

Promapp URL:

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

OVERVIEW

This guide covers how to request goods or services in Unimarket, specifically non-catalogue items. You will then learn how to complete your request.

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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.

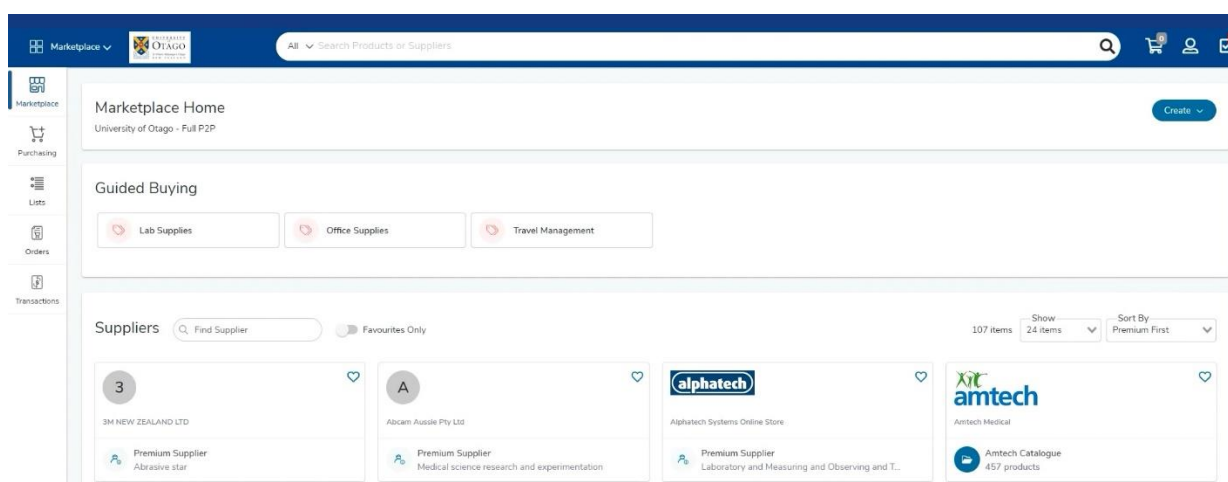
Definitions

- **Non-Catalogue Items** – If the item you wish to purchase is not located within the Unimarket system, this is known as a Non-Catalogue Item.

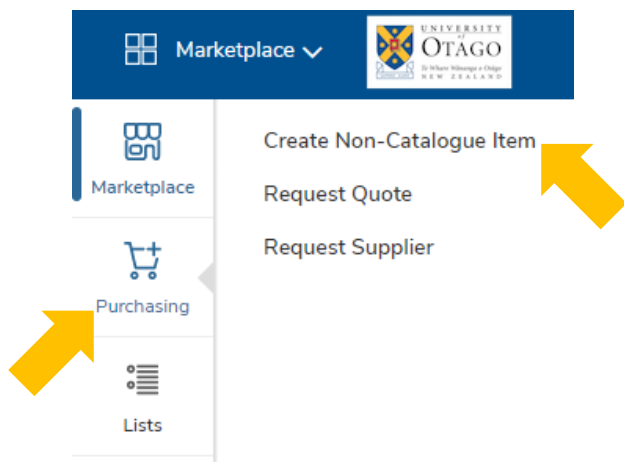
ADD NON-CATALOGUE ITEMS

If you'd like to purchase something but the supplier doesn't have a catalogue or round trip option, or the item is not in their catalogue, you can create a non-catalogue request on Unimarket. This process can also be used for when you want to buy an item but you're not sure which supplier you want to buy it from.

1. Begin by opening the Unimarket homepage.

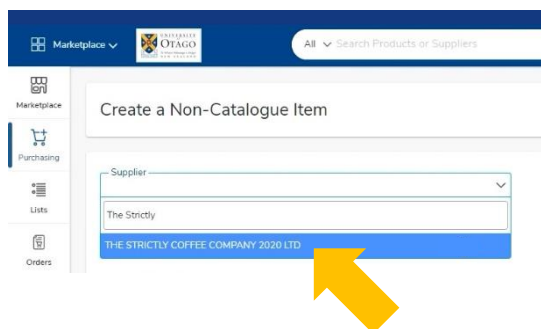


1. Click on 'Purchasing' on the left menu and then select 'Create Non-Catalogue Item'.



- Click on the dropdown next to 'Supplier' and select the supplier you would like to use, if known. If the supplier is unknown, use 'Misc Supplier'.

Depending on the supplier you choose, you will notice that additional fields pop up on the screen.



- Add an item name – make sure this name is clear so that your Supply Chain hub understand which product or service you are asking for.

Item Name

- Type in the quantity of items you require.
- If you have already discussed with the supplier what you want and know how much it will cost, enter the unit price.
- The Unit of Measure can be left as 'Each', unless this is unsuitable. If you need to choose a different option, select one from the dropdown menu.

Quantity

Use Estimated Price [Help](#) [?](#)

Unit Price [?](#)

Unit of Measure [?](#)

Hour (HUR)

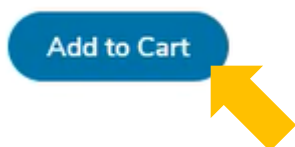
7. Fill in the optional details if required. Please provide as much detail here as possible.

Please note that this information is passed through to the supplier.

Optional Details

Description	
Product Code	?
Category	Q
Manufacturer Part ID	?

8. Once you've finished entering the product details, click 'Add To Cart'.



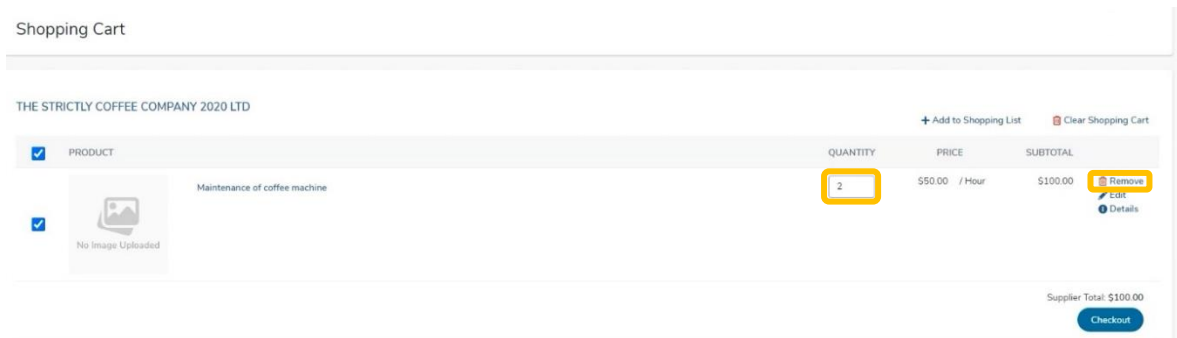
COMPLETE YOUR REQUEST

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.

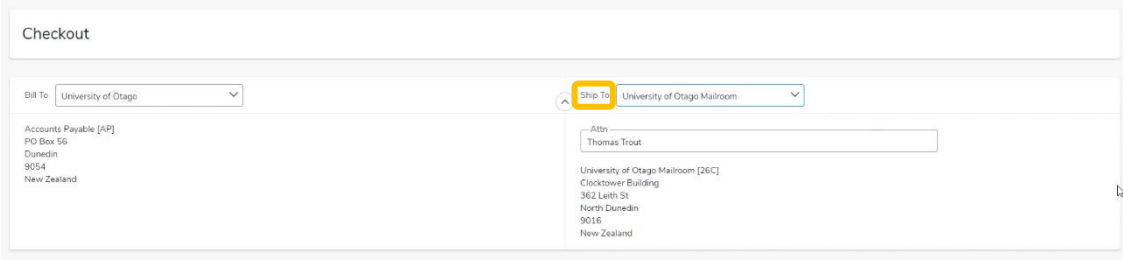
2. Review the items and quantity of each – you can click to edit the quantity or click the rubbish bin icon to remove any items.



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




4. Check that the '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.



The screenshot shows a checkout form with the following details:

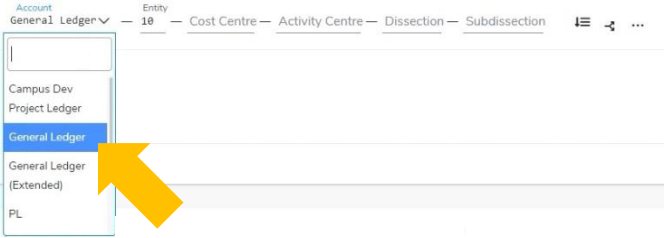
- Bill To:** University of Otago
- Ship To:** University of Otago Mailroom
- Accounts Payable (AP):** PO Box 56, Dunedin, 9054, New Zealand
- Attn:** Thomas Trout
- Address:** University of Otago Mailroom [26C], Clocktower Building, 362 Leith St, North Dunedin, 9016, New Zealand

5. 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
Maintenance of coffee machine Delivery date: 12:00 PM	\$50.00 / Hour	2	\$100.00	\$15.00

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



The screenshot shows an account selection dropdown menu with the following options:

- General Ledger
- Campus Dev
- Project Ledger
- General Ledger
- General Ledger (Extended)
- PL


A yellow arrow points to the 'General Ledger' option.

7. Fill in the Account Codes for the relevant department. 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 or Supply Chain Hub.

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

THE STRICTLY COFFEE COMPANY 2020 LTD


PRODUCT

 Maintenance of coffee machine

Delivery date

Account General Ledger Entity Cost Centre Activity Centre Dissection Subdissection

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

Subtotal	\$100.00	\$15.00
Shipping * 	\$ <input type="text" value="0"/>	\$0.00 ▼
Tax	\$15.00	
Total	\$115.00	

- 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.

Special Instructions

- 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

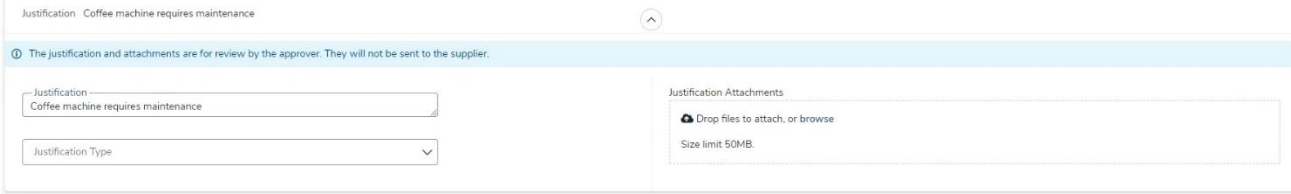
You can choose which order attachments will be sent to the supplier together with the order.

 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.

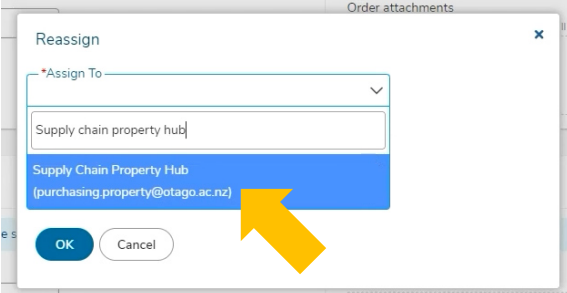
Upload a Justification Attachment if required.



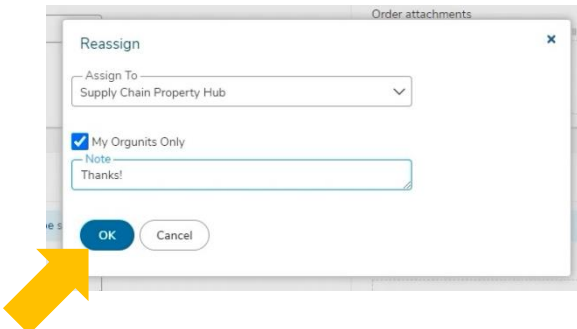
13. Click the 'Reassign' button to reassign to a buyer. A pop up will appear on the screen.



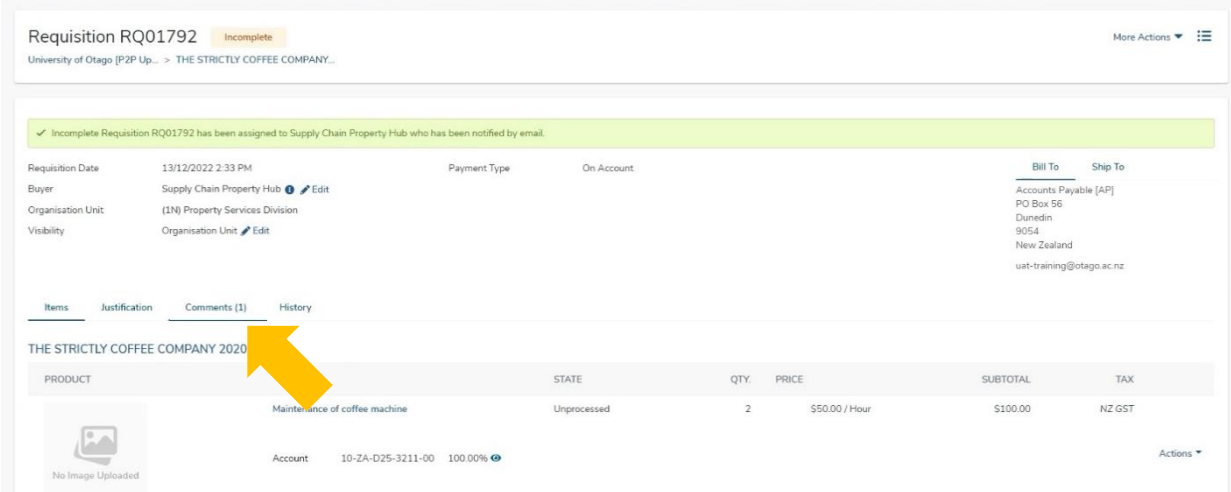
14. Click the 'Assign To' drop down to search for and select your Supply Chain Hub.



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.



Requisition RQ01792 Incomplete

University of Otago [P2P Up... > THE STRICTLY COFFEE COMPANY...

✓ Incomplete Requisition RQ01792 has been assigned to Supply Chain Property Hub who has been notified by email.

Requisition Date: 13/12/2022 2:33 PM Payment Type: On Account

Buyer: Supply Chain Property Hub Edit

Organisation Unit: (1N) Property Services Division

Visibility: Organisation Unit Edit

Bill To: Accounts Payable [AP]
PO Box 56
Dunedin
9054
New Zealand
uat-training@otago.ac.nz

Ship To:

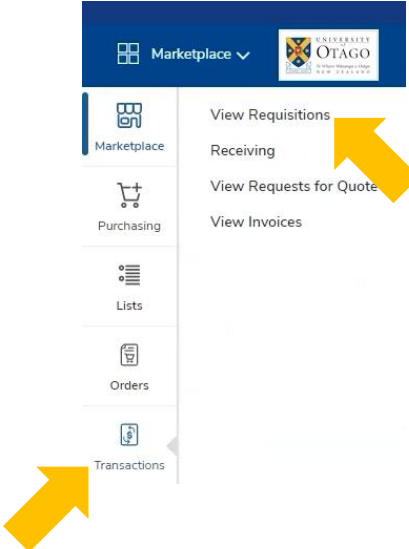
Items Justification **Comments (1)** History

THE STRICTLY COFFEE COMPANY 2020

PRODUCT	STATE	QTY	PRICE	SUBTOTAL	TAX
Maintenance of coffee machine	Unprocessed	2	\$50.00 / Hour	\$100.00	NZ GST

Account: 10-ZA-D25-3211-00 100.00%

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



Marketplace Marketplace

Marketplace

Purchasing

Lists

Orders

Transactions

- View Requisitions
- Receiving
- View Requests for Quote
- View Invoices

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 Number | Period Last 90 Days

REQUISITION	BUYER	SUPPLIER	TYPE	STATE	APPROVERS	CREATED	TOTAL
RQ01792	Supply Chain Property Hub	THE STRICTLY COFFEE COMPANY 2020 LTD	Standard	Incomplete		13/12/2022 2:33 PM	\$115.00
RQ01785	Supply Chain Property Hub	THE STRICTLY COFFEE COMPANY 2020 LTD	Standard	Incomplete		13/12/2022 9:07 AM	\$11.50

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

Orders

Orders Search Order Number | Created Date

ORDER	RECEIVING	TYPE	BUYER	REQUISITION	SUPPLIER	ORDER DATE	TOTAL
OU00882	Open	Standard	Belinda Bass	RQ01792	THE STRICTLY COFFEE COMPANY 2020 LTD	13/12/2022 2:42 PM	\$100.00
OU00517	Open	Standard	Belinda Bass	RQ00350	Bio-Strategy	14/11/2022 10:36 AM	\$100.00
OU00290/2	Closed	Standard		RQ00366	Bio-Strategy	5/10/2022 3:57 PM	\$100.00
OU00290/1	Closed	Standard	Belinda Bass	RQ00353	Bio-Strategy	21/09/2022 2:57 PM	\$100.00
OU00289	Closed	Standard	Belinda Bass	RQ00352	Bio-Strategy	19/09/2022 5:00 PM	\$100.00