

### Promapp URL:

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

## OVERVIEW

This guide covers how to request goods or services in Unimarket using a roundtrip. You will then learn how to complete your request.

## TABLE OF CONTENTS

Background .....	1
Definitions.....	1
Add Roundtrip 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.

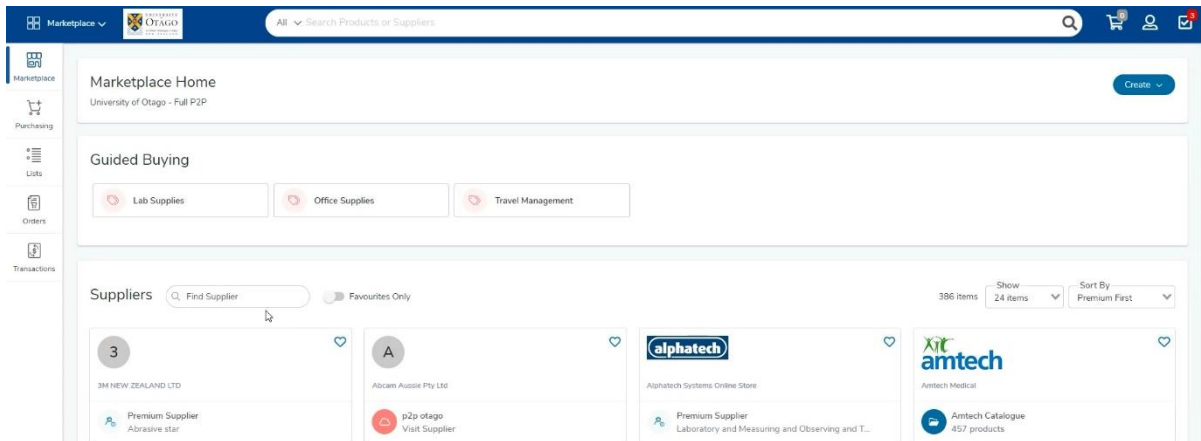
Depending on how the supplier is set up, you may need to add catalogue items, non-catalogue items, or roundtrip items. No matter which method you use, the way you complete your request is the same once you have added items to your cart.

### Definitions

- **Roundtrip Items** - 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.

## ADD ROUNDTRIP ITEMS

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.



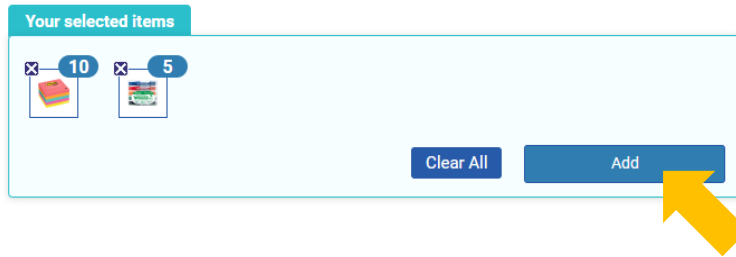
3. To buy an item using a roundtrip, click on the supplier's 'Roundtrip Catalogue'.



**Note:** We have selected NXP for this example, however there are many other Roundtrip suppliers available to select.

The roundtrip will open in a new tab.

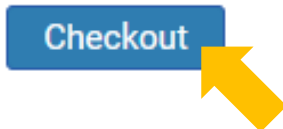
4. Find the items you require and add them to your cart.



5. Go to your shopping cart on the supplier's site.



6. Click 'Checkout'.



7. The screen below will now appear. Click 'Return Cart' to put the items in your Unimarket shopping cart.



*We're taking care of business.*

## Shopping Cart Return

Your shopping cart session is now complete.

Do not use the browser's back button.

Click the **Return Cart** button to send your selections to your procurement system.

Thank you.

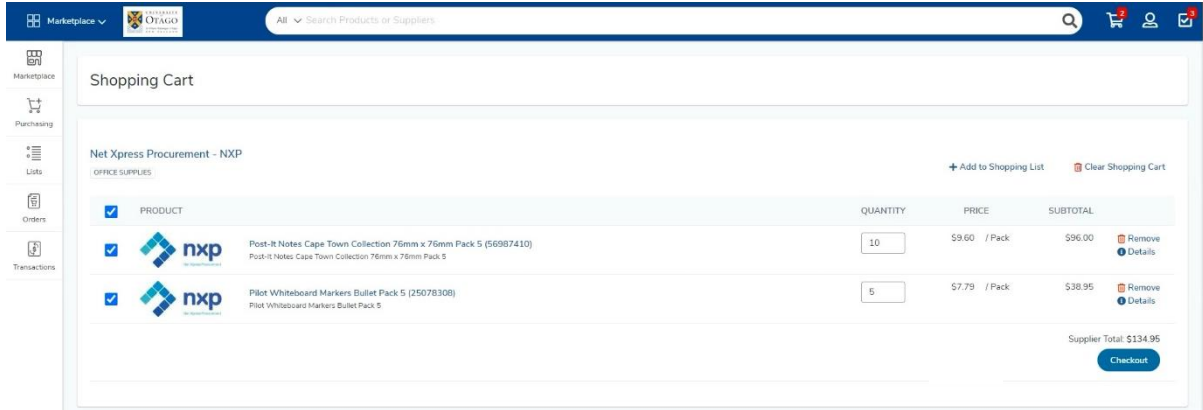
Return Cart

**Note:** Please be aware that other roundtrip sites may use slightly different terminology for returning items or carts back to Unimarket, such as 'Complete' or 'Punchout'.

## COMPLETE YOUR REQUEST

Your shopping cart will automatically open in Unimarket.

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



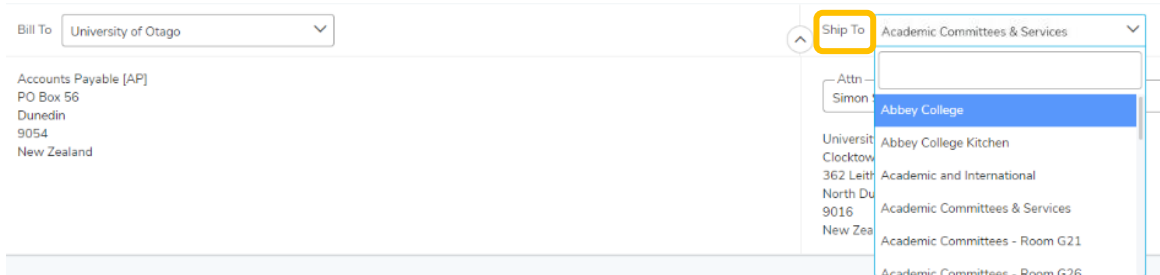
1. Review the items and quantity of each – you can click to edit the quantity or click the rubbish bin icon to remove any items.



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



3. 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.



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

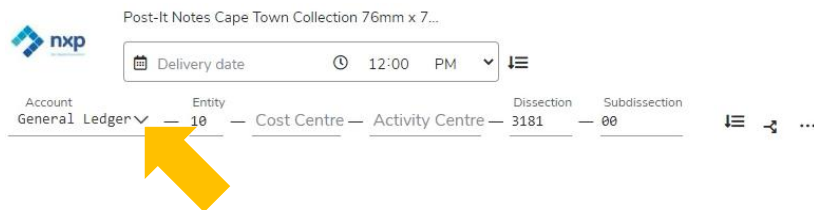


Post-It Notes Cape Town Collection 76mm x 7...

**nxp**

Delivery date 12:00 PM

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



Post-It Notes Cape Town Collection 76mm x 7...

**nxp**

Delivery date 12:00 PM

Account: General Ledger (dropdown arrow) | Entity: 10 | Cost Centre: Activity Centre | Dissection: 3181 | Subdissection: 00

*(A yellow arrow points to the Account dropdown menu)*

- 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.



Post-It Notes Cape Town Collection 76mm x 7...


**nxp**

Delivery date 12:00 PM

Account: General Ledger (dropdown arrow) | Entity: 10 | Cost Centre: LI | Activity Centre: C02 | Dissection: 3181 | Subdissection: 00

*(A yellow box highlights the copy icon next to the codes)*

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

Subtotal	\$134.95	\$20.24
Shipping * 	\$ 0	\$0.00
Tax	\$20.24	
<b>Total</b>	<b>\$155.19</b>	

- 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.




- 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.

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

Justification  
Need to replenish the supply of post-its and whiteboard markers.

Justification Type ▼

Justification Attachments

 Drop files to attach, or browse

Size limit 50MB.

- 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.



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

Order attachments


Reassign

\*Assign To ▼

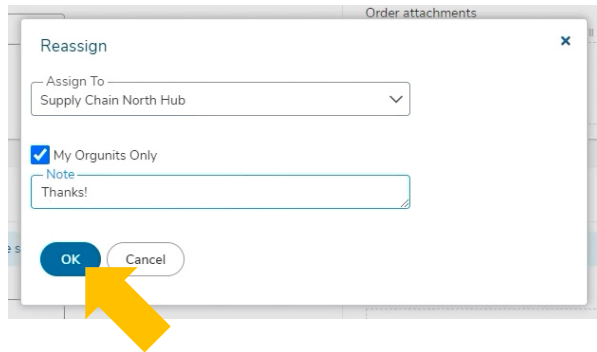
- Supply Chain Central Hub (purchasing@otago.ac.nz)
- Supply Chain Christchurch (purchasing.uoc@otago.ac.nz)
- Supply Chain North Hub (purchasing.north@otago.ac.nz)
- Supply Chain Property Hub (purchasing.property@otago.ac.nz)
- Supply Chain School of Medicine (Dunedin) Hub

Drop files to attach, or browse

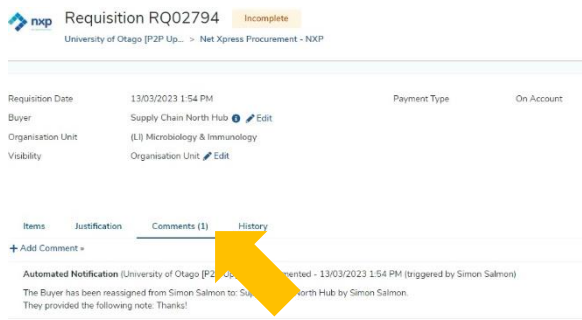
Size limit 50MB



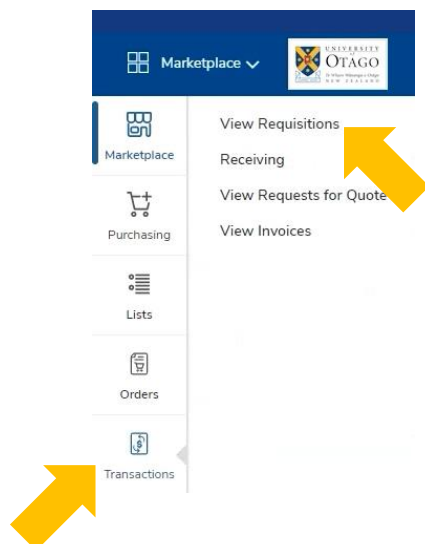
14. You must add a note before continuing. Click 'OK' when you're done.



15. 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.



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



17. 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.

REQUISITION	BUYER	SUPPLIER	TYPE	STATE	APPROVERS	CREATED	TOTAL
RQ02794	Supply Chain North Hub	Net Xpress Procurement - NXP	Standard	Incomplete		13/03/2023 1:54 PM	\$155.19



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