



CIAnywhere Procedure

General Expense

Before you start

Do you have access to RAISE a Requisition? Everyone has access to log in to CIAnywhere, but only required staff have access to submit a Req. (Preferred web browser is Google Chrome)

Do you have available funds and approval?

Do you have the required quotes/documentation, or approved Exemption from quote?

Is the supplier already in the system?

- o Will this purchase be part of a Consultancy agreement? Have you discussed with the Procurement team? (spg@jcu.edu.au/ procurement@jcu.edu.au)
- o Is the supplier a SOLE TRADER, and have you reviewed the implications of engaging SOLE TRADERS?
- o Can a 'preferred supplier' or an alternative already set up supplier be utilised?
- o If no alternative is available, have you requested the supplier be set up in Service Now?

Can this be paid by corporate credit card? Restrictions apply to corporate credit card use homepage. Insert your JC number and password, click **Log On**

Log on using your details

User name or email address
ic136556

Password

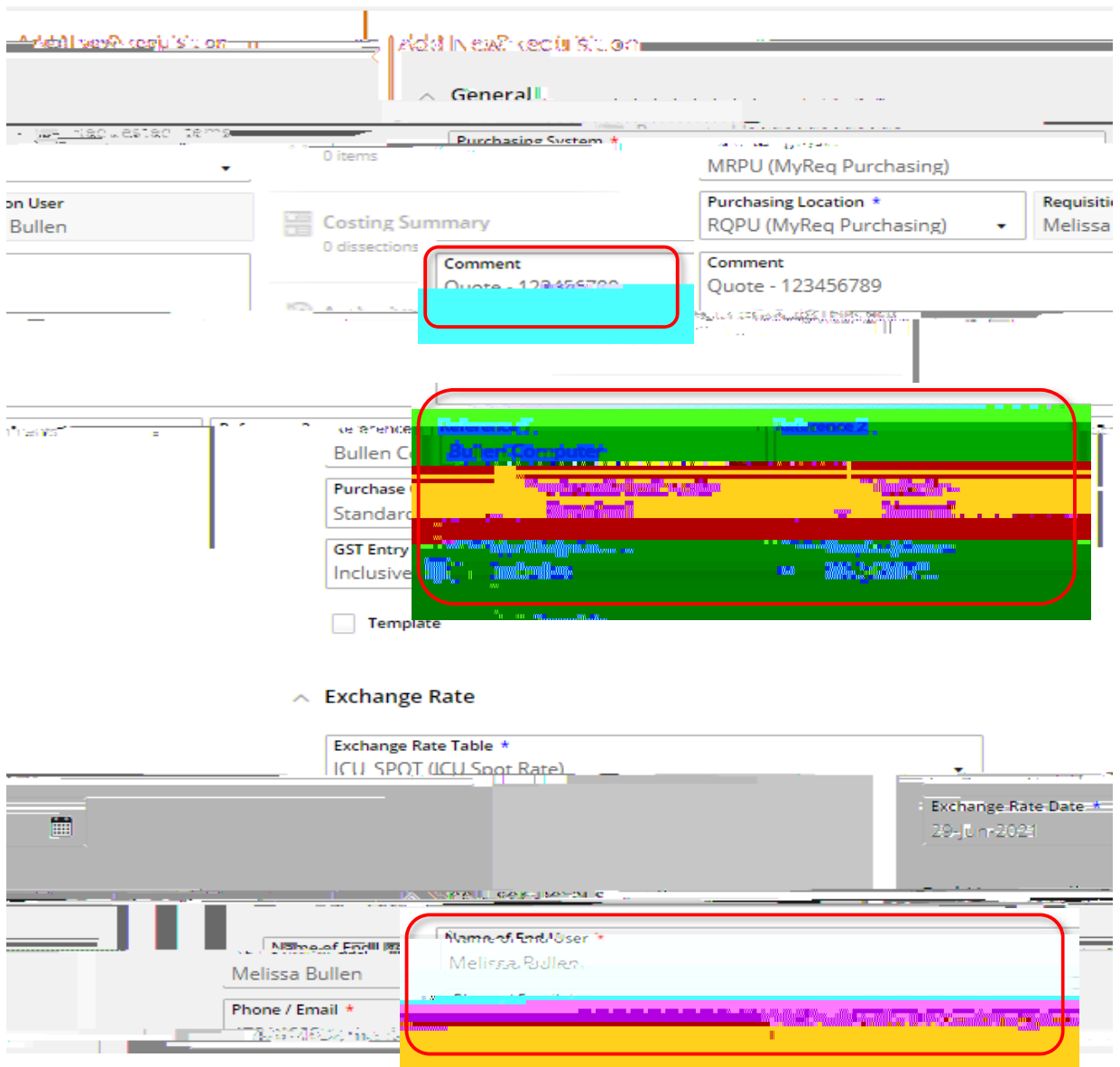
Log On

- To create a new purchase requisition, click the drop **down arrow under My Requisitions**, then **Create a blank requisition** (JCU Stores orders can start from here too). If you would like to browse the JCU catalogue (Stores), click on **Catalogue Product Search** (you can also raise a store order from here).

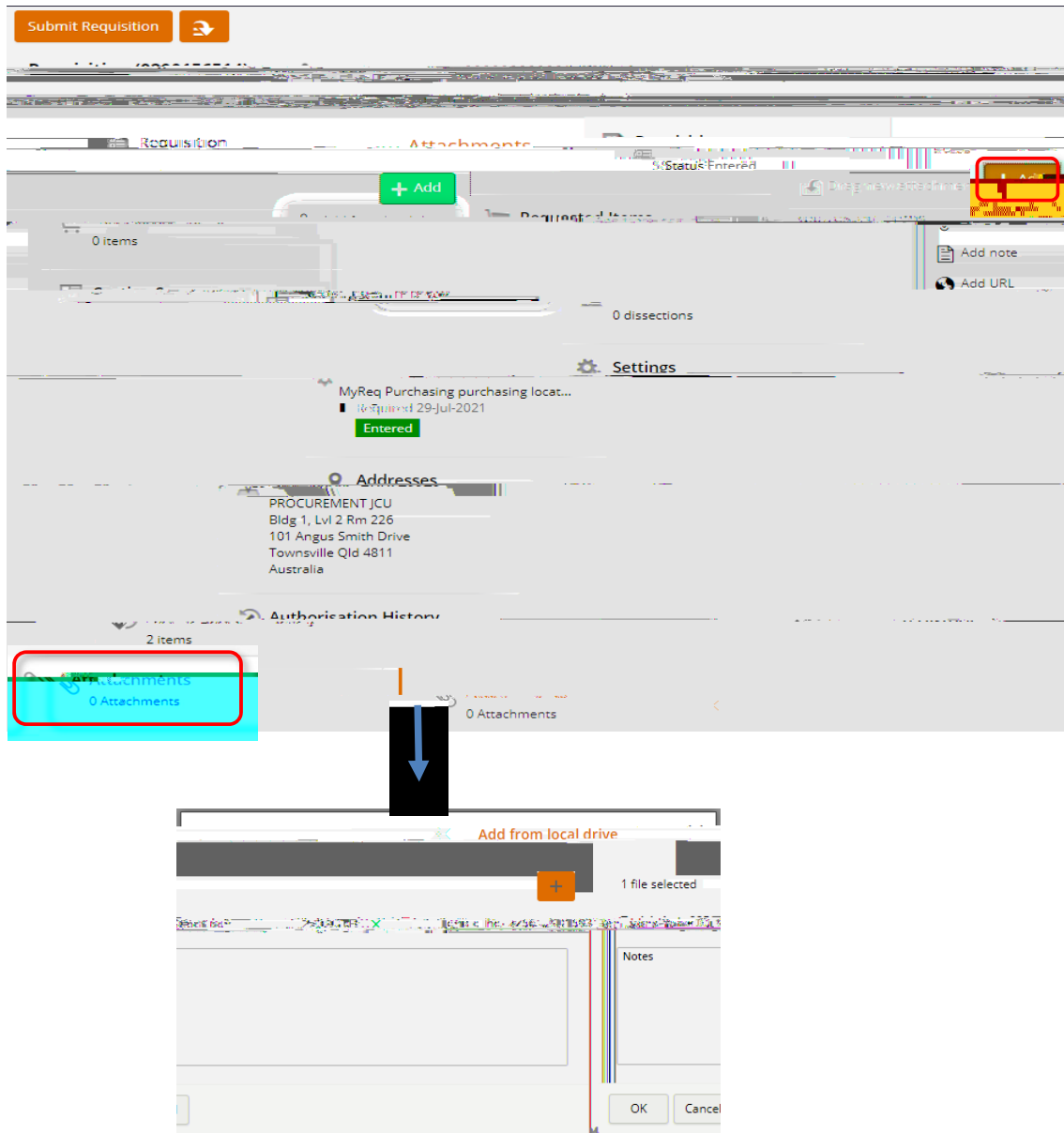
- The new requisition will have many fields already set with default information, only change if required. Fields to complete on this first settings page:

Purchasing System & Location	Do not change
Comment	This information is what you would like to see on the purchase order for reference to the supplier . You only have a limited space – this should be limited to QUOTE numbers etc.
Reference 1 & 2	These fields are for your reference only, they do not appear anywhere on the purchase order (optional fields, not required).
Purchase order Type	<p>You have the option of a standard or blanket order.</p> <p>Blanket Orders – you can discuss with the procurement team if a blanket order is the best option, or if standard orders should be placed as required.</p> <p>While blanket orders are an estimate of yearly expenditure of \$1.270TD.0.76 (or 60% of 38020766o2)10110TD</p>

- 4. Once completed, click **Save** in the top right of screen.



5. You can add attachments (quotes, emails, screenshots of shopping carts etc) by clicking on the **Attachments** tab in the left hand menu, or you can **drag and drop** straight into the free space. Click on **+ Add** to **Add from local drive** and find the saved documentation on your desktop (title of document must be short and not include characters, eg */#). Click **OK**.



6. Click on the **Requested Items** tab in the left hand menu, then click **+ Add** to enter the items you wish to create the purchase order for. You can find items in the JCU store by clicking on **Browse the internal catalogue**, or for all other orders, click on **Ad hoc request**.



7. Fields to be

TESTING Mel Bullen Computer

Currency: AUD (Australian Dollar)

MyReq Purchasing purchasing

View Details Entered

Addresses...
 BROADBENT RD
 Bldg 1001 Rm 100
 101 Angus Smith Drive
 Townsville QLD 4811
 Australia

Address: 010 (Supplier Purchase Orders)

Item: TESTING Mel Bullen Computer

Description *
 TESTING Mel Bullen Computer

Long Description
 TESTING Mel Bullen Computer

1 attachment

Supplier Product

Comment

GST Rate

JCU Assets

Asset ID (mandatory)

How will the asset be recorded?
 NA (Not Applicable)

Office Use Only

Payroll Tax Exemption Applies
 YES (Goods Only)

Restricted Drugs and Poisons

Cost Accounts

1 of 1 record

Dissection Amount	Dissection	Charge	Ledger	Account	Account	GST	Dissec
00	1420.11100.0001.8140				1	DEFAULT	STKRQN

8. Once complete, click **Save and Add**, or **Save** in the top right corner (see 2 below points).
9. If quote includes multiple items, rather than add each line from scratch, you can click on the **dropdown arrow BEFORE** you save, then select **Save and Add**. You will then need to enter the item details, but you don't have to enter all fields again. Repeat steps above until all items are entered.

***Don't forget to include a shipping/freight line (use code 8460) if goods are to be delivered (this should be on the quote).

10. Alternatively, if you have multiple lines that are mostly identical, you can opt to 'duplicate' them (this will be an exact duplicate of the previous line). Click **Save** ~~BEFORE~~ ~~1T1208320TD01/TT21Tf.23280TD:0018Tc(al)5.1(l)J9Tf0Tj/.beo28E9~~

Contact Strategic Procurement Group



Annual Spend Over \$200,000
Or Consultancy

