Instructions for Ordering Paper for Staff Print@UCL Device
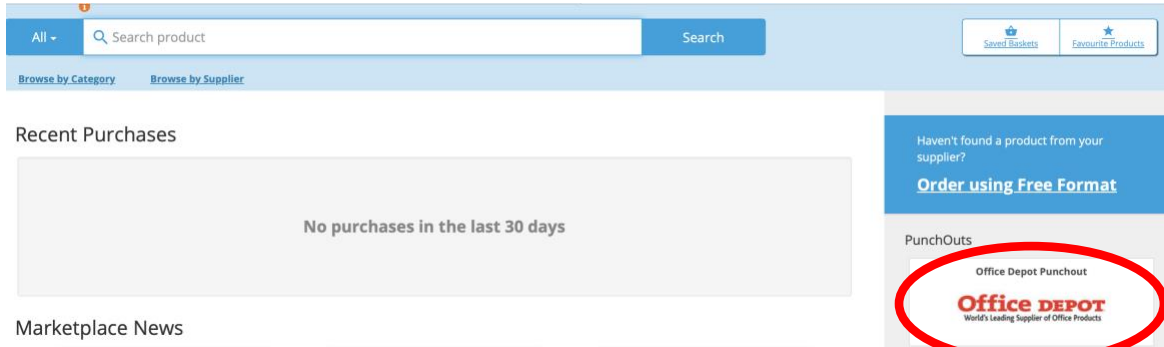
PLEASE NOTE: This document refers to the paper ordering process for STAFF devices ONLY.

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 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.

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

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

Total 55.75 GBP

Description []Steinbeis EvolutionWhite Recycled A4 Copier Paper 80gsm White (Pack o

Justification print@UCL Paper

Default Taxation Country GB

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.

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 v

Details	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Track As Asset	Attachment	Update Line	Delete
▶	[]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. Enter the information below:

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

Update Line ✕

Item

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

Category IT.Printer consumables inc toners & ribbons

* Quantity 5

Unit of Measure Each

Unit Price 11.15

Amount 55.75

* Currency GBP ⌄

Supplier

Supplier SUPPLIES TEAM

Site NEWLAND HOUSE

Supplier Item 2042601

Delivery

* Need-By Date 04-Aug-

Requester Hailston

Deliver-To Location UCL-01

▲ Hide Tax Information

Intended Use

*Product Category

Billing

➕

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