**Procurement Hub Matrix**

|  |  |  |
| --- | --- | --- |
| **Duties** | **Procurement Hub** | **Budget Centre** |
| Purchase Order Requisitions Completed and Authorised (paper based form) |  |  |
| Purchase Order Input (Proactis) |  |  |
| Purchase Order Authorisation (Proactis) |  |  |
| Internal Order Input (Proactis) |  |  |
| Internal Order Authorisation (Proactis) |  |  |
| Internal Order (Manual Order Pad) |  |  |
| Marketplace Requisitions & Authorisation |  |  |
| Marketplace Buyer (consolidation , submission, receipting & troubleshooting) |  |  |
| Non-Marketplace Requisitions & Authorisation |  |  |
| Non-Marketplace Buyer (checks, consolidation , submission, receipting & troubleshooting) |  |  |
| Delivery Notes |  |  |
| Standard Invoices - 111 |  |  |
| Foreign Invoices - 113 |  |  |
| Credit Notes - 122 |  |  |
| Statement Reconciliation |  |  |
| Expenses – Staff and Non-Staff |  |  |
| New Supplier Requests |  |  |
| Supplier Engagement |  |  |
| Purchasing Card for specific requirements e.g. Hotel Accommodation, Conferences, Visas. |  |  |
| Purchasing Card – for all other items. |  |  |