**P2P TEAM MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Duties** | **Budget****Centre** | **Procurement** | **Super****Users** | **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 Variances (Oracle)buyingteam@contacts.bham.ac.uk |  |  |  |  |  |
| Cancellation of Purchase Requisition with status incomplete, returned or withdrawn (Oracle) |  |  |  |  |  |
| Purchase Order compliance checks & submission.procurement@bham.ac.uk (over £25k)buyingteam@contacts.bham.ac.uk |  |  over £25k |  |  |  |
| Credit Card Purchase Requisition in Oracle (Conferences etc) |  |  |  |  |  |
| Credit Card Purchase Authorisation in Oracle (Conferences etc) |  |  |  |  |  |
| Cancellation of Purchase Order with supplier |  |  |  |  |  |
| Cancellation of Purchase Order in Oracle buyingteam@contacts.bham.ac.uk |  |  |  |  |  |
| Acceptance of Goods / Services for UK Purchases (Oracle) |  |  |  |  |  |
| Acceptance of goods / Services for Foreign Purchases (Oracle) |  |  |  |  |  |
| Receipting queries[Super User](https://universityofbirmingham.service-now.com/nc_sun_list.do) |  |  |  |  |  |
| Invoices for UK Purchasesapinvoices@contacts.bham.ac.uk |  |  |  |  |  |
| Invoices for Foreign Purchasesapinvoices@contacts.bham.ac.uk |  |  |  |  |  |
| Statement Reconciliationapstatements@contacts.bham.ac.uk |  |  |  |  |  |
| Payment of Invoicesapinvoices@contacts.bham.ac.uk |  |  |  |  |  |
| Invoice Payment Queriesapqueries@contacts.bham.ac.uk |  |  |  |  |  |
| Credit Notes |  |  |  |  |  |
| Expenses – Staff (Oracle)expenses@contacts.bham.ac.uk |  |  |  |  |  |
| Expenses – Non-Staff (Fin7N / Payroll) |  |  |  |  |  |
| Purchase Card Payments (Specialist card holders for specific requirements e.g. Licences, Visas, CAS Payments)pcards@contacts.bham.ac.uk  |  |  |  |  |  |
| Purchase Card Payments – for all other Items  |  |  |  |  |  |
| New Supplier Requestsnewsupplierrequest@contacts.bham.ac.uk |  |  |  |  |  |
|  Update supplier’s bank details |  |  |  |  |  |
| Supplier Engagementnewsupplierrequest@contacts.bham.ac.uk |  |  |  |  |  |