

Do



- check the reason for a requisition being returned by clicking on the 'returned' link
- give clear instructions as to where a purchase order should be sent e.g back to requester, to supplier (give email address)
- place all communications in the 'Note to buyer' field
- receipt accurately and verify delivery before receipting
- ask suppliers to send invoices to central unit
fin.admin@swansea.gov.uk
- use contract reference numbers where appropriate
- create requisition/PO *before* ordering from supplier
- be aware of your approval hierarchy
- allow enough time for your order to be approved by your approver and the procurement buyer
- ensure that your vacation rules are on if you are an approver
- use the correct line type e.g goods, services by amount
- refer to i-siop pages for more information about purchasing