Term	Definition
Marketplace	The University's e-procurement system (provided by Unimarket) that allows buyers to select goods from supplier's catalogues and transact the purchase electronically with the supplier.
Purchasing	A transaction with a supplier to buy something.
Procurement	The strategic process of negotiating and entering a contract for supply.
Requisition	A requisition provides details of the desired item or service that once approved becomes a purchase order/order. Sometimes called a purchasing request.
Catalogue	Selecting products or services from a supplier's catalogue within Unimarket.
Non-Catalogue	A requisition within Unimarket that allows a user to describe the item or service that they wish to purchase.
Roundtrip	Some Unimarket suppliers have enabled the roundtrip function, allowing you to follow a link to the supplier's site, select and return items, and then complete your request in Unimarket.
Blanket Order	A purchase order for a pre-determined value that covers multiple invoices during a financial period. Previously called a standing order.
Request For Quote (RFQ)	An option to request pricing for goods and services from selected suppliers.
Purchase Order (PO) / Order	A University-initiated request for a good or service, including authorisation to charge the University for that particular good or service. In Unimarket this is referred to as an order.
Sensitive Order	An option in Unimarket to make a requisition and subsequent purchase order only visible to you, Supply Chain and any approvers.
Retrofit Order	A purchase order that is raised after the invoice is received. Usually, a purchase order should be in place before an invoice is received, so this is used in exceptional circumstances only.
Browser	A user in Unimarket who can browse suppliers and catalogues, add items to a cart and reassign the requisition to a Buyer (Supply Chain hub) to progress the purchase.
Reassign	A browser will reassign a requisition to a Buyer to enable it to be approved and converted to an order.
Buyer	A user in Unimarket who can browse suppliers and catalogues, add items to a cart and submit the requisition for approval.
Supply Chain (team)	The team that supports the purchasing process at the University. This includes purchasing and stores staff.
Approver	A user in Unimarket who can approve a purchase request.
Delegated Financial Authority (DFA)	The authority given to a person that allows them to approve a purchase up to a specified amount.
Delegated Financial Authority (DFA) Form	An online form where people can request delegated financial authority and send it to an appropriate DFA holder for approval.
Category approval	Additional approvals for certain purchases, e.g. where MPI permits are required.
Justification	The justification field in Unimarket is used to communicate information to approvers internally. Information in the justification field is not sent to the supplier.
Justification Attachments	Attachments that are used to support the approval process internally. Justification attachments are not sent to the supplier.
Special Instructions	The special instructions field in Unimarket is used to communicate any special requirements to the supplier.

Order Attachments	Attachments relating to an order that are sent to the supplier.
Permit	Regulatory documentation required as part of purchasing of restricted and/or controlled items.
Receiving	Physically receiving a good or obtaining a service. In Unimarket, this means marking a purchase order line/s as having been received.
Receipt	This means marking a purchase order line/s as having been received. In Unimarket, this is called receiving.
Supplier / Creditor / Vendor	A person or company that provides goods or services to the University on receipt of a purchase order.
Approved suppliers	Supplier who has been appointed to supply goods or services to the University under contract. These suppliers should be used in the first instance.
Lite Supplier	Suppliers that have opted not to register for a supplier portal with Unimarket.
Registered Supplier	A supplier that can log in to a Unimarket supplier portal.
Premium Supplier	A supplier that can log in to a Unimarket supplier portal. They pay a monthly fee to access additional features including catalogues, and integration with their systems.
Organisation Unit	Unimarket terminology equivalent to a department or cost centre at the University.
Account code	Basic unit for collating income and expenditure for a University department, research grant etc. For more information please click here.
Entity	This value is always 10 and represents the University of Otago in the account code structure.
Cost centre	Department or area within the University which costs will be allocated.
Activity centre	An account within a cost centre.
Dissection code	The section of the account code that identifies what the category of the purchase is (e.g. 3181 = stationery)
Subdissection code	Additional information that specifies a subcategory of purchase
Ledger	Holds details about specific transactions e.g. dates, amounts, narratives.
PL	Projects (Research) Ledger
PL (Extended)	Similar to PL but with additional fields for entry of additional, analysis code, employee ID and requested for, information.
GL	General Ledger
GL (Extended)	Similar to GL but with additional fields for entry of additional, analysis code, employee ID and requested for, information.
Property Services	Property Services Ledger
Trust Ledger	Trust Ledger
Campus Dev	Campus Development Ledger
Invoice Matching Exception	The process of accepting or declining an invoice that does not exactly match a purchase order.
Incomplete Requisition	A requisition that has been saved or reassigned to a Supply Chain hub and is waiting to be checked out.
Pending Requisition	A requisition that is awaiting approval.
Approved Requisition	A requisition that has been approved and a purchase order has been created.

Abandoned Requisition	An incomplete requisition that was cancelled before being checked out and routed for approval, or all items have been moved to another requisition.
Cancelled Requisition	All items on the requisition have been cancelled before the approval process has completed.
Declined Requisition	A requisition where the approver has declined during the approval process.
Smartform	The online purchase requisition form previously used to request the purchase of goods and services. This has been replaced by Unimarket.
Filemaker Request Systems (e.g. SHOP, Kingpin, Biochemistry)	Requisition systems previously used to request the purchase of goods and services. These have been replaced by Unimarket.