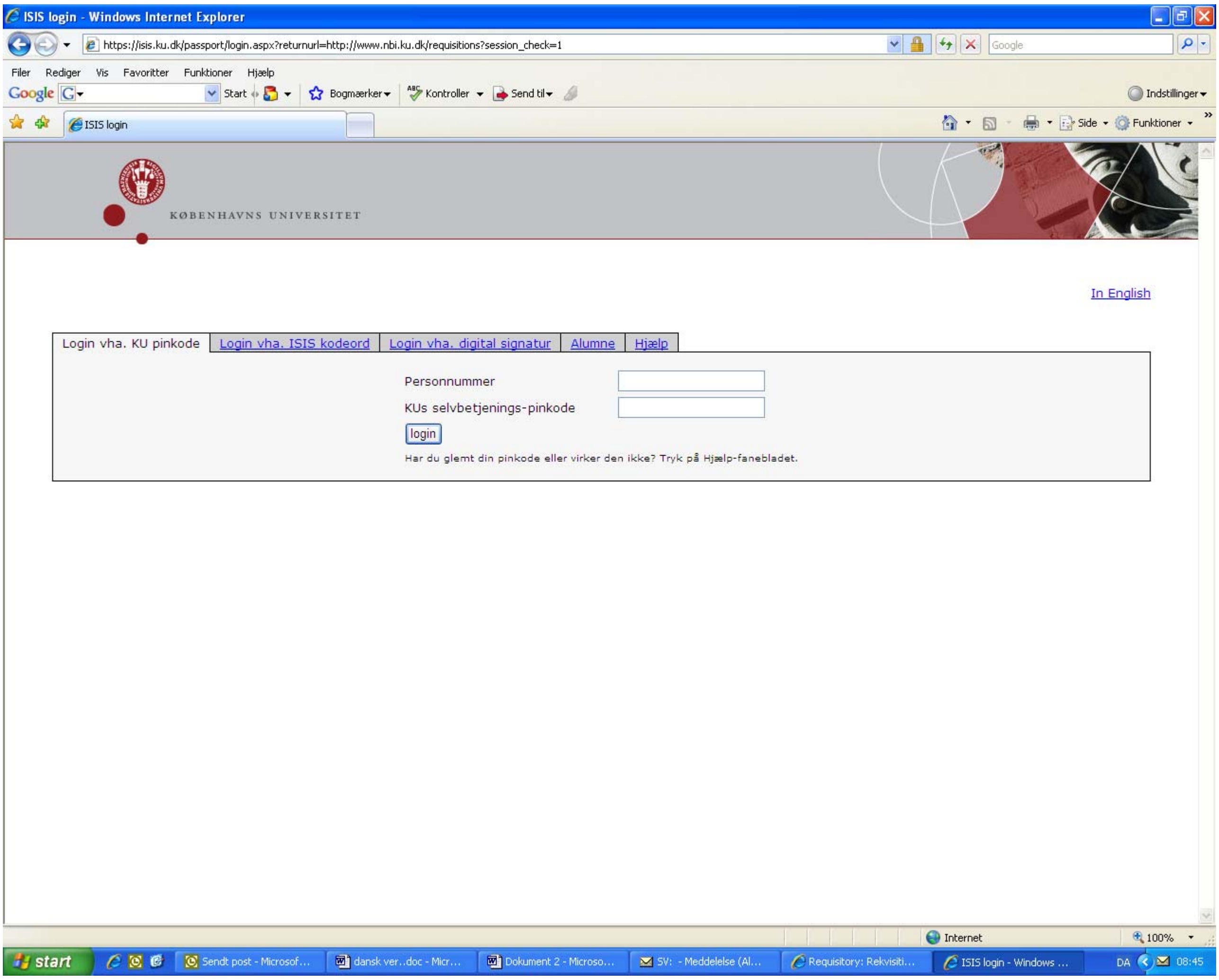
The Purchasing (Requisitions) Application Manual

1. Access to the Application:

Log in: Start at the link. www.nbi.dk/requistions

Enter your CPR number and Access Code. (It is the code for Punkt.ku.dk)
The first time you log on it will only be possible to be registered on the system - it will not be possible to make a requisition (place a purchase order)

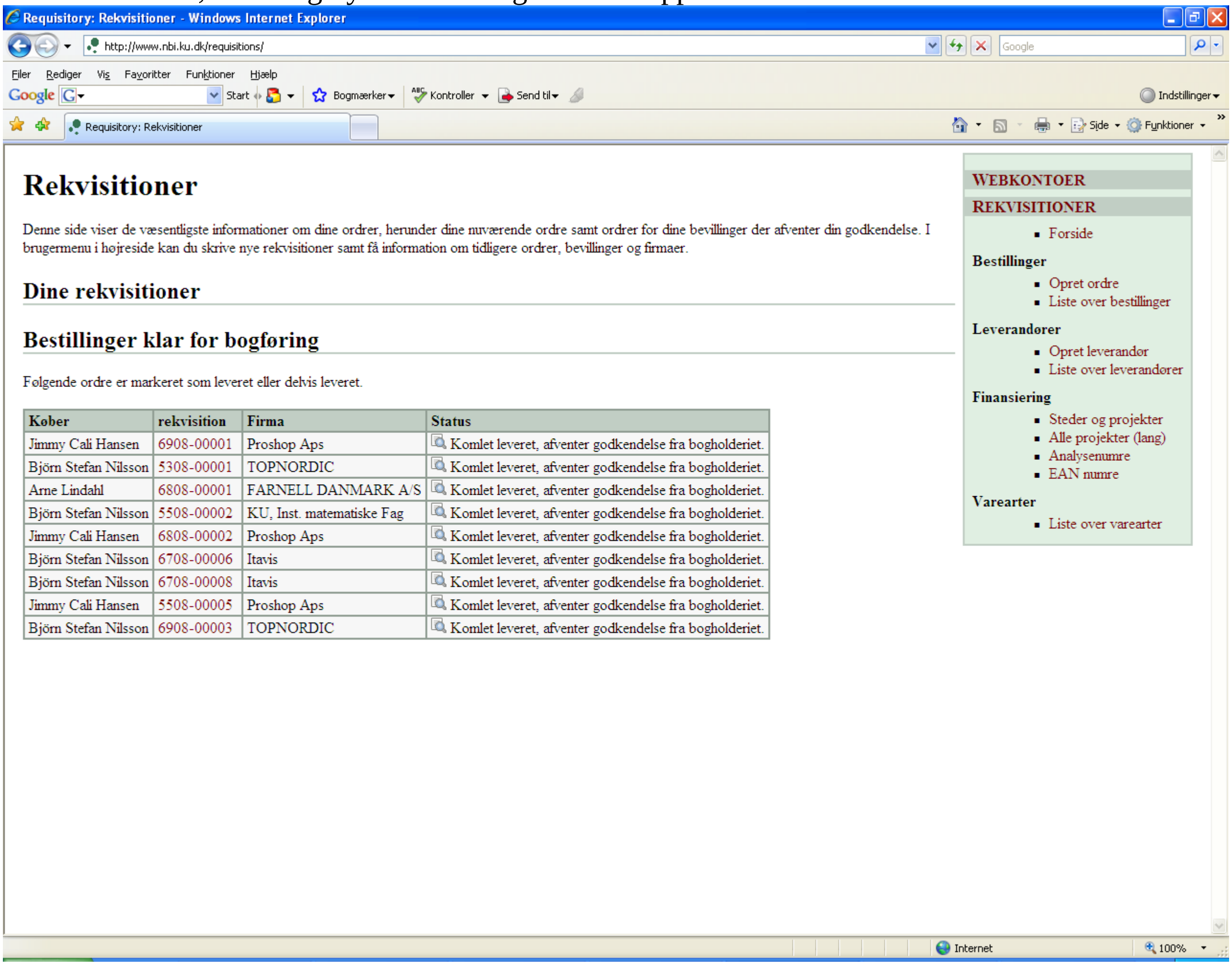


Picture A

2. Using the Application.

2.1 Main site

At the main site, use the grey area to navigate in the application.



Picture B

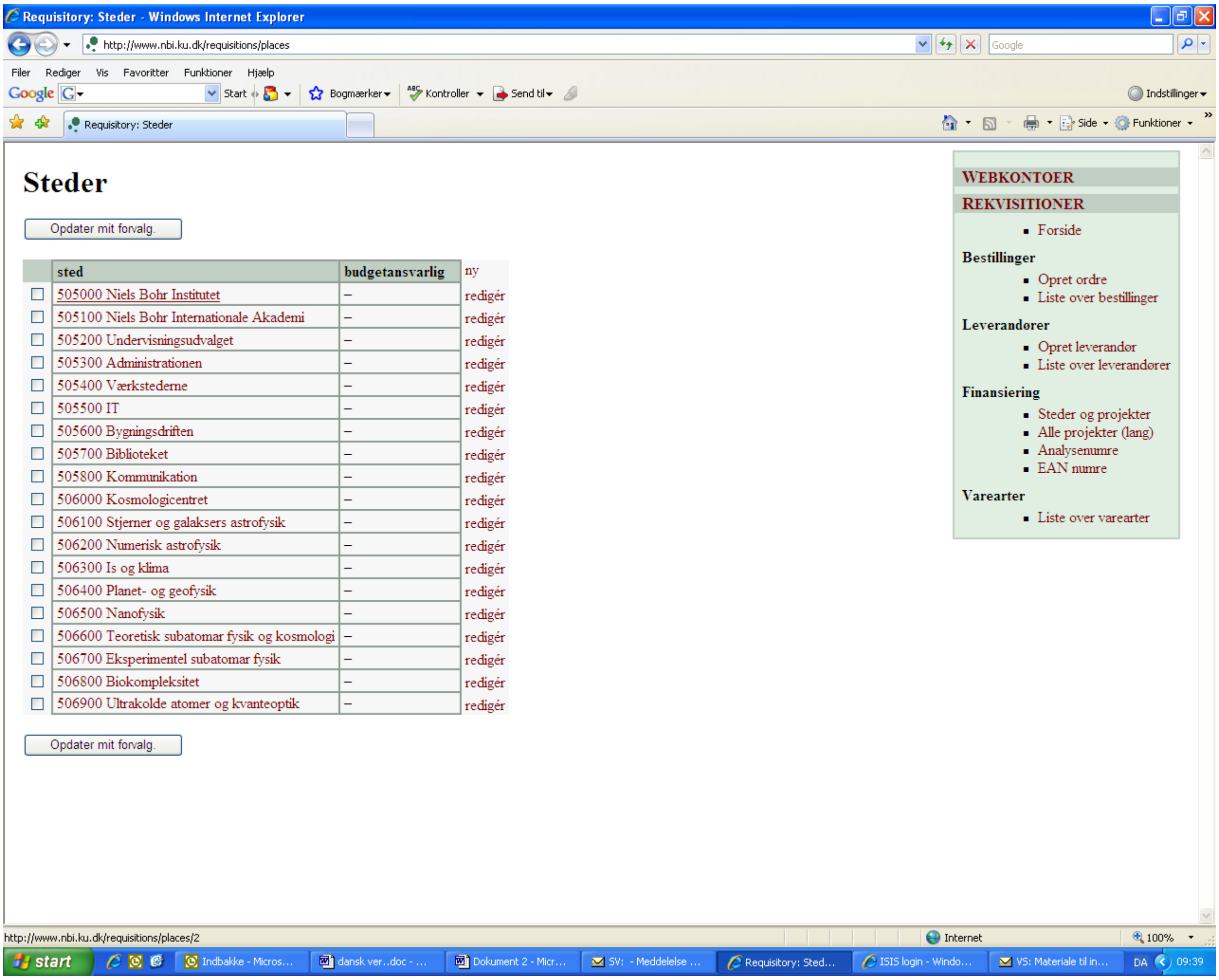
2.1.1 Choosing Group Number, Project Number and Analyze Number

The first time you use the application, it is advisable to select the relevant Group numbers and then Project numbers

To pick Group Number, click on the groups and projects link. If you double-click the Group Number, the list of all projects in the group will be shown. Choose the project(s) you will need to use. You choices will be saved by the application.

If there are Analyze Numbers. for the projects, choose them too. To save, click on "Update".

If you do this, it will be faster to make purchases.



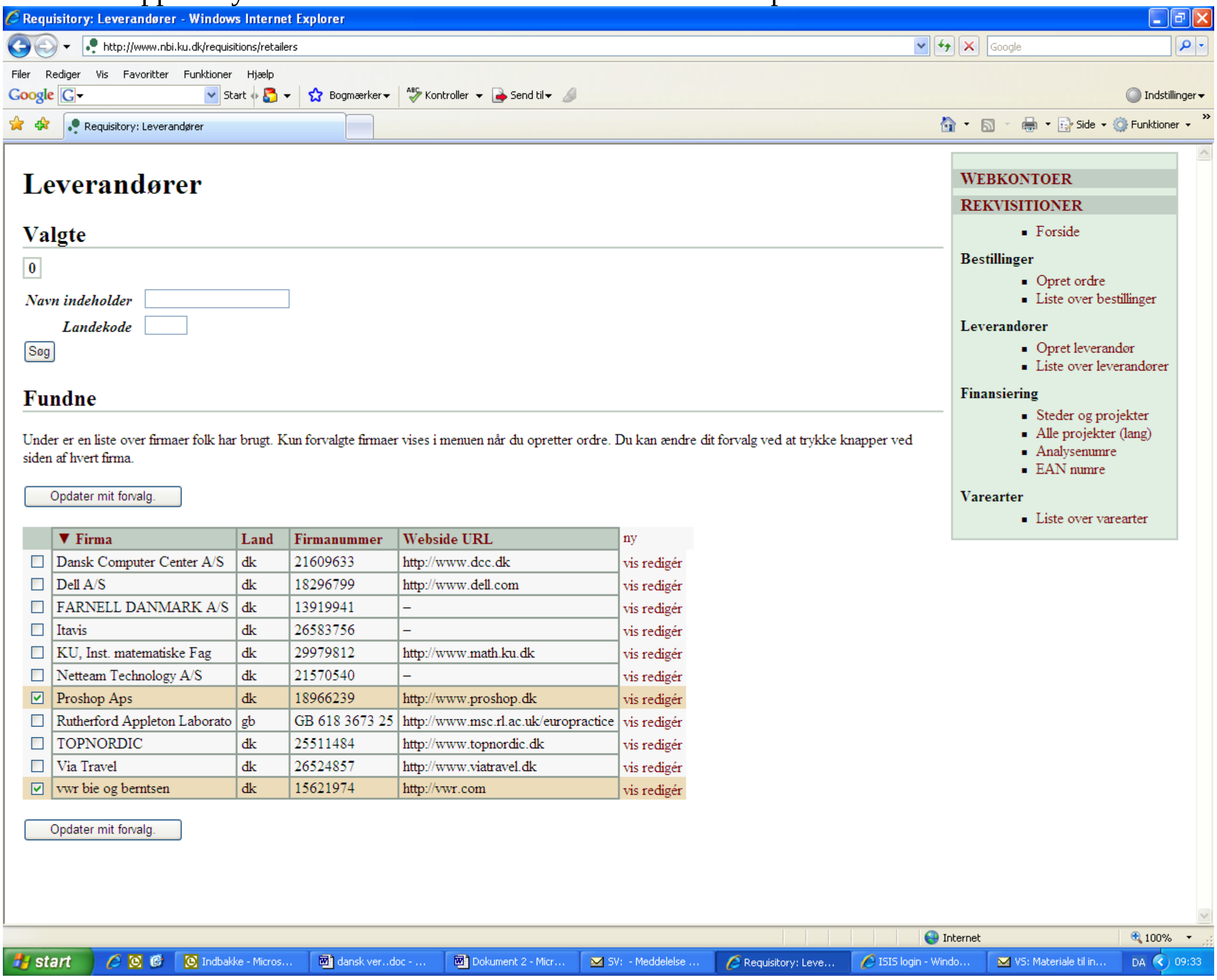
Picture C

2.1.2 Suppliers

The first time you use the application, it is advisable to select the Suppliers you wish to use by clicking on the relevant Suppliers in the grey area.

The application does not automatically generate a list of suppliers. If you wish to use a Supplier that is not on the list, you must enter the Supplier manually (see section 2.1.3)

Pick the Suppliers you wish to use from the list and click on 'Update'.

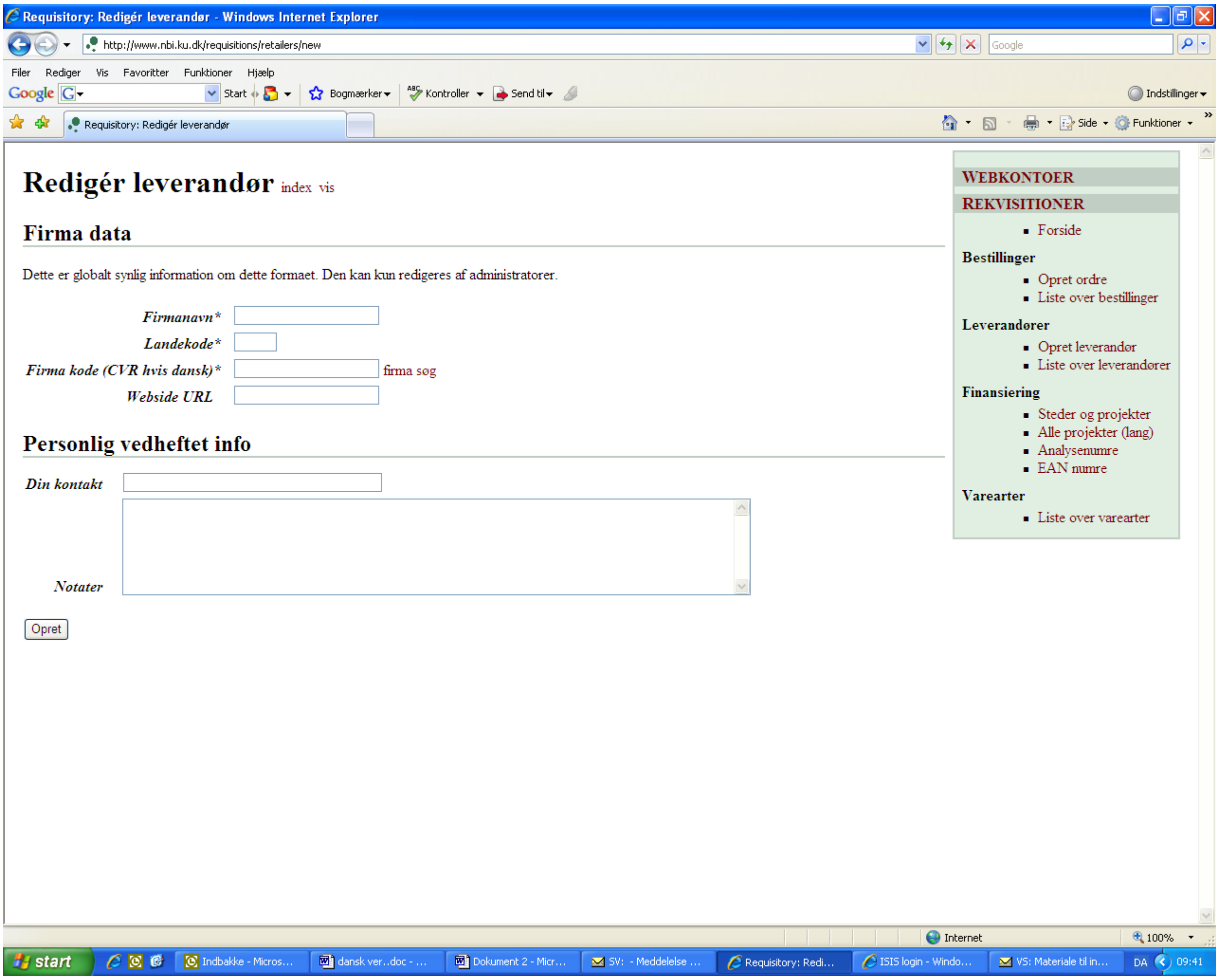


Picture D

2.1.3 Entering a Supplier

The Application will have a list of Suppliers. However, it is possible to enter a Supplier by clicking on the link for Suppliers. The web pages has two parts.

The information at the top of the page is for all users of the Application. The information at the bottom of the page is information that can only be seen by you and is therefore suitable for notes and other information about the Supplier.



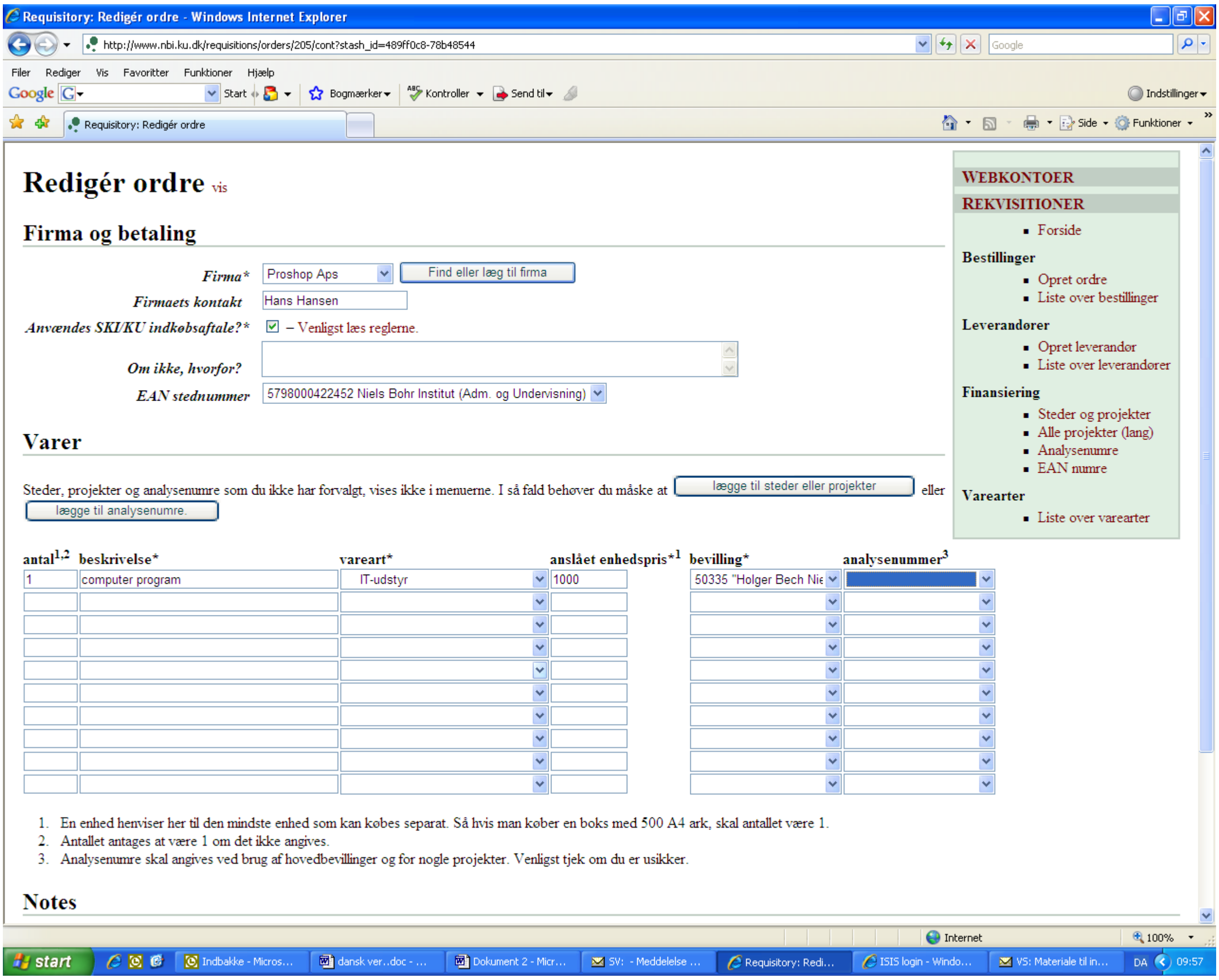
Picture E

Entering the data about the Supplier:

1. Insert the official name in the space provided (remember that the name shall be understandable by others)
2. Insert the country code (for example DK, S, GB)
3. Insert the contractors CVR nr. (For Danish Suppliers, go to the CVR. Homepage and search in the database there).
4. Insert the Suppliers website address .

3. Write requisition

It is easy to place a purchase order if you already have the necessary information about the group, project and supplier.
The Application also allows the user to use more than one project number in the same purchase order with the same Supplier.



Picture F

Supplier and Payment

1. **Supplier** can be found by clicking on the blue key (it is link to your list of Suppliers) or the Supplier can be found by clicking on the relevant link in the list of Suppliers (it is possible to return to the purchase order by clicking on the small box-like icon in the left-hand corner of the webpage).
2. Write **Suppliers Contract**
3. **For SKI/KUs** place a check mark (for more information about Ski/KU, click on the appropriate link).

4. **IF YOU DO NOT USE THE SKI/KU**; you must type in why not.
5. **Ean nr**. Click on the blue Botton (remember to find the ean nr. which you have to use to place the order).

Goods

1. Enter the **number of goods**.
2. Type a **description of the goods** (Write so it will be possible to link the Purchase Order with invoice) Do not only write travel – write the city and date and persons, otherwise it will be difficult to link the invoices to purchases and we will have to call the Suppliers for this information
3. **Type of goods** (click on the the blue button to find the Type of goods category).
4. **Price of goods** (what is the price in Danish Crowns if the price is in foreign value. Set is price in the description of the goods.)
5. **Bevilling**. click on the the blue butten and choose the project nr.).

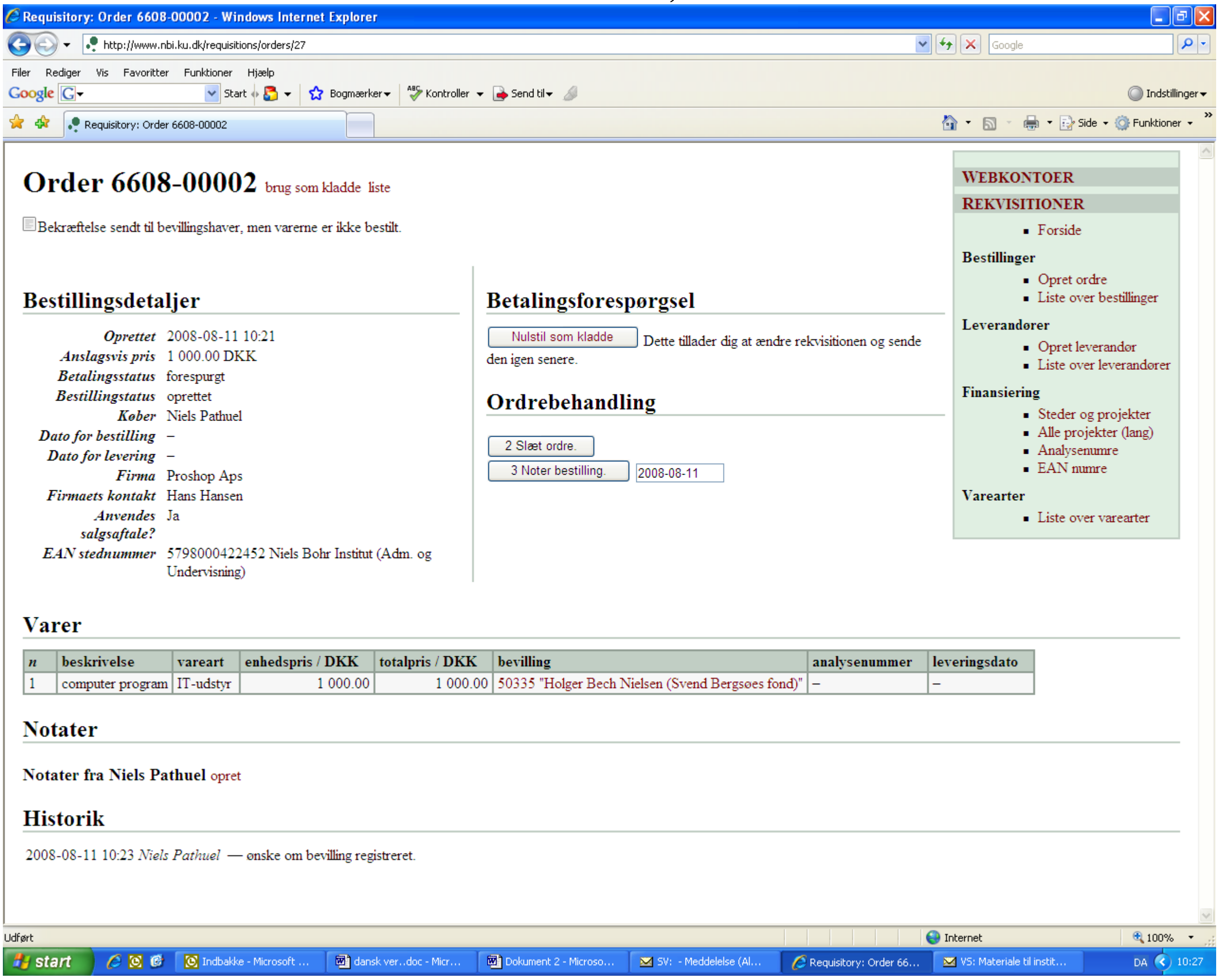
If you wish to have notes about the Purchace Order, you can type this information in the little box.

Click on 'Save' when done and a picture of the Draft Purchase Order will be generated

Picture G

Purchase Order Number

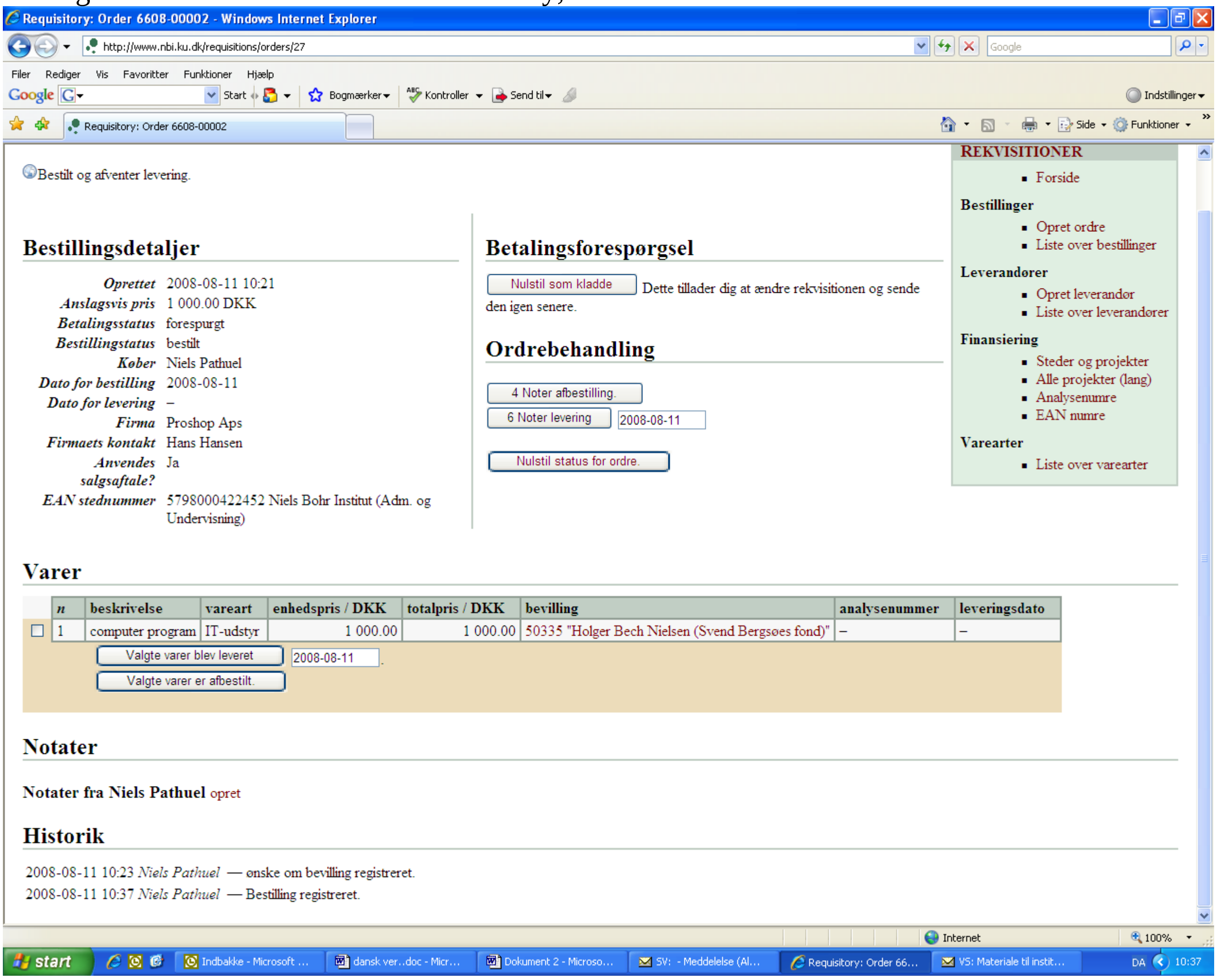
To obtain the Purchase Order number,click on ‘ask for payment’ icon – the project manager will receive an email that the purchase order has been placed.
If the Purchase Order needs to be modified or annulled, click on the ‘use as a draft’ icon.



Picture H

Purchase Order Date

Click on the 'order date' button to set the date of the order.
If the goods need to cancelled before delivery, click on the 'cancel order' button



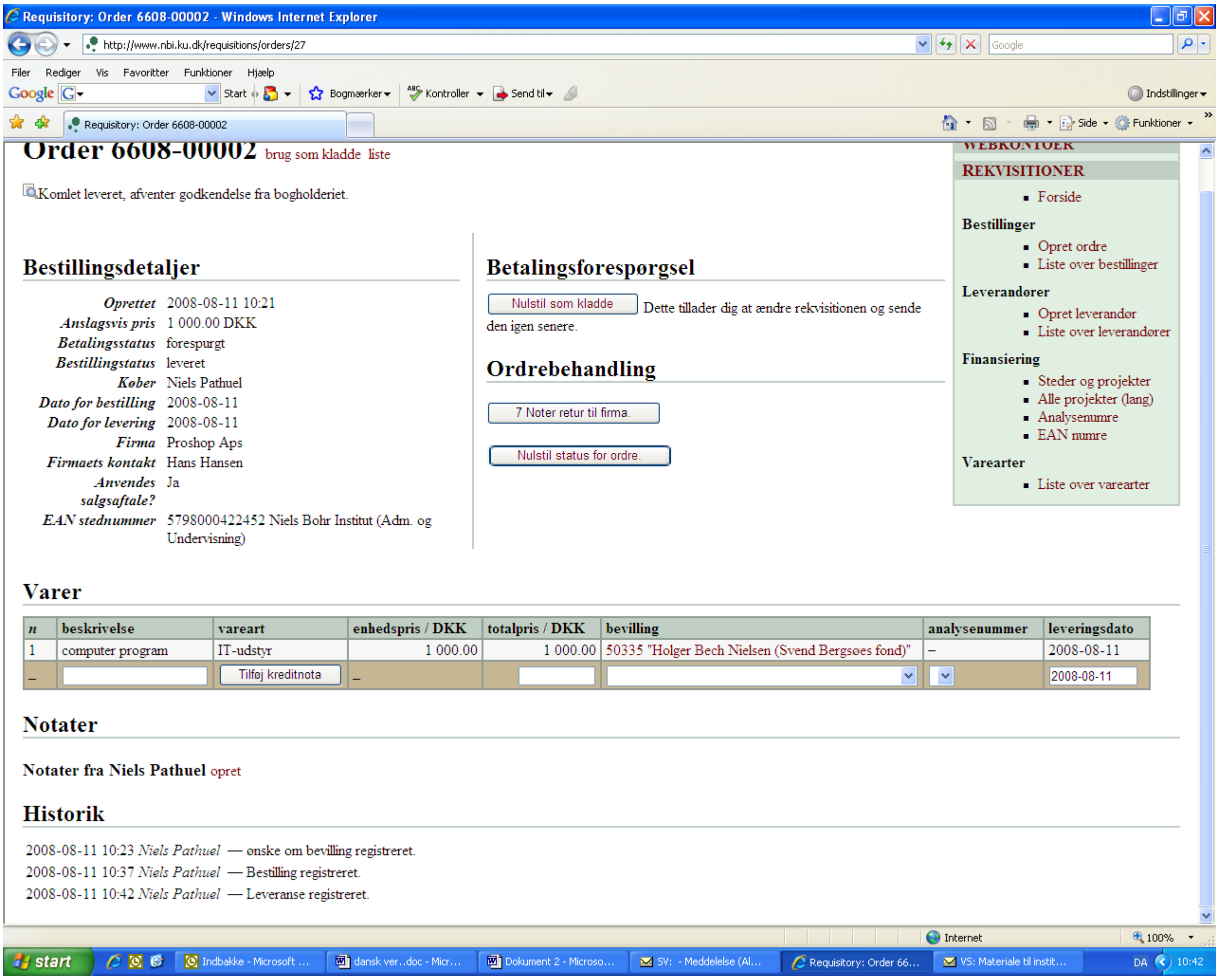
Picture I

Delivery, partial delivery or returning goods to Supplier.

If the goods have been delivered, click on the ‘note delivery’ button and the Purchase Order will be sent to Accounting.

If it is only a partial delivery, click on those goods which have yet to be delivered.

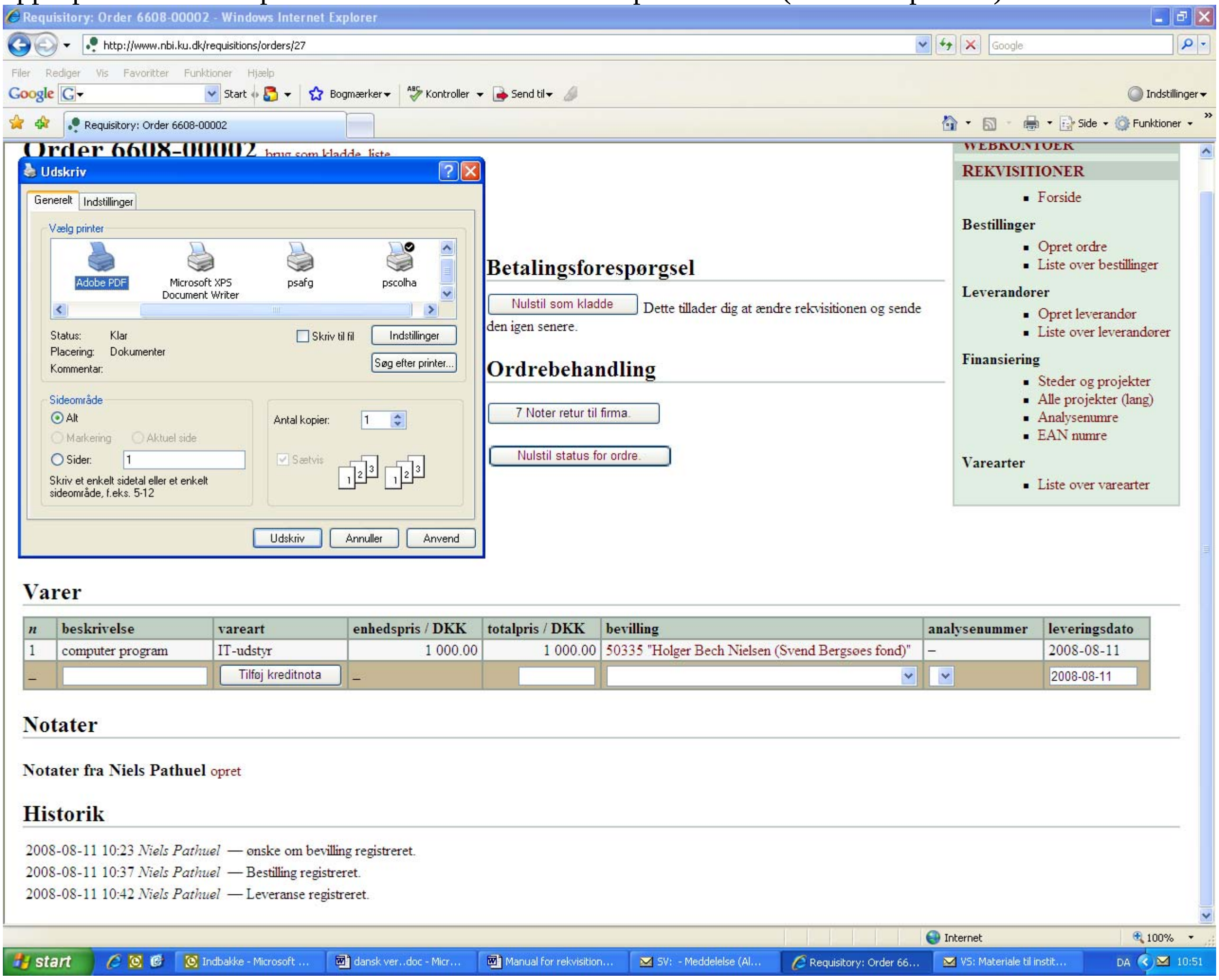
If one or more goods have to be returned to the Supplier, click on ‘Return to Supplier’ button..



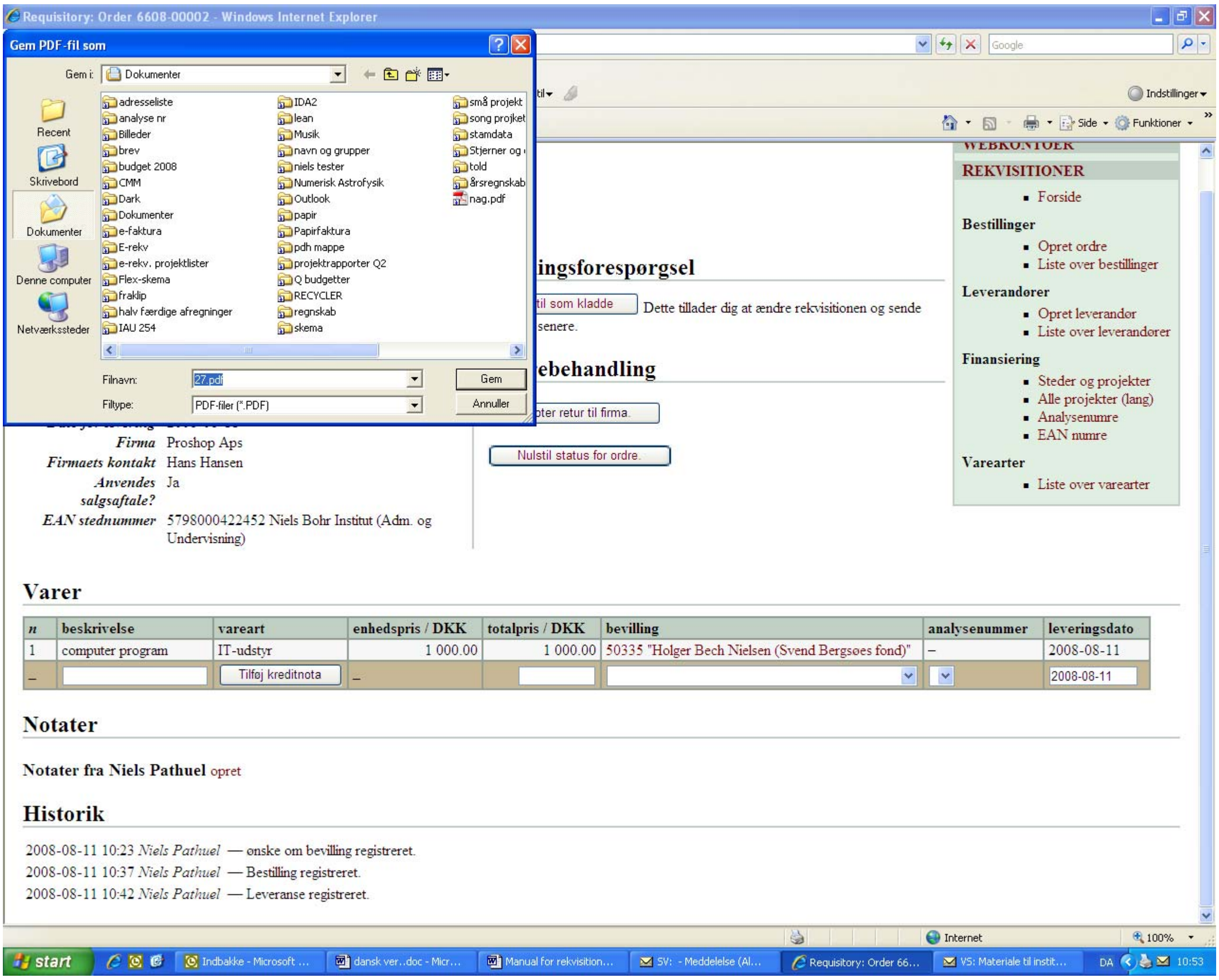
Picture J

Approval of the Purchase Request (Requisition)

When a Purchase Order is send to Accounting for approval, the 'Distributor' (?) clicks on the appropriate files and prints: choose the Adobe PDF printer icon (shown in picture).



Picture K



Billede L

When the Application asks where the file shall be saved to, open the Folder titled *'Rekvisitioner'* under *'Fællesadministration'*

Here the Purchase Order will be saved with the correct Invoice

The Purchase Order will be saved under the Suppliers name and then Purchase Order Number.