

Request a Blanket Order in Unimarket

This form allows any user to ask for a Blanket Order to be created in Unimarket.

A blanket order is best used for repeated goods or services from a single supplier over a period of time (also known as a standing order, e.g. service and maintenance agreements) or where multiple invoices will be received for variable amounts (e.g. subcontracts).

The blanket order is pre-approved using the standard approval process and invoices are reviewed and accepted or declined as goods or services are provided.

Completed forms can be emailed to your local Supply Chain Hub. Email addresses and details of the departments supported by each hub can be found on the final page.

Form Field Help:

Order Name:

The name you will use to refer to the order in Unimarket

Details:

Provide as much detail as possible - what is being ordered, how often it will be supplied, etc

Supplier (if known):

The name of the supplier. If unknown, leave this blank or type "unknown"

Order Amount:

The total value that the order should be raised for. This should cover all invoices that are expected to be received against this purchase order. If the invoices exceed the approved blanket amount it will need to be amended and sent for re-approval.

Alert Amount:

When the available funds on the order reach this amount you will receive an email notification.

Tax Code:

The tax code for the blanket order. This will be NZ GST (15%) for most orders.

Valid From & To:

The start and end dates for the blanket order.

Alert Date:

The date when you want to be notified that the end date of the blanket order is approaching.

Account Code:

The University account code that you would like the blanket order funds charged to. If the blanket order is to be split across multiple accounts, provide one account on each line.

Allow Release Order Coding:

If you want invoices to be able to be coded to a different account code than what has been specified for the blanket order, tick this box.

Sensitive:

If you don't want others in your department or Org Unit to see the blanket order, select this option.

Available To:

The names of anyone that needs access to this blanket order, including being able to accept or decline invoices.

Send Order to Supplier:

This option sends the blanket order details to the supplier.

Hide Amount from Supplier:

If the order is to be sent to the supplier, use this option to hide the order amount.

All purchase requests in Unimarket will need to be reassigned to your local Supply Chain Hub. If you're unsure which Supply Chain Hub supports your area, please see the list below.

North Hub (purchasing.north@otago.ac.nz):

Sciences Divisional Office; Statistics; Botany; Coastal People: Southern Skies CORE; Chemistry; Computer Science; Geology; Human Nutrition; Mathematics; Physics; Dodd-Walls Centre (CORE); Marine Science; Marine Science Boats; Psychology; Surveying; Science Communication; PE Sport & Exercise Sciences; Food Science; Biochemistry; Microbiology & Immunology; Research Infrastructure (OGF & CPR)

School of Medicine Hub (Dunedin - purchasing.som@otago.ac.nz):

Deans Office; General Practice & Rural Health; Preventive & Social Med; Psychological Med; Womens & Child Health; Medicine; Surgical Science; Bioethics; Otago Med School

School of Medicine Hub (Wellington - purchasing.som@otago.ac.nz):

Obstetrics & Gynaecology; Pathology; Surgery; Paediatrics; Public Health; Radiation Therapy; Psychological Med; General Practice

School of Medicine Hub (Christchurch - purchasing.som@otago.ac.nz):

General Practice; Population Health; Uni of Christchurch; Medicine; Centre of PG Nursing; Obstetrics & Gynaecology; Orthopaedics; Paediatrics; Pathology; Psychological Med; Radiology; Surgery, Ortho, Anaesthesia

Property Hub (purchasing.property@otago.ac.nz):

Colleges; Property Services; Energy/Custodial; Campus Development

South Hub (purchasing.south@otago.ac.nz):

Anatomy; Pharmacology & Toxicology; Physiology; Pharmacy; Pathology; National Poisons Centre; NZ Pharmacovigilance Centre

West Hub (purchasing.west@otago.ac.nz):

Zoology; Dental School; Dental Clinics; BRF; Physiotherapy; Ngāi Tahu Māori Health Research Unit; The Centre for Global Health; Interprofessional Education (IPE) Centre; PIRSSU; Kōhatu – Centre for Hauora Māori; Health Sciences Divisional Office; Student Health

Central Hub (purchasing@otago.ac.nz):

Academic Office – HEDC, Pacific, Student Services; Commerce; Corporate Office; External Engagement; FSD; Human Resources; Humanities; ITS; Transformation & Improvement; Operations Office; Shared Services; VC Office