**BUYING TEAM MATRIX**

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| **Duties** | **Budget Centre** | **Buying Team** | **Accounts Payable** |
| Internal Order Input (Oracle) |       |   |   |
| Internal Order Authorisation (Oracle) |       |   |   |
| e-Marketplace Purchase Requisition (Oracle) |       |   |   |
| e-Marketplace Purchase Authorisation (Oracle) |       |   |   |
| Non-Marketplace Purchase Requisition (Oracle) |       |   |   |
| Non-Marketplace Purchase Requisition with Quotes/SSA (attach to requisition in Oracle) |       |   |   |
| Non-Marketplace Purchase Authorisation (Oracle) |       |   |   |
| e-Marketplace & Non-Marketplace Price / Quantity Variances (Oracle) |   |       |   |
| Purchase Requisition compliance checks, order consolidation & submission. |   |       |   |
| Credit Card Purchase Requisition in Oracle (Conferences etc) |       |   |   |
| Credit Card Purchase Authorisation in Oracle (Conferences etc) |       |   |   |
| Acceptance of Goods / Services for UK Purchases (Receipt and attach Delivery Note to requisition) |       |   |   |
| Acceptance of goods / Services for Foreign Purchases (Receipt & attach SAD Form in Oracle)  |       |   |   |
| Invoices for UK Purchases |   |   |       |
| Invoices for Foreign Purchases |   |   |       |
| Statement Reconciliation |   |   |       |
| Payment of Invoices |   |   |       |
| Invoice Payment Queries |   |   |       |
| Credit Notes |   |   |       |
| Expenses – Staff (Oracle) |       |   |   |
| Expenses – Non-Staff (Fin7N / Payroll)  |       |   |   |
| Purchase Card Payments (Specialised areas for specific requirements e.g. Licences, Visas, CAS Payments) |       |       |   |
| Purchase Card Payments – for all other Items  |   |       |   |
| New Supplier Requests |       |       |   |
| New Supplier Set up(Procurement & Accounts Payable) |   |       |       |
| Supplier Engagement |       |       |       |