Central Orders Manual

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1. INTRODUCTION

This document details the functionalities of the new tool that FBG has developed to generate purchase orders through the Statement Website.

This application can either generate the order plus the requirements report or only the requirements report if the FBG order has been issued using the UB's SAP tool.

In a first phase, this function will only be visible for projects funded through public or private grants.

2. ACCESS

The application can be accessed through the Statement Website using previously provided usernames and passwords.

There are three different ways to log in:

Using a specific project code number and password: Orders can only be placed for the specified project (as long as it is funded through a grant).
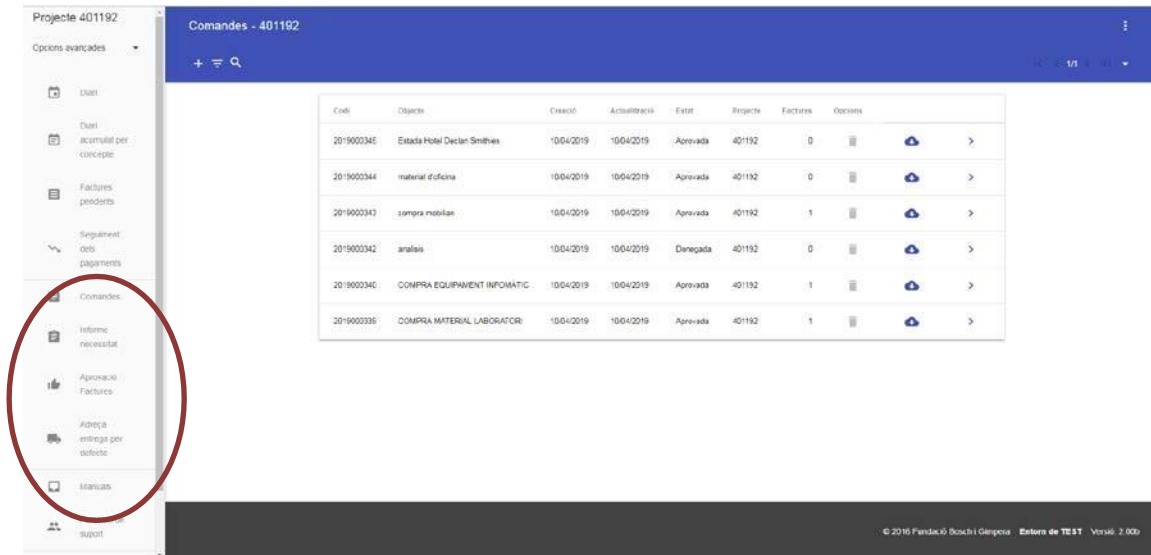
Using a username and password: Orders can be placed for all grant-funded projects led by the researcher accessing the application.

Delegated access: Once inside the application of the Statement Website, researchers will be able to register a delegated access for their collaborators (see below). Only orders and requirements reports can be accessed using this identifier. Collaborators won't be able to see or interact with the rest of the functions of the Statement Website (balances, pending invoices, contract requests, etc.). As shown below, the option 'delegated access' must be selected in the drop-down list.
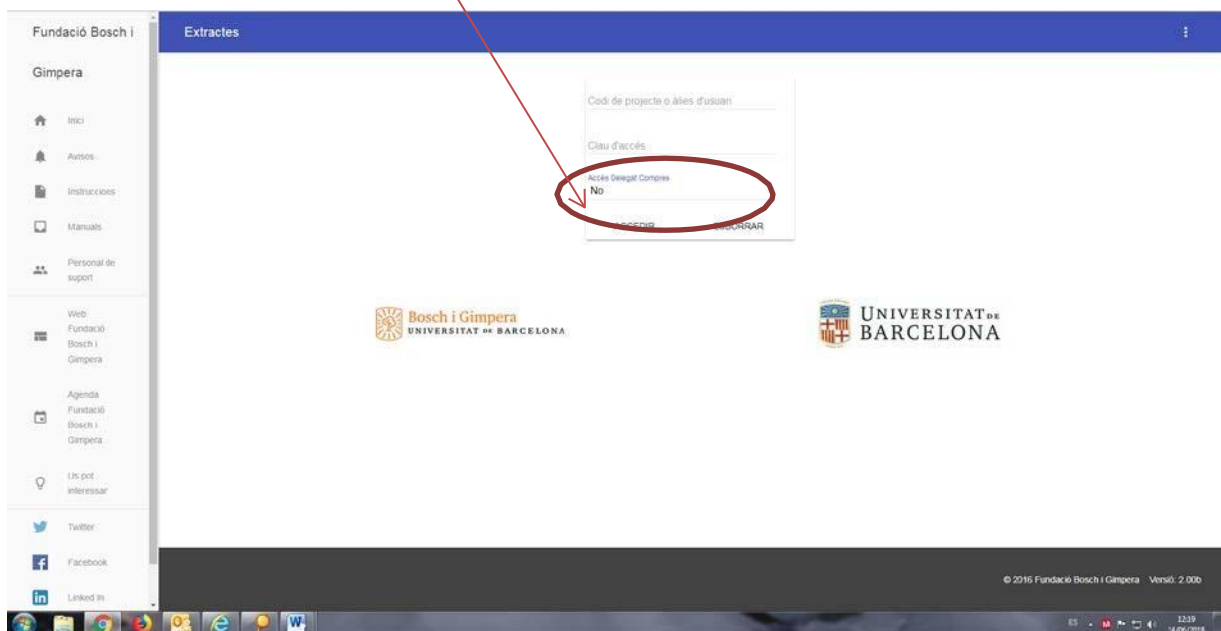
3. FUNCTIONS

Functions concerning the generation of purchase orders can be found on the left-hand side menu.
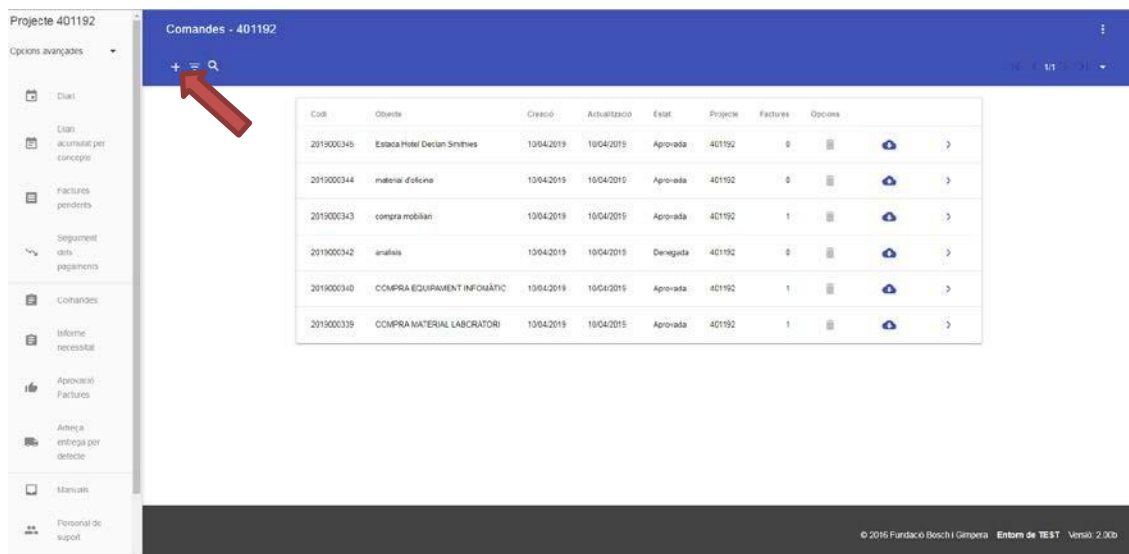

These functions are as follows:

3.1 PURCHASE ORDERS

This option allows the generation of new purchase orders. In addition, orders can be edited until they have been validated by the FBG, and it is also possible to view the status of any previously placed purchase order.
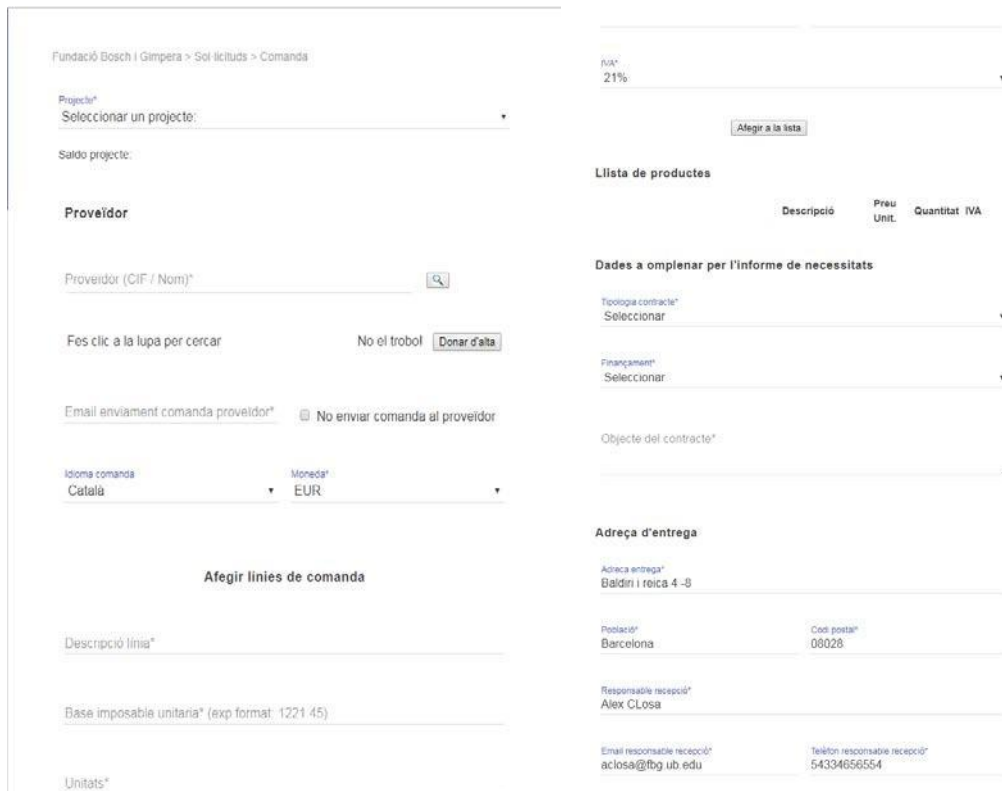
3.1.1 NEW PURCHASE ORDER

Click on the + symbol on the upper left corner to create a new purchase order.

Access the form to create a new purchase order.

- <u>Project</u>: Only projects funded through public or private grants are listed here.
- <u>Supplier:</u> Indicate the supplier to whom the order is made, including their VAT number and name. If they are already registered, they will need to be selected from a drop-down list, otherwise they will have to be registered by clicking on the corresponding button.
- <u>Email purchase order:</u> Indicate the email of the supplier where they are to receive the order. We have incorporated the option of not sending the purchase order by e-mail to the supplier for those 'special' cases in which it is not necessary.
- <u>Language and currency:</u> Select the language in which the purchase order is to be generated, as well as the currency in which the payment will be made.
- <u>Add order lines:</u>
  o Description line: Description of the product and / or service. Add one line for each different product.
  o Tax base: Amount without VAT
  o Units: Quantity of each product.
  o VAT: VAT rate for each product. As new lines are added, these will appear at the bottom.
  o IBAN: Bank details of the supplier. Since this document will also act as payment order, it is necessary to provide bank details to process invoice payment.
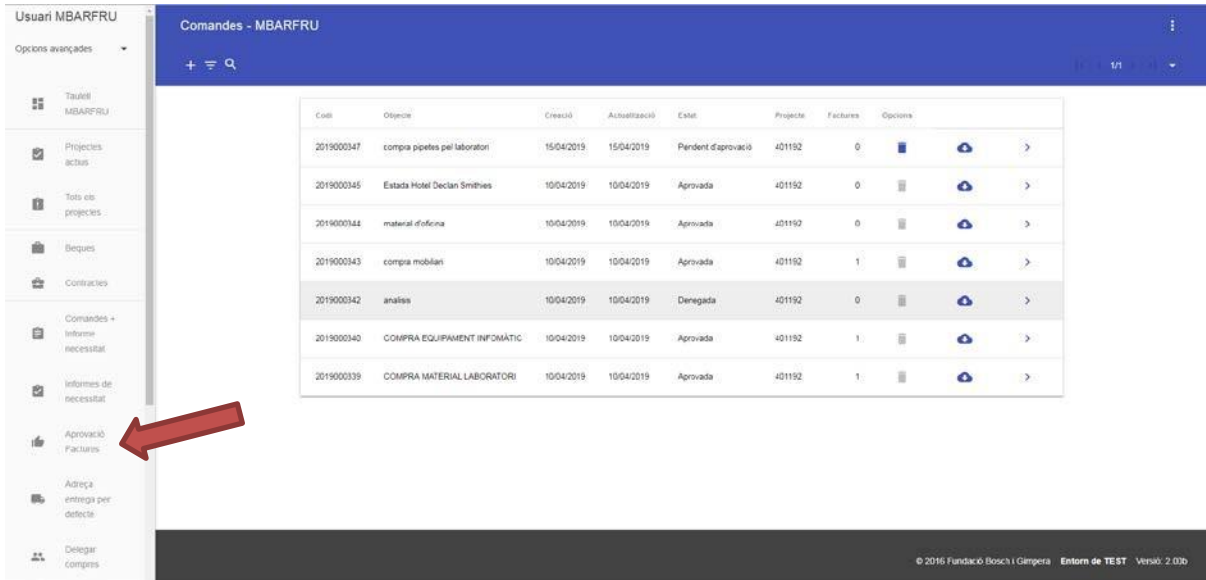
- <u>Data for the requirements report:</u>
  - o Type of contract: Select the generic type of item to be purchased, that is, Service or Supply.
  - o Funding: Select one of the four types of funding with which the expense will be paid.
  - o Object of the contract: A brief but as detailed as possible description of what is purchased and its purpose.
  - o Shipping address: In this section, state the address where the material is to be delivered. This will be the address included in the purchase order that will be sent to the supplier. If the address is previously specified in the corresponding option on the main menu (on the left) it will appear by default each time an order is placed.
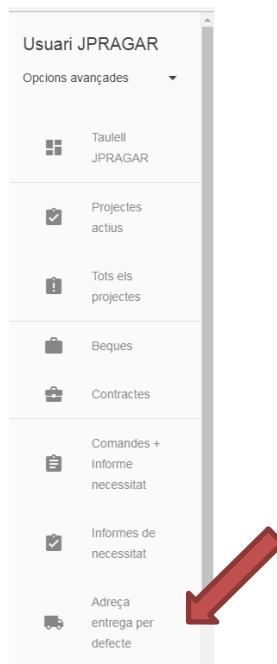
Once all the fields have been filled in, select "Send" and the purchase order will proceed to the validation process.

Once the purchase order is accepted by the FBG, an email will be sent to the supplier including a PDF file of the purchase order, and another email will be sent to the Principal Investigator and / or delegated person confirming that it has been accepted.

3.1.2 INVOICE VALIDATION

To minimize the paperwork, a function has been incorporated to authorize the payment of the invoice without the need to send a payment order.

Once the FBG receives the invoice from the supplier, it is digitized and attached to the corresponding purchase order, at which point an email is automatically sent notifying the principal investigator and, if applicable, their delegate.

The approval of this invoice implies his conformity in accepting that he has received the material or the service in accordance with the established in the order made by the FBG.

Upon receiving this e-mail, researchers need to click on "Invoice validation" and select the corresponding purchase order. Next, select the corresponding option in the "invoice status" drop-down list and press send.
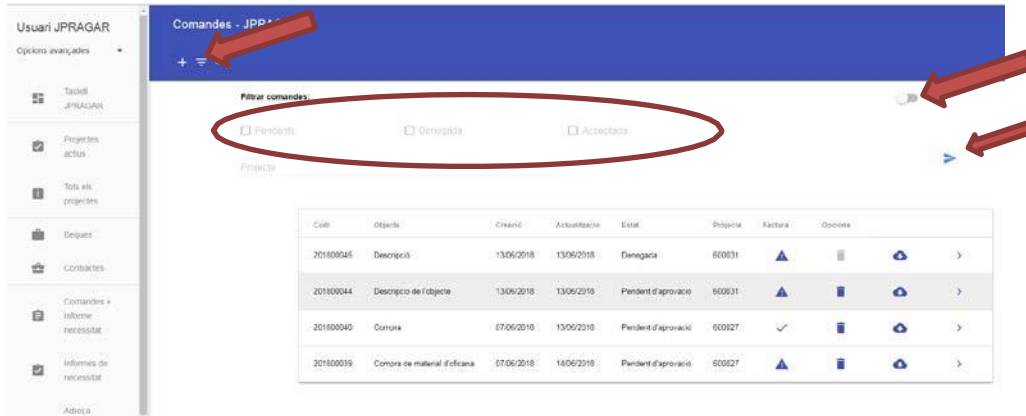
3.1.3 FILTERS

All purchase orders and their status can be viewed at any time. If there are too many of these, several filters can be applied to facilitate the search. Click on the "Filters" option and activate it with the button on the upper right corner to select the filter mode. Once selected, send the request and search results will appear on screen.

The placed orders screen shows all the placed purchase orders as well as their status, which may be:

➢ Pending approval.
➢ Approved.
➢ Rejected.
➢ Cancelled.

This table also shows whether or not the FBG has already received the invoice from the supplier (✓ or ⚠).

If the bin symbol is activated in blue, the purchase order can be deleted. This option is possible as long as its status is 'pending validation', once validated this is no longer allowed.
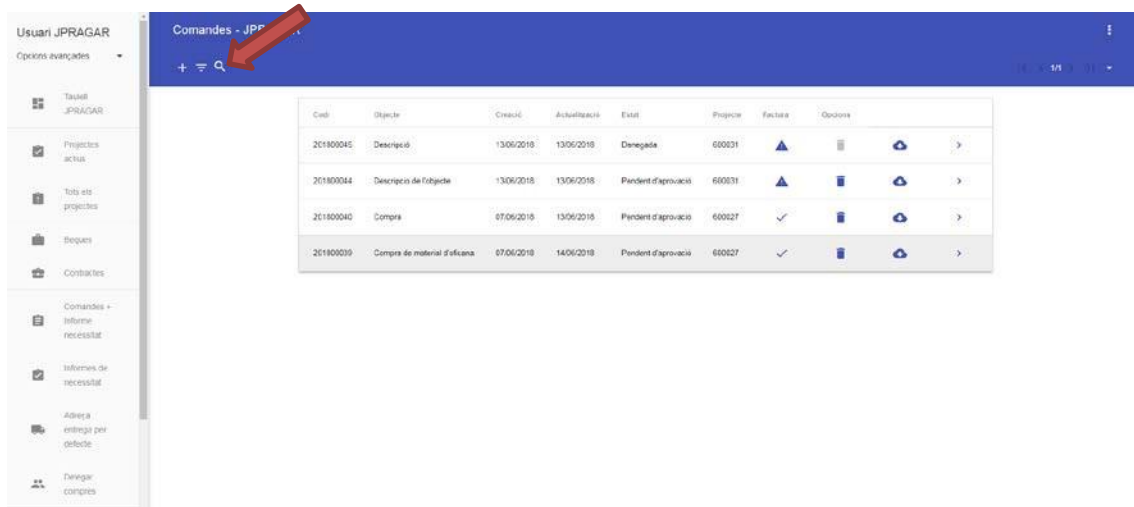
A PDF file of the processed purchased order can be downloaded by clicking on the cloud symbol ☁ . If it has not yet been approved, the document features a watermark specifying that the purchase order is not valid. Once it is approved, the document is final and includes the assigned order number.

Finally, the arrow at the end of each line gives access to the purchase order to consult its status, the reason why it may have been rejected, and all its details.

3.1.4 SEARCHING FOR A PURCHASE ORDER

This function makes it possible to search for placed purchase orders by entering a specific purchase order number.
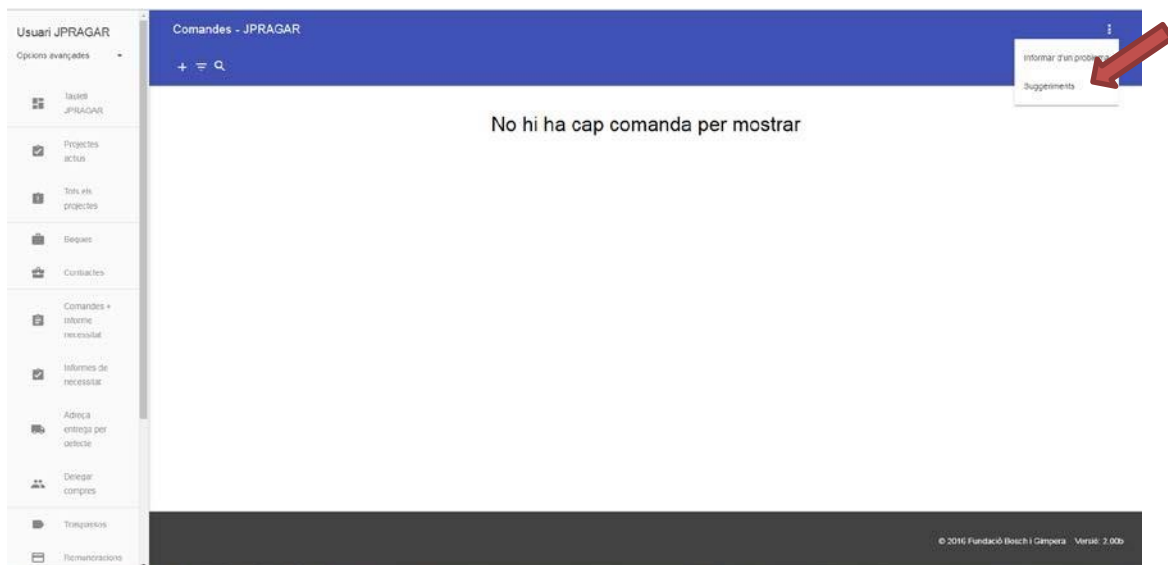
3.1.5 CONTACTS

Clicking on the three dots on the upper right corner opens a menu with the following options:

> ➢ Report a problem. This allows users to contact the IT department to report problems with the tool.
> ➢ Suggestions. This allows users to send comments or suggestions that will be received directly in the FBG mailbox.

3.2 REQUIREMENTS REPORT

Requirements reports need to be completed when the purchase order has been generated using the UB's SAP application. Requirements reports need to be created using the functions of the FBG purchase orders tool to cover the requirements of the Public Sector Contracts Act. (Important: this document will serve as a payment order, which no longer needs to be sent to the FBG).

To generate the document, click on the "Requirements Report" function on the left-hand side menu.
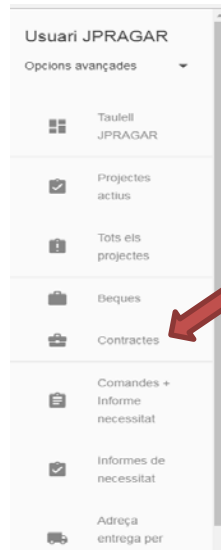
3.2.1. CREATING A NEW REQUIREMENTS REPORT
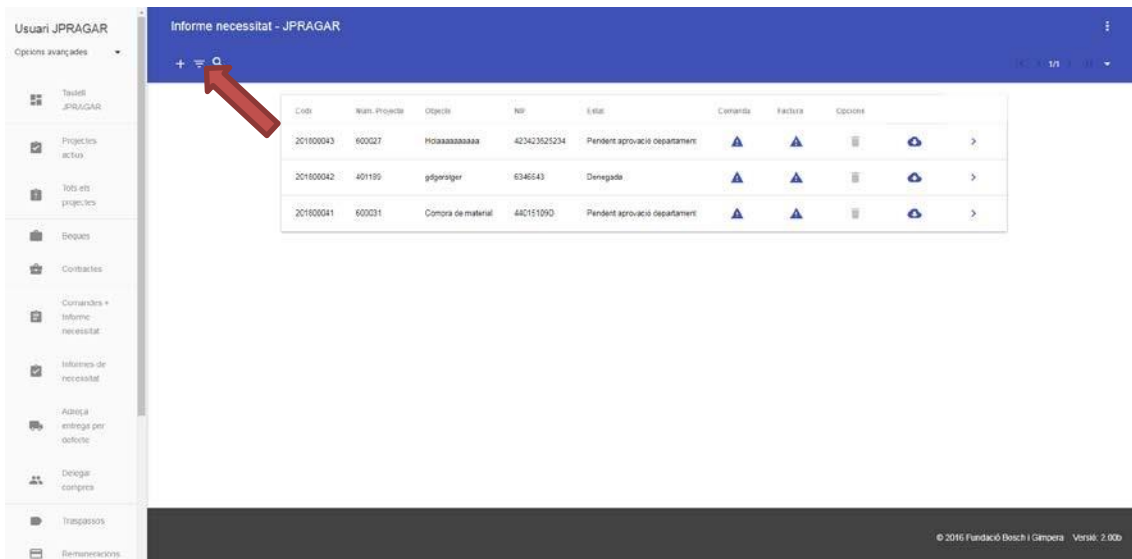
Click on the + symbol on the upper left corner to create a new document.

Fill in the following form:
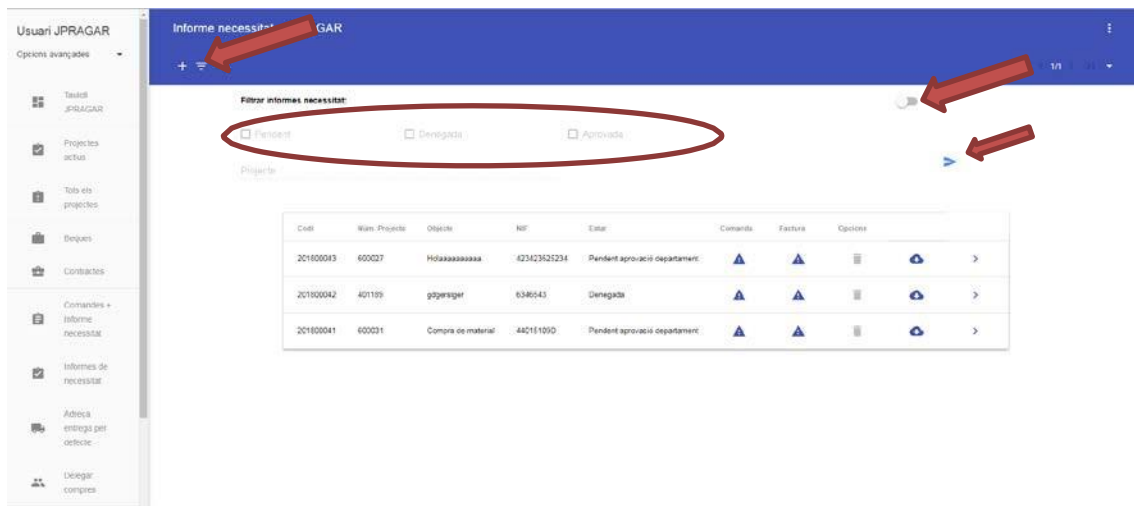
> ➢ Project. Select the project to which the purchase belongs. If users enter the application using the project code number, this will appear as the only option. If users log in with the PI's username or as a delegate, all the projects led by the PI will be accessible.
> ➢ Type of contract: Select the generic type of item to be purchased, that is, Service or Supply.
> ➢ Object of the contract: Include a brief and as detailed as possible description of what is purchased and its purpose (for instance: 10 pens, 5 markers, etc.)
> ➢ Tax base: Amount without VAT
> ➢ VAT
> ➢ Supplier's name.
> ➢ VAT number of the supplier.

> IBAN. Bank details of the supplier. Since this document will also act as payment order, it is necessary to provide bank details to process invoice payment.

> Shipping address: In this section, state the address where the material is to be delivered. As noted above, if the address is previously specified in the corresponding option on the main menu it will appear by default.

3.2.2 FILTERS

All requirements reports and their status can be viewed at any time. If there are too many of these, several filters can be applied to facilitate the search. Click on the "Filters" option and activate it with the button on the upper right corner to select the filter mode. Once selected, send the request and search results will appear on screen.

The requirements reports screen shows all completed requirements reports, as well as their status, which may be:

> Pending approval.
> Approved.
> Rejected.
> Cancelled.

This screen also shows the status of external purchase orders generated through SAP and linked to requirements reports, that is, whether or not the FBG has received the order (✓ or ▲).

The table also indicates whether or not the FBG has received the supplier's invoice (✓ or ▲). If the bin symbol is activated in blue, the requirements report can be deleted. This option is only possible as long as its status is 'pending validation'.

Codi	Objecte	Creació	Actualització	Estat	Projecte	Factura	Opcions		
201800045	Descripció	13/06/2018	13/06/2018	Denegada	600031	⚠	🗑	☁	>

A PDF file of the requirements report can be downloaded by clicking on the cloud symbol . ☁
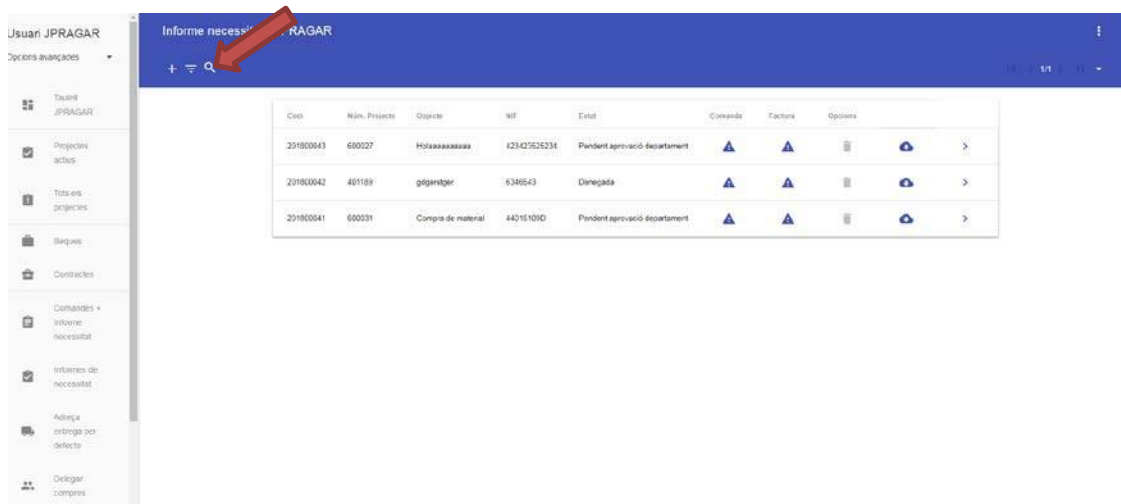
Finally, the arrow at the end of each line gives access to the requirements report to consult its status, the reason why it may have been rejected, and all its details.

Codi	Objecte	Creació	Actualització	Estat	Projecte	Factura	Opcions		
201800045	Descripció	13/06/2018	13/06/2018	Denegada	600031	⚠	🗑	☁	>

3.2.3 SEARCHING FOR A REQUIREMENTS REPORT

This function makes it possible to search for completed requirements reports by entering a specific report number.


3.3 DELEGATING PURCHASE ORDERS

The application allows the creation of a delegated user, who will be able to make orders and requirements reports, as well as to validate invoices, without having access to any other function of the Statement Website, nor being able to consult the remainder, balance, pending invoices, contract requests, etc. of any of the projects led by the PI.
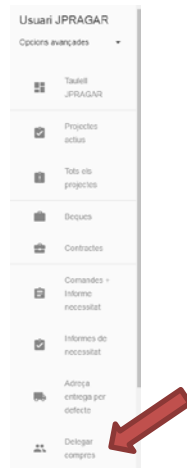
Select the appropriate option and click on the + sign on the upper left corner to access the registration screen for delegated users.

Simply fill in the following details:

  ➢ Name and last name of the user to whom the creation of purchase orders and requirements reports is delegated.
  ➢ A username to access the application.
  ➢ An access password.
  ➢ Indicate if the PI of the project empowers the delegate to approve or reject the payment of the invoice when it arrives.

Send the data, and the delegate user will be able to access the application immediately.

It should be noted that only principal investigators have the authority to delegate purchases.