Purchasing Process

PURPOSE
The purpose of this process is to ensure that an effective procedure is in place for the purchasing and delivery of goods within the International Education Division.

PROCEDURE
The IED are governed by the University's Purchasing Procedure which is outlined on Procurement and Supply Chain Office website.

Ordering
Purchase requisitions are raised on Agresso, the University of Limerick's accounting system.

1. The requestor completes the relevant information electronically ensuring that all relevant areas are completed correctly.
2. Once submitted the requisition request will be work-flowed electronically to the relevant budget holders for approval.
3. On approval the requisition will be work-flowed to accounts department for approval. An official purchase order is then raised by the accounts department and emailed to supplier, a copy is also sent to requestor.

Goods Delivery
1. Goods are delivered to Goods Inwards with the supplier's delivery docket attached.
2. Goods inwards deliver the goods to the designated location (as outlined on the purchase requisition). The delivery docket is sent to the requestor with goods, requestor checks to ensure all items have been delivered.
3. On receipt of goods the Purchasing User receives an on-line delivery notification (GRN).
4. The Purchasing User approves Delivery on the Agresso system (GRN) allowing payment of goods. If goods delivered are unsatisfactory the GRN request is rejected with an explanation of rejection. Goods should be returned to Supplier via Goods Inwards.

Payment
1. Invoices are sent by the supplier directly to Accounts Payable quoting PO No.
2. Accounts Payable will match the Invoice to the Purchase Order.
3. On receipt of invoice the Purchasing User receives an on-line notification (GRN).
4. The Purchasing User approves Delivery of Services on the Agresso system (GRN) allowing payment of services. If the service delivered is unsatisfactory the GRN request is rejected with an explanation of rejection. Supplier is notified by IED.
5. Accounts Payable sends payment to Supplier.

Supplier Management
Suppliers must be on the University Procurement list which is outlined on the Procurement website. If a supplier is not on the list, the requestor may agree with the Accounts Department a justification for use of the supplier. Records of these are maintained on Agresso.

Supplier Reviews
1. IED Suppliers: IED will review suppliers engaged outside UL contracted list on Procurement website; at the end of year review meeting in May/June. Appropriate actions will be taken to ensure ongoing supplier performance meets IED's requirements. Records of issues are maintained in the Sharepoint folder "Supplier Review".
2. Procurement suppliers: IED will notify procurement of any problems they encounter with suppliers on their list to allow Procurement to follow up centrally.

RECORDS
Purchasing records are retained for the current year plus 6 years by the Finance Department. The International Education Division operates in accordance with the University's Records Management and Retention Policy.

PROCESS EFFECTIVENESS

At a minimum the process is monitored for effectiveness and improvement by taking input from internal and external audits/review, and staff input at any time.

Revision No.	Date	Approved by:	Details of Change	Process Owner
2	16/07/2015	Deputy Director	Amend 'Procedure' to 'Process' in line with all processes; add Rev No. to footer.	Eileen Carroll
3	13/08/2015	Deputy Director	Correct Revision History – missing detail now entered	Eileen Carroll