## 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

All - Q. Search product	Search Saved Baskets Favour	te Products
Browse by Category Browse by Supplier		
Recent Purchases	Haven't found a product from you supplier?	r)
No purchases in the last 30 o	Order using Free Form	at
	PunchOuts Office Depot Punchout	
	World's Leading Supplier of Office Product	<b>C</b>

Marketplace News

- This will then redirect you to the Office Depot webpage. Using the search box use the following codes depending on paper size required: A4 code is 160110 and A3 code is 150680
- 5. Select quantity and click add to basket. Note Quantity is in Reams and not boxes.
- 6. Click on your basket and then click **Transfer My Basket.**
- 7. You will now be taken back to MyFinance, click **Checkout** after confirming shopping basket contents is correct and you will be taken to the Requisition Information screen.

Shopping basket

Delete selected items			Up	odate basket Emp	ty basket	
			_			Checkout
Details	Delivery charge	Pack size	Unit price	Order quantity	Total	Subtotal: 496.4
						Subtotal: 490.4
[part-id:585380] Navigator Universal P	aper					\₩ Checkout
Multifunctional 80gsm A4 Wht Ref NU 0033 [5 x 500Shts]	N080					\# Add this basket to a save
No Image Available						
362003	No delivery charge	1	24.82	20	496.40	
Supplier						

8. Enter the **'Justification field'** with the following: **print@UCL Paper + department name** 

### Total 55.75 GBP

## \* Beciption Stational Science Station (Stational Stational Stationae Stationae Station

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  $\bigotimes_{TIP}$  Information text to expand the Tax Information region. 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.

Se	lect Lines	Update Dele	Context	~								
C	Details	B Description	Quantit	y Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Track As Asset	Attachment	Update Line	Delete
C	] ▶	[]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	ିତ୍ତ UCL-014-0-G01 ୍ର ଦ୍	<u>م</u> ا	+	1	Û
					Total	55.75						

### 9. Click on Update Line as shown below:

Justification         printluCL Paper           Default Taxation Country         GB           **Product Category and Intended Use fields are used to help determine the correct VAT. While the Intended Use is an optional field, the Product Category is a mandatory field           **PRODUCT CATEGORY*           The Product Category and Intended Use fields are used to help determine the correct VAT. While the Intended Use is an optional field, the Product Category is a mandatory field           **PRODUCT CATEGORY*           Try use of 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           Cite on Dystate line ison 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 field on 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.           The requisition         The 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 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 fi	Sele	If each line has a different Product Category value then click on the Up **INTENDED USE*** This is an optional field and you would use this if Note: There are other values for the Intended Use field and you should tot Lines: Update Delete   Context	date line icon beside each line and our goods were eligible for zero rat only use these alternative values if Amount (GBP) Need 555.75 04-Au	enter the correct value of Goods or Service ting under the medical research criteria in v you have been advised to. <b>1 By Date Deliver-To Loc</b> uug-2021 00:00:00 to UUCL-014-0-G01	ation Track As Asset	ach line. Ield with the value of Media Attachment +	Update Line	Delete
Justification printl/UCL Paper         Default Taxation County       GB         The Product Category and Intended Use intended Use intended Use is an optional field, the Product Category is a mandatory field         **Product Category and Intended Use intended Use intended Use is an optional field, the Product Category is a mandatory field         **PRODUCT CATEGORY*         The Product Category and Intended Use intended Use intended Use is an optional field, the Product Category is an andatory field         **PRODUCT CATEGORY*         The Product Category and Intended Use intended Use intended Use is an optional field, the Product Category is not visible cick on the arrow to the left of the Show Tax:         Single Tree requisition         Multi inter requisition         The Product Category is not visible cick on the tornet value of either Goods or Services in the Product Category field in the Tax Information region. If the Product Category is not visible cick on the entry to the show Tax:         Multi inter requisition         Multi inter requisition         Multi inter requisition         Note: The are other walues for the Intended Use field and you would use this if your goods were eligible for zero rating under the medical research citeria in which case you would populate this field with the value of Medical Research.         Nother there are other values for the Intended Use field	Sele	If each line has a different Product Category value then click on the Up **INTENDED USE*** This is an optional field and you would use this if Note: There are other values for the Intended Use field and you should tet Lines: Update Delete   Context - Details Description Quantity Unit Price	date line icon beside each line and our goods were eligible for zero rat only use these alternative values if Amount (GBP) Need	enter the correct value of Goods or Service ting under the medical research criteria in w you have been advised to.	is in the Product Category field for e which case you would populate this f ation Track As Asset	ach line. Ield with the value of Medic Attachment	cal Research. Update Line	Delete
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			33.13 GDF					

- 10. Enter the information below:
  - Project = 504941
  - Task = 300
  - Award = 156780
  - Product Category = GOODS ٠

Update Line						×
Item		1	Supplier		Delivery	
* Description	[Steinbeis EvolutionWh	nite	Supplier	SUPPLIES TEAM	* Need-By Date	04-Aug-
	Recycled A4 Copier Pa 80gsm White (Pack of 2	per 2500//	Site	NEWLAND HOUSE	Requester	Hailstor
Category	IT.Printer consumables	inc toners & ribbons	Supplier Item	2042601	<b>Deliver-To Location</b>	UCL-01
* Quantity	5					
Unit of Measure	Each					
Unit Price	11.15					
Amount	55.75					
* Currency	GBP v					
Hide Tax Information		Inter *Product (	nded Use Categor	يا م ا		
+	Taala	Aurord	Europediture To	Evenenditure Item Det	b Demont Owen	the Amou
	lask	Award			e Percent Quant	
504941	Q 300	g q 156780	22 Stationery & C	ffice Costs 02-Aug-2021	100	5
				Tota	al 100	5

11. 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	05-Nov-2014 00:00:00
	(example: 19-Oct-2014 19:45:00)
* Requester	Hailston, Mrs. Karen 🔄 🔍
* Deliver-To Location	tion Systems Department

- 12. Once all the above information has been added click Submit.
- 13. The order will be submitted to ISD for approval and then the paper will be delivered directly to you.