

**Promapp URL:**

<https://au.promapp.com/otago/Process/Minimode/Permalink/tZbnCEiNf5JlJgf1T6xDic>

## OVERVIEW

This guide covers how to request goods or services in Unimarket from a supplier's catalogue. You will then learn how to complete your request.

## TABLE OF CONTENTS

Background .....	1
Definitions.....	1
Add Catalogue Items.....	2
Complete Your Request.....	4

## BACKGROUND

Requesting goods or services in Unimarket is a simple process:

- First, obtain pre-approval if required.
- If the request is for Controlled Drugs, follow [the linked process](#).
- If the request is for Psychoactive Drugs, follow [the linked process](#).
- Otherwise, you can go ahead and begin adding items to your cart in Unimarket.

Depending on how the supplier is set up, you may need to add catalogue items, non-catalogue items, or round trip items. No matter which method you use, the way you complete your request is the same once you have added items to your cart.

### Definitions

- **Catalogue Items** - Some Unimarket suppliers have a catalogue located within Unimarket. Items on these catalogues are known as Catalogue Items.

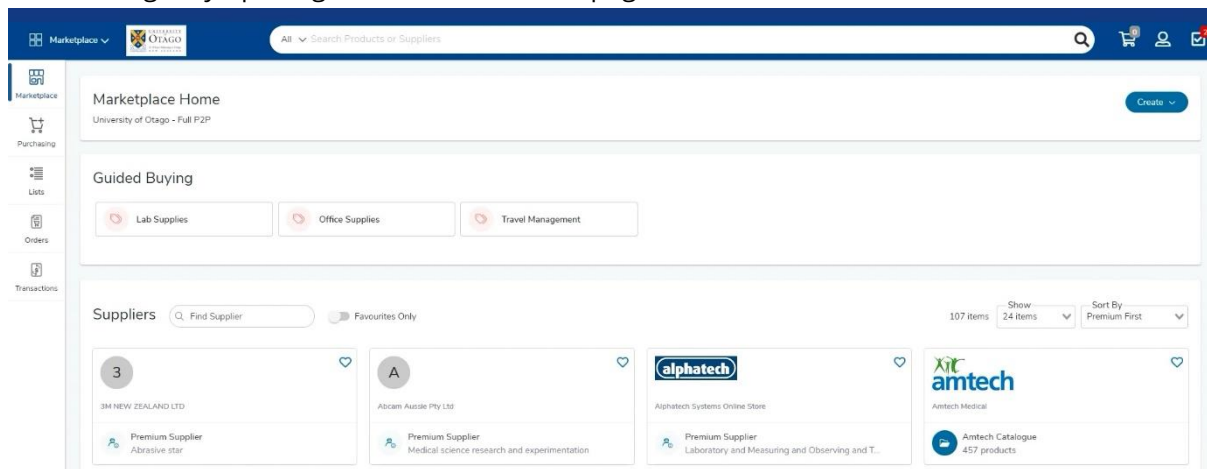
## ADD CATALOGUE ITEMS

Suppliers can add a catalogue of their items to Unimarket, allowing users to select the products they wish to purchase.

**When you want to add catalogue items to your cart, there are two ways to begin:**

- If you don't know which supplier you want to buy from, search for the item in the top search bar.
- Otherwise, you can make a purchase by first locating the supplier.

1. Begin by opening the Unimarket homepage.

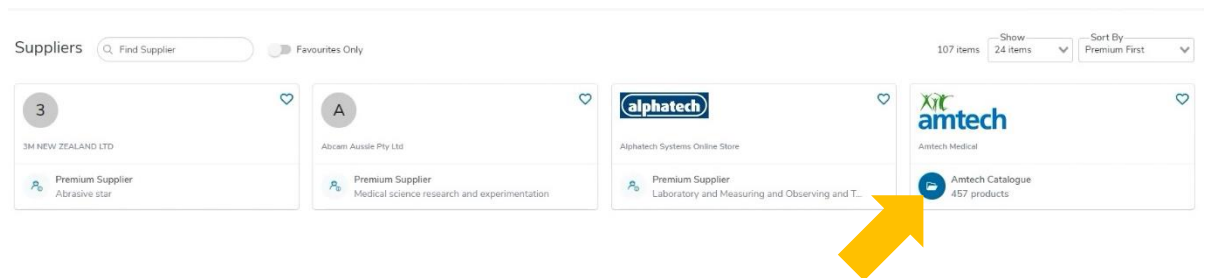


2. Choose a supplier from the list on the front page.

If you can't see the supplier you're looking for there, use the search bar at the top of the page to look up your chosen supplier. Type in the supplier's name and click the magnifying glass icon to search.



3. To buy a catalogue item from the supplier, click on their catalogue.

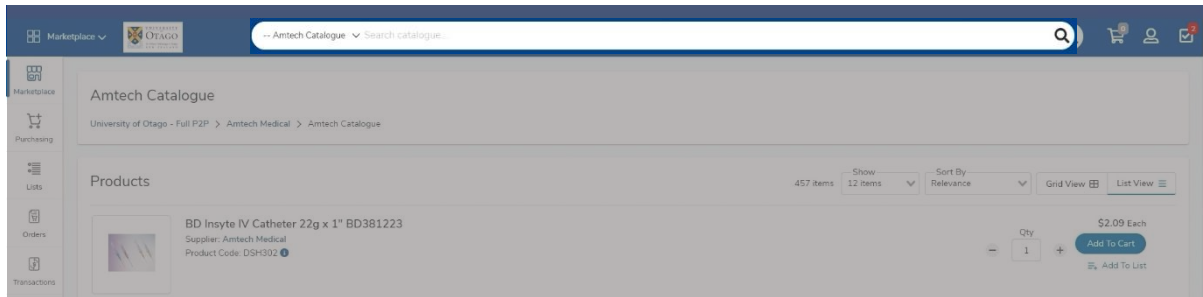


- You are now looking at the supplier's catalogue. Scroll through to find the items you'd like to purchase. Once you have located an item you want, adjust the quantity and click 'Add To Cart'.



- Alternatively, click on any product to view more information. You can also add items to your cart from the product page.

**Note:** When you are viewing the catalogue for a supplier, you will notice that the search bar at the top has changed to show you which catalogue you are browsing. If you now use the search bar, the results will show only products from that catalogue.



## COMPLETE YOUR REQUEST


1. You can view your cart by clicking the shopping cart icon on the top right of the menu bar.



**Note:** If you have items from multiple suppliers in your cart, you will have to check out your items for each supplier separately.

2. Review the items and quantity of each – you can click to edit the quantity or click the rubbish bin icon to remove any items.

### Shopping Cart

Amtech Medical					
<b>CITRIX TESTED</b>				<a href="#">+ Add to Shopping List</a>	<a href="#">Clear Shopping Cart</a>
PRODUCT	QUANTITY	PRICE	SUBTOTAL		
<input checked="" type="checkbox"/>  Swann Morton Surgical Blades Stainless Steel Size 11 Box 100 L...	150	\$33.83 / Each	\$5,074.50	<a href="#">Remove</a>	<a href="#">Details</a>
Supplier Total: \$5,074.50					<a href="#">Checkout</a>

3. Once you're satisfied, click the 'Checkout' button.

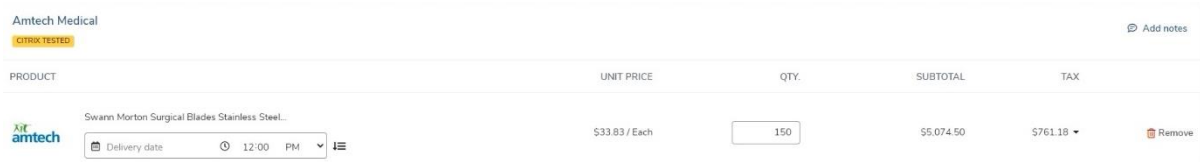


4. First, check 'Ship To' address is correct. Click on the dropdown menu to select a new option if required. You can also drop down the Organisation and Order Type menus to check the details of these.

### Checkout

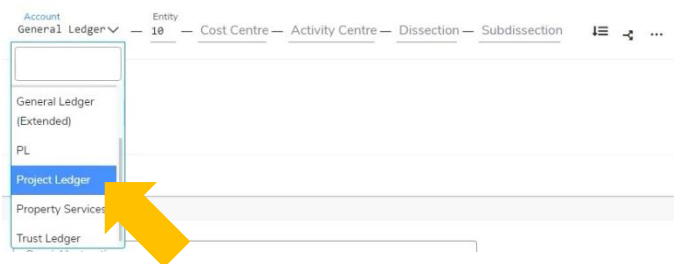
Bill To: University of Otago	Ship To: University of Otago Mailroom
Accounts Payable [AP] PO Box 56 Dunedin 9054 New Zealand	Attn: Tara Tarakihi University of Otago Mailroom [26C] Clocktower Building 362 Leith St North Dunedin 9016 New Zealand

- A Delivery Date box appears next to each item – this can be left blank unless you require a specific delivery date.



PRODUCT	UNIT PRICE	QTY.	SUBTOTAL	TAX
Swann Morton Surgical Blades Stainless Steel... amtech Delivery date: 12:00 PM	\$33.83 / Each	150	\$5,074.50	\$761.18

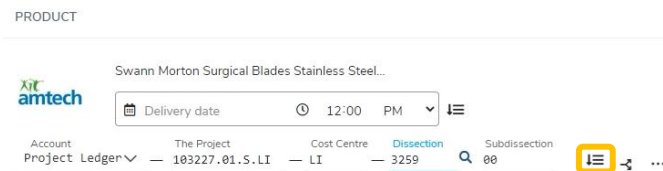
- Change the Account, if you need to, by clicking on the dropdown menu and selecting a new one.



Account: General Ledger (Extended) | PL | **Project Ledger** | Property Services | Trust Ledger

- Fill in the Account Codes for the relevant account. If you don't have this information, click in the box and then click the magnifying glass icon to search for the code required. If you are unsure of which code to use, please check within your department, Finance Advisory or Supply Chain hub.

- Once you've filled out the codes, you can copy these same values to any other items by clicking the arrow and line icon next to the codes.



Account: Project Ledger | The Project: 103227.01.S.LI | Cost Centre: LI | Dissection: 3259 | Subdissection: 00

- If you know the shipping cost, you can enter it in the 'Shipping' box, otherwise leave it blank.

Subtotal	\$5,074.50	\$761.18
Shipping * ?	\$ 0	\$0.00
Tax	\$761.18	
<b>Total</b>	<b>\$5,835.68</b>	

10. Next, add any comments you wish in the 'Special Instructions' section. The text you enter in this field will be sent to the supplier, so it's a handy place to enter any information you want the supplier to know.

11. Under the Order Attachments section, upload any files you'd like to send to the supplier. Click 'Browse' and upload the document from your computer.

#### Order attachments

You can choose which order attachments will be sent to the supplier together with the order.

 Drop files to attach, or browse


Size limit 50MB.



12. If there is information you would like to provide to the approver, to justify or explain the purchase, you can enter it into the Justification text box. Anything you enter in the Justification Section will be seen by the approver, but not the supplier. Upload a Justification Attachment if required.

Justification

ⓘ The justification and attachments are for review by the approver. They will not be sent to the supplier.

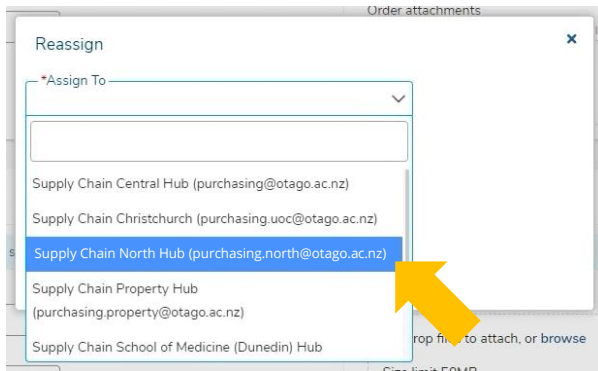
<p>Justification</p> <input type="text" value="Need to replenish the supply of surgical blades"/>	<p>Justification Attachments</p> <p> Drop files to attach, or browse</p> <p>Size limit 50MB.</p>
<p>Justification Type</p> <input type="text" value=""/>	

13. Supply Chain will check the requisition and submit it for approval if required. Click the reassign button to reassign to a Supply Chain hub. A pop up will appear on the screen.

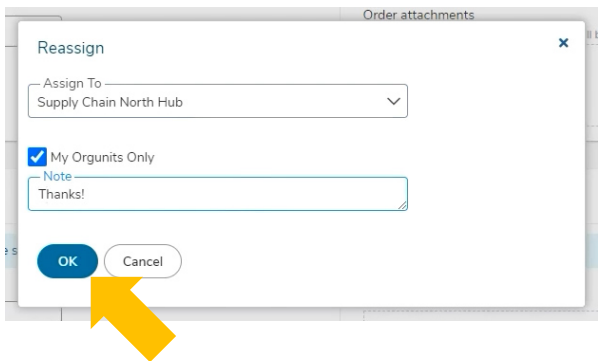




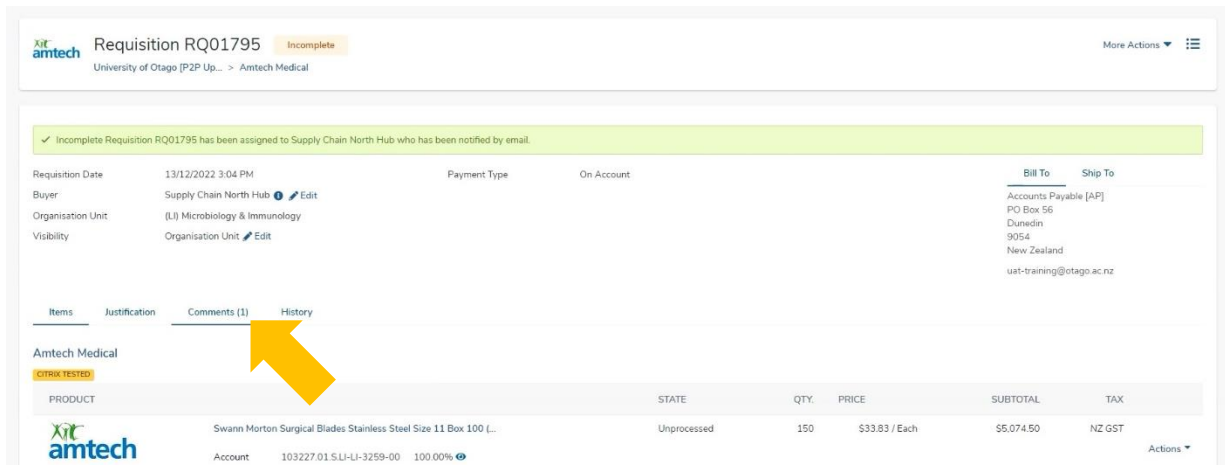
14. Click the 'Assign To' drop down and search for and select your Supply Chain Hub.



15. You must add a note before continuing. Click 'OK' when you're done.



16. After the requisition has been reassigned to a Supply Chain hub, you can click into the comments tab to add additional information about the order and to view any other comments that have been added.



amtech Requisition RQ01795 Incomplete More Actions

University of Otago (P2P Up... > Amtech Medical)

✓ Incomplete Requisition RQ01795 has been assigned to Supply Chain North Hub who has been notified by email.

Requisition Date	13/12/2022 3:04 PM	Payment Type	On Account	Bill To	Ship To
Buyer	Supply Chain North Hub <span>Edit</span>			Accounts Payable [AP]	PO Box 56
Organisation Unit	(LJ) Microbiology & Immunology			Dunedin	9054
Visibility	Organisation Unit <span>Edit</span>			New Zealand	ust-training@otago.ac.nz

Items Justification **Comments (1)** History

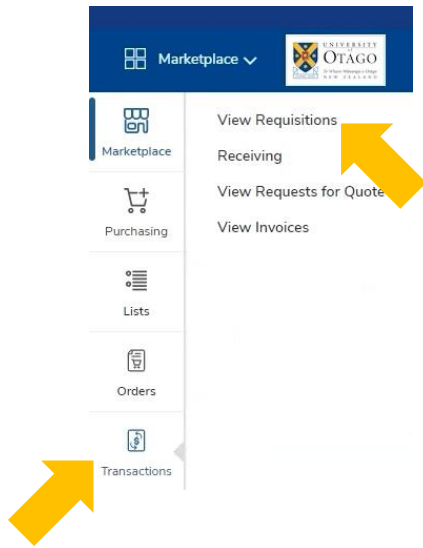
Amtech Medical

**CITRIX TESTED**

PRODUCT	STATE	QTY.	PRICE	SUBTOTAL	TAX
Swann Morton Surgical Blades Stainless Steel Size 11 Box 100 [...]	Unprocessed	150	\$33.83 / Each	\$5,074.50	NZ GST

Account 103227.01.S.LI-LI-3259-00 100.00% Actions

17. Supply Chain will now process the requisition. You can view your requisition by clicking on 'Transactions' and then 'View Requisitions'.



18. Click into the requisition to view more information about the request. The state of 'Incomplete' or 'Unprocessed' means the request is with your Supply Chain hub. The state of 'Pending' means it is waiting for approval.

### Requisitions

REQUISITION	BUYER	SUPPLIER	TYPE	STATE	APPROVERS	CREATED	TOTAL
RQ01795	Supply Chain North Hub	Amtech Medical	Standard	Incomplete		13/12/2022 3:04 PM	\$5,835.68
RQ01794	Belinda Bass	Best Building Services	Standard	Incomplete		13/12/2022 2:45 PM	\$1,850.00

19. Once the requisition has gone through the approvals process, it will show up in the 'Orders' screen.

### Orders

ORDER	RECEIVING	TYPE	BUYER	REQUISITION	SUPPLIER	ORDER DATE	TOTAL
OU00883	Open	Standard	Belinda Bass	RQ01795	Amtech Medical	13/12/2022 4:37 PM	\$4,736.20
OU00294/2	Closed	Standard		RQ00850	Amtech Medical	16/11/2022 2:40 PM	\$5,074.50
OU00650	Partial	Standard	Belinda Bass	RQ00380	Amtech Medical	14/11/2022 2:47 PM	\$5,074.50
OU00303/2		Blanket		RQ01040	BOC Gases New Zealand Limited	3/11/2022 12:53 PM	\$4,999.99