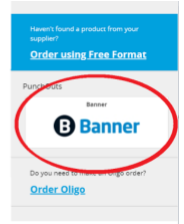
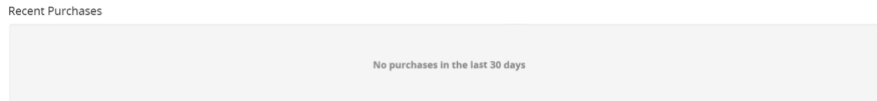


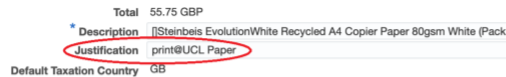
Instructions for Ordering Paper for Staff Print@UCL Device

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**



TIP UCL PRODUCT CATEGORY

****Product Category and Intended Use****

The Product Category and Intended Use fields are used to help determine the correct VAT. Whilst the Intended Use is an optional field, the Product Category is a mandatory field

****PRODUCT CATEGORY****

If you get an error message saying "Product Category is null at Line Number(s) please enter value", you must take the following action if you are in the Edit and Submit Requisition screen:

Single Line requisition

Click on Update line icon and then enter the correct value of either Goods or Services in the Product Category field which is located in the Tax Information region. If the Product category is not visible click on the arrow to the left of the Show Tax Information text to expand the Tax Information region.

TIP

Multi line requisition

If all lines have same Product Category click on the shopping cart icon on the top of the screen, this will take you back to the shopping cart screen where you enter the correct value of either Goods or Services in the Product Category field in the Tax section of the Shopping Cart.

If each line has a different Product Category value then click on the Update line icon beside each line and enter the correct value of Goods or Services in the Product Category field for each line.

****INTENDED USE**** This is an optional field and you would use this if your goods were eligible for zero rating under the medical research criteria in which case you would populate this field with the value of Medical Research. Note: There are other values for the Intended Use field and you should only use these alternative values if you have been advised to.

Select Lines:		Update	Delete	Context							
Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Track As Asset	Attachment	Update Line	Delete
<input type="checkbox"/>	Steinbeis EvolutionWhite Recycled A4 Copier Paper 80gsm White (Pack of 2500) K1701201080A	5	Each	11.15 GBP	55.75	04-Aug-2021 00:00:00	UCL-014-0-G01		+		
Total					55.75						

10. Click on **Update Line** as shown below:

Total 55.75 GBP

* Description [Steinbeis EvolutionWhite Recycled A4 Copier Paper 80gsm White (Pack of 2500)]

Justification print@UCL Paper

Default Taxation Country GB

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Total					55.75							

11. Enter the information below:

- Project = 504941
- Task = 300
- Award = 156780
- Product Category = GOODS

Update Line

Item	Supplier	Delivery
* Description [Steinbeis EvolutionWhite Recycled A4 Copier Paper 80gsm White (Pack of 2500)]	Supplier SUPPLIES TEAM	* Need-By Date 04-Aug-
Category IT.Printer consumables inc toners & ribbons	Site NEWLAND HOUSE	Requester Hailston
* Quantity 5	Supplier Item 2042601	Deliver-To Location UCL-01-
Unit of Measure Each		
Unit Price 11.15		
Amount 55.75		
* Currency GBP		

Intended Use


*Product Category


Billing


Line	Project	Task	Award	Expenditure Type	Expenditure Item Date	Percent	Quantity	Amount
1	504941	300	156780	22 Stationery & Office Costs	02-Aug-2021	100	5	
Total						100	5	

12. Select the Delivery-To Location field. Use the “Magnifying glass” next to the “Deliver-To Location” field to search for your location.

Delivery

* Need-By Date 
(example: 19-Oct-2014 19:45:00)

* Requester 

* Deliver-To Location 

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.