Instructions for Ordering Paper for Staff Print@UCL Device

PLEASE NOTE: This document refers to the paper ordering process for STAFF devices ONLY.

1. For instructions on accessing MyFinance please see the UCL Finance website (http://www.ucl.ac.uk/finance/myfinance)
2. Once logged in to MyFinance go to the iProcurement home page and then click on UCL eMarket Place.
3. Click on the Banner punch out located on the right

4. This will then redirect you to the Banner webpage. Using the search box use the following codes depending on paper size required:
   A4 code is 2042601 and A3 code is 9150084
5. Select quantity and click add to basket
6. Click on checkout. Please make sure you uncheck “Optimise” button if presented.
7. Click continue after confirming shopping basket contents is correct
8. You will now be taken back to MyFinance, click Checkout again and you will be taken to the Requisition Information screen
9. Enter the ‘Justification field’ with the following: print@UCL Paper + department name
10. Click on **Update Line** as shown below:

![Image of Update Line interface]

11. Enter the information below:
   - Project = 504941
   - Task = 300
   - Award = 156780
   - Product Category = GOODS
12. Select the Delivery-To Location field. Use the “Magnifying glass” next to the “Deliver-To Location” field to search for your location.

![Delivery form]

13. Once all the above information has been added click **Submit**.

14. The order will be submitted to ISD for approval and then the paper will be delivered directly to you.