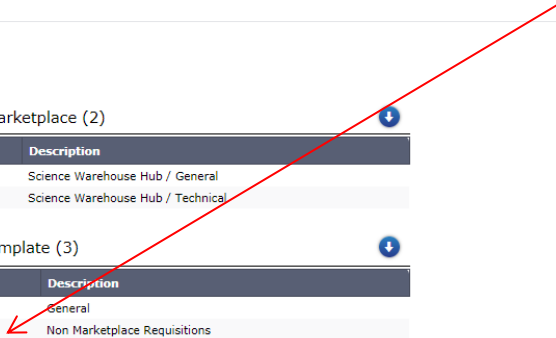
- Today's requisitions
- View requisitions
- In-progress requisitions
- Create a requisition
- Copy a requisition
- Cancel a requisition

Select marketplace (2)

Template	Description
GEN	Science Warehouse Hub / General
TEC	Science Warehouse Hub / Technical

Select template (3)

Template	Description
GEN	General
NonMkt	Non Marketplace Requisitions
TEC	Technical



On the right of the screen you will see some blank boxes, the simplest way to find what you are looking for is by typing the description in the box marked “Desc”

\*\*\* LIVE \*\*\*  
Jo Smith  
FIN

Exhibit |  
Supplier Title  
Supplier Item Code  
Search

### Edit requisition lines

Item Code	UOM	Unit Cost
-----------	-----	-----------

There are cur

Select the item by clicking on the shopping basket icon next to the description, then click on “return selected items”

**Choose item(s) to add**

Item Code/Description:

Supplier Item Code:


Supplier Title:

Exclude Generic Items:

Stores Suppliers Only:

**Items to be added to the Requisition (0)**

There are currently no items in your basket

Item Code	Description	UOM	Value	
RLB	Trade shows & exhibits Supplier: [Any Supplier]	EACH	£ 0.00	

Items per page: 10

You now have the opportunity to add the detail to the line

**Edit requisition lines**

Default

Item Code	UOM	Unit Cost	Quantity	Total Cost	Max Cost	Required By
RLB	EACH	£ 0.00				

Trade shows & exhibits [MUST CHANGE]

EI 1	EI 2	EI 3	Ratio	Commitment	Net Cost	Tax
25700	LFSA		1			PSR

Supplier (0) Comments (0) Attachments (0) Other

Supplier Title:

Branch:

Supplier Item Ref:

Contract:

Type in the full description of goods or services required including any names and dates if applicable.

Add the Unit Cost & Quantity. The Max Cost will be the same as the Unit Cost.

Treat the Required by date the same as you would a delivery date. Note this is a mandatory field.

Under the Supplier heading, click on the magnifying glass icon and type the name of the supplier in the Supplier Title search criteria and select.

**Choose a supplier**

Search Criteria

Supp Code:

Supp Title:

Search:

Supplier Code	Title	Post Town	Post Code
ZGB200437028	The Horticultural Trades Association	READING	RG7 5AH
ZGB774119127	Traderisks Ltd	LONDON	EC2N 2JA
ZNS100774	Oman International Trade & Exhibitions	OMAN	

Cancel

Enter your EI2 and EI3 Budget Code

EI 1	EI 2	EI 3	Ratio	Commitment	Net Cost	Tax
25700	LFSA		1			PSR

Supplier (1) Comments (0) Attachments (0) Other

Supplier Title: ZGB200437028: The Horticultural Trades Association

Branch: The Horticultural Trades Association, NGGV's Only, READING, RG7 5AH

Supplier Item Ref:

Contract:

The Commitment Date is automatically generated but you can change this to coincide with the accounting period.

The Tax is also automatically generated but you may need to change it for foreign payments to:

EU Goods – PZRGEU

EU Services – PZRSEU

Non EU Goods – PZRPOE

Non EU Services – PZRSOE

PZRPOE

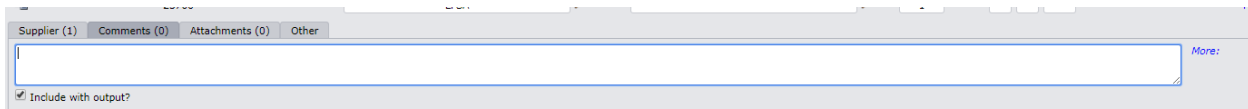
Purchase Outside EU

(None)

(None)

- Directly Attributable Exempt (DAX)
- Purchase Lower Rate (PLR)
- Purchase Outside The Scope (POS)
- Purchases Standard Rate (PSR)
- Purchases Sundry Sales (PSR1110)
- Purchases Royalties (PSR1140)
- Purchases Research (PSR1150)
- Purchases Commercial Contracts (PSR1155)
- Purchases - Consultancies (PSR1160)
- Purchases Catering Food (PSR1205)
- Purchases Miscellaneous Catering (PSR1210)
- Purchases Catering Confectionery (PSR1215)
- Purchases Conference Park Food Account (PSR1220)
- Purchases Catering Bars (PSR1240)
- Purchases Costcutter (PSR1255)
- Purchases Shackleton Bar (PSR1260)
- Purchases Conference Park Bar (PSR1270)
- Purchases Winterbourne (PSR1280)
- Purchases Pritchatts Park Bar (PSR1295)
- Purchases Printing Unit (PSR1325)
- Purchases Barber Institute (PSR1345)
- Purchases Alumni Association (PSR1365)
- EU Framework Contracts (PSR1390)
- EU Framework Programme 7 (PSR1392)
- Purchase Exempt (PXT)
- Medical Exempt (PZM)
- Purchases Zero Rate (PZR)
- Goods Purchase in EU (PZRGEU)
- Purchase Outside EU (PZRPOE)

In the comments field you can add the quotation number or booking reference number.



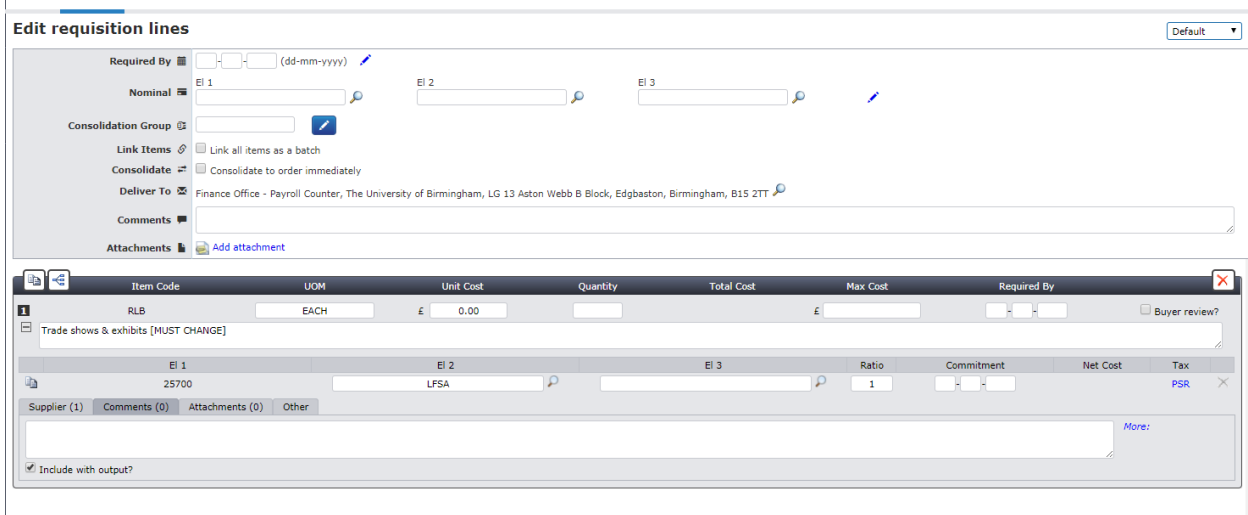
Supplier (1) Comments (0) Attachments (0) Other

More:

Include with output?

If you're in receipt of an invoice or quote you can attach the document here.

Now go to the Header Section:



**Edit requisition lines** Default ▾

Required By: [dd-mm-yyyy] [edit]

Nominal: EI 1 [input] EI 2 [input] EI 3 [input] [edit]

Consolidation Group: [input] [edit]

Link Items:  Link all items as a batch

Consolidate:  Consolidate to order immediately

Deliver To:  Finance Office - Payroll Counter, The University of Birmingham, LG 13 Aston Webb B Block, Edgbaston, Birmingham, B15 2TT [edit]

Comments: [input]

Attachments:

---

Item Code	UOM	Unit Cost	Quantity	Total Cost	Max Cost	Required By	
RLB	EACH	£ 0.00		£		[dd-mm-yyyy]	<input type="checkbox"/> Buyer review?
Trade shows & exhibits [MUST CHANGE]							
EI 1	EI 2	EI 3	Ratio	Commitment	Net Cost	Tax	
25700	LFSA		1			PSR	[x]

Supplier (1) Comments (0) Attachments (0) Other

More:

Include with output?

Ensure your delivery to address is correct and add your name followed by a comma.

In this comments field add any specific details for the Hub Team's attention. For example, invoice already received or please forward purchase order to me to send to Supplier.

Once you're happy with all the details Submit Requisition for authorisation.