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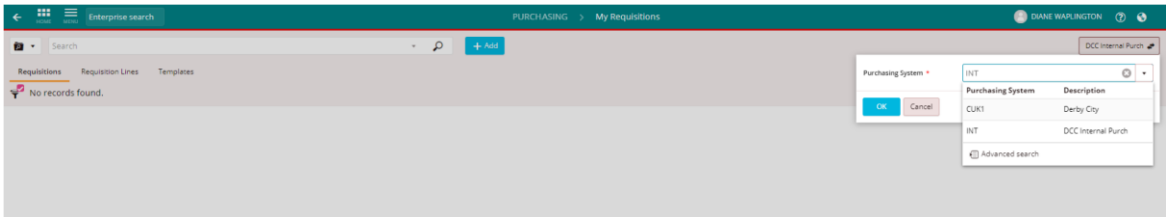
- You must select the relevant activity tile, then change the Context (Purchasing System) to INT **before** you can create or view Internal Requisitions/POs.
- Internal orders always start IN and are not included in the count of requisitions/orders on the Home page.

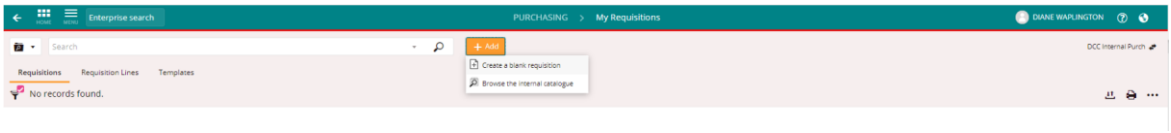
Raise an internal requisition

1. Login to Cia and select the Requisition tile

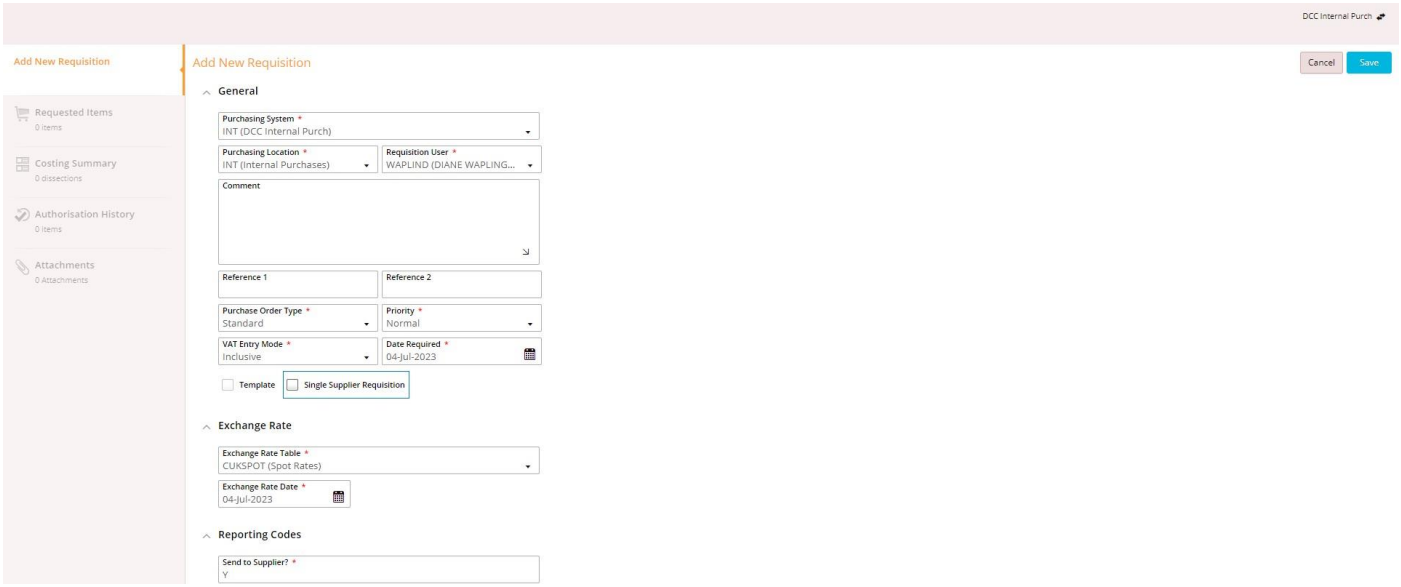
2. In the top right-hand corner, change the Context to INT – DCC Internal Purch



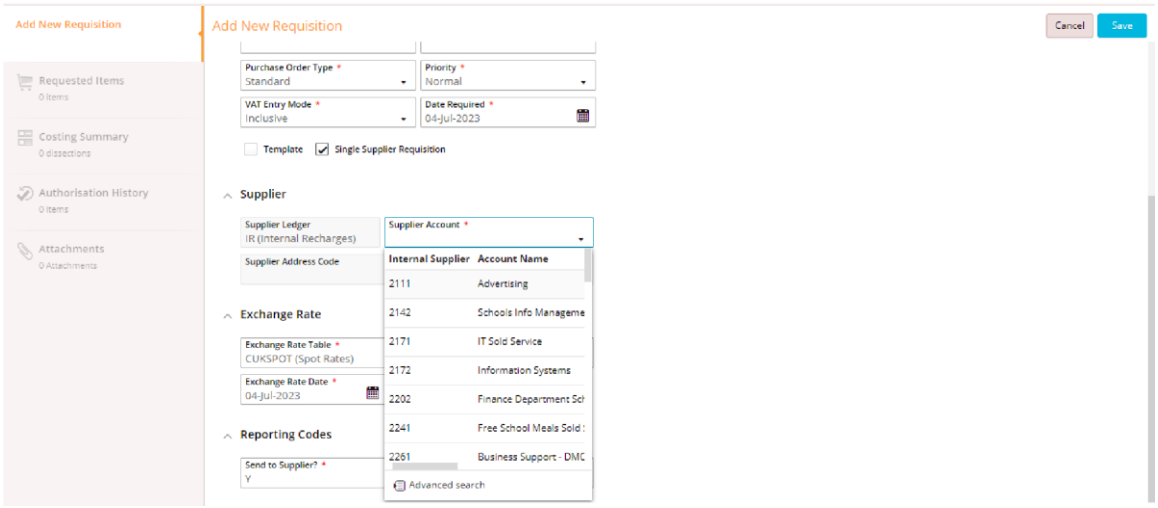
3. Click +Add and select Create a blank requisition from the available options



4. Add New Requisition – complete all necessary fields
   - The Purchasing System, Purchasing Location and Requisition User will autofill.
   - Add a Comment or Reference if required. This is for you/the approver and won't appear on the order.
   - Select the appropriate purchase order type (standard or blanket)
   - Ignore the Priority field, we don't use this
   - Change the VAT Entry mode, this should always be **Exclusive**
   - Date Required defaults to today, change this if applicable



- Tick the Single Supplier Requisition check box. The supplier Ledger field should populate automatically (IR)
- Select or use Advanced search to find the Supplier Account.



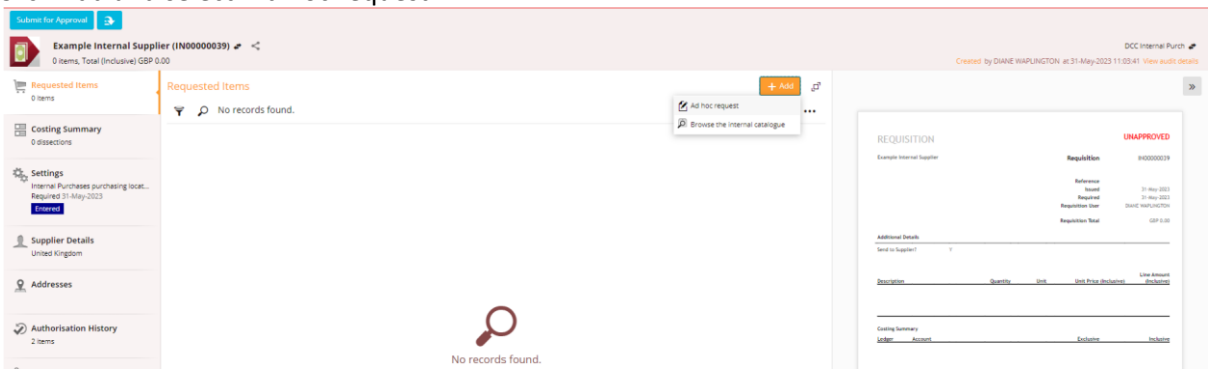
Ignore Exchange Rate, we don't use this.
Send to Supplier should always be **Y** for internal orders

5. Click Save. You have now completed the header part of the order.

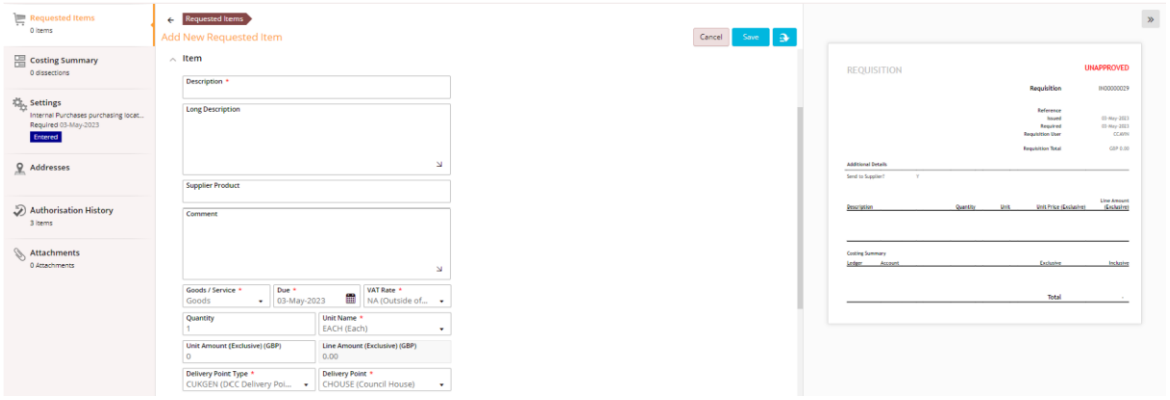
Add items (lines)

6. Click Add and select Ad hoc request

7. Click Add and select 'Ad hoc request'.

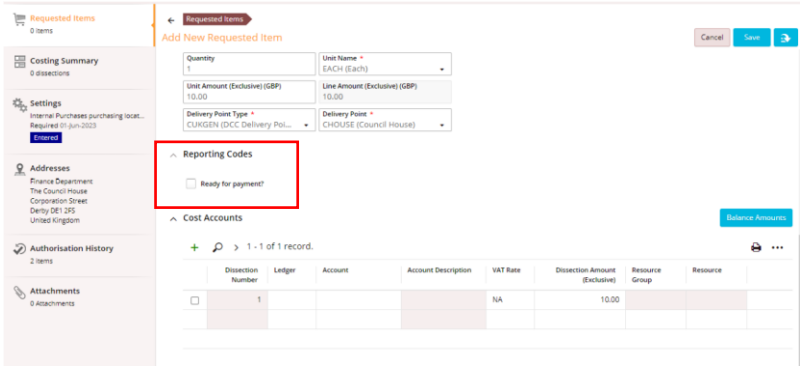


8. **Add New Requested Item**:
   8.1. Item
   - Add a meaningful short Description and additional details under Long Description
   - Select Goods for standard orders or Service for blanket orders. If it's a blanket order, there's no expiry date on internal orders
   - The default Due date is today, change this if required
   - Add the quantity required for standard orders. For blanket orders, this should always be 1
   - The default unit is Each. Other options are available
   - Add the unit amount. For blanket orders, this should be the total spend
   - Select the Delivery Point Type (CUKGEN – DCC Delivery point) and the Delivery Point (address).



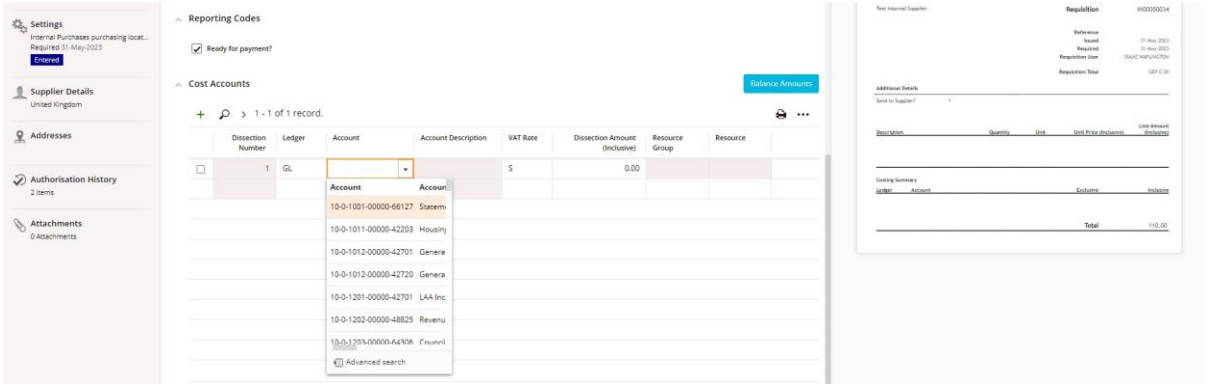
8.2. Reporting Code

• **Tick the Ready for payment checkbox** if the amount on the requisition can be paid as soon as the requisition has been approved. The system runs a report periodically (usually once a week) to transfer funds from the requester's code to the income code. If the order is a blanket order and the amount to be transferred is unknown when raising the requisition, leave the box unticked and receipt amounts as goods/services are supplied for the funds to be transferred between codes.

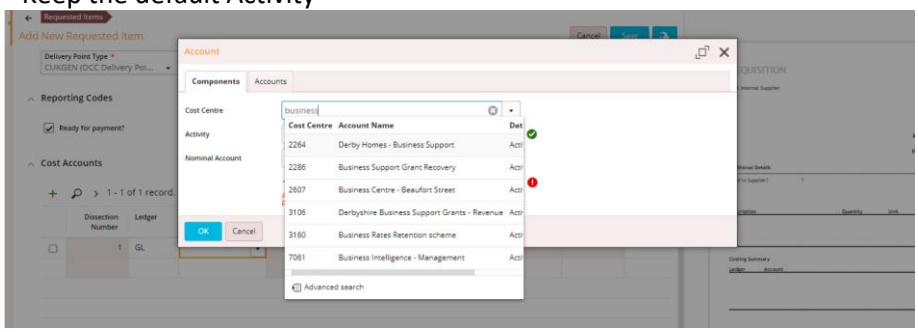


9. Cost Accounts

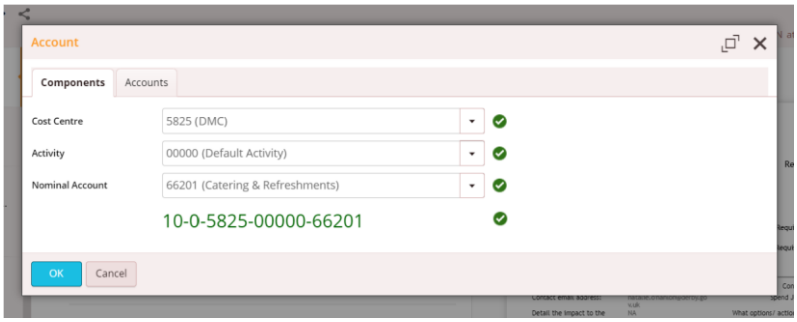
- Select the appropriate Ledger.
- Click Account and select Advanced search



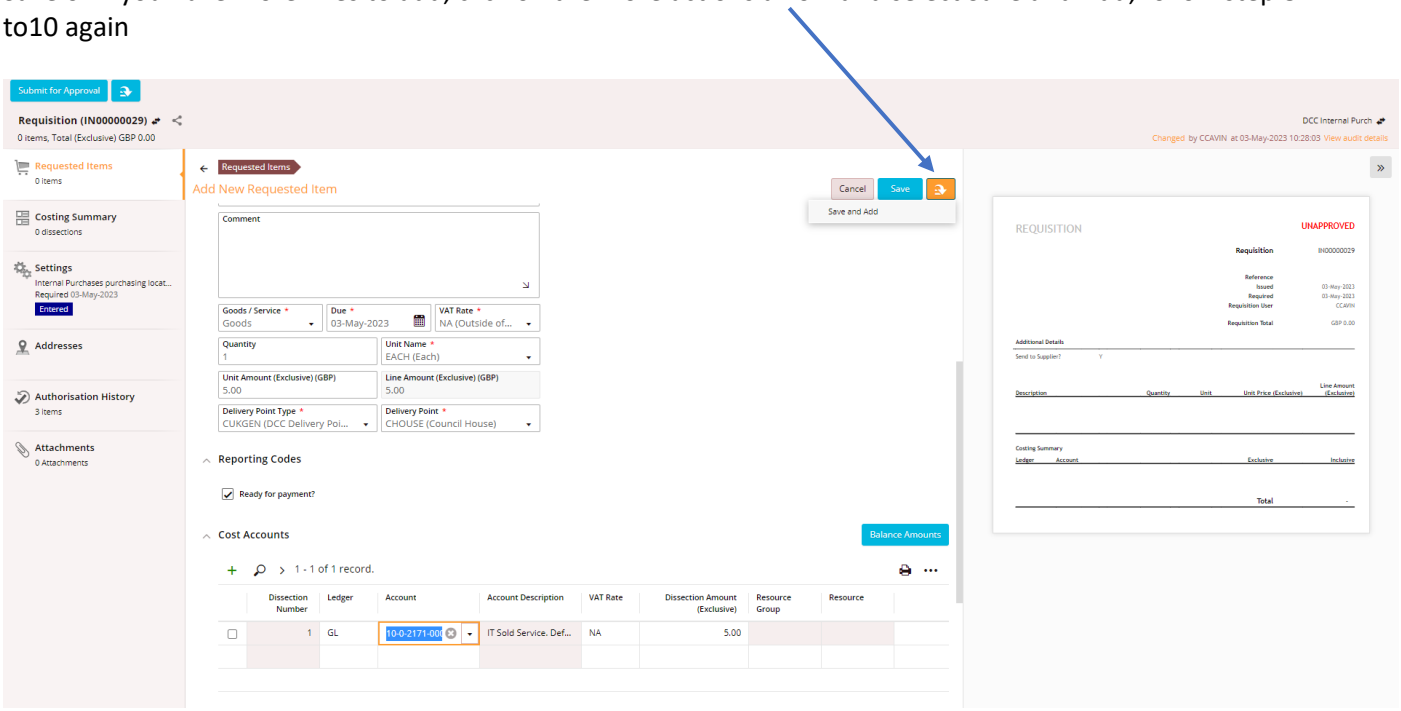
- Add your Cost Centre and Nominal Account or search for these using a description and select from the list. Keep the default Activity



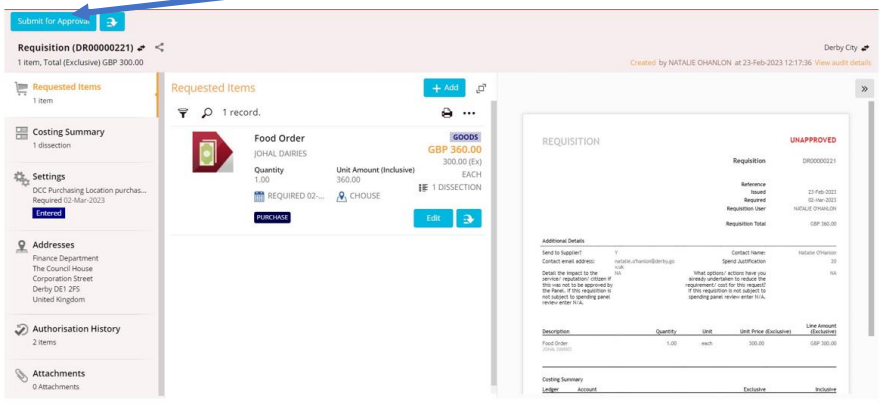
When you've completed the fields, the code at the bottom will populate and you should have four ticks



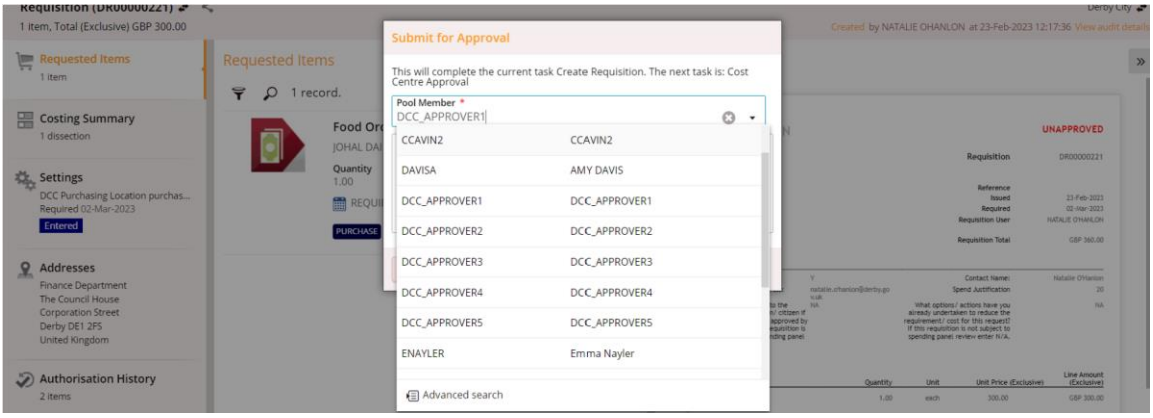
10. Click OK
11. Save or if you have more lines to add, click on the more actions arrow and select Save and Add; follow step 8 to10 again



12. Once you've added all your lines, click Submit for Approval



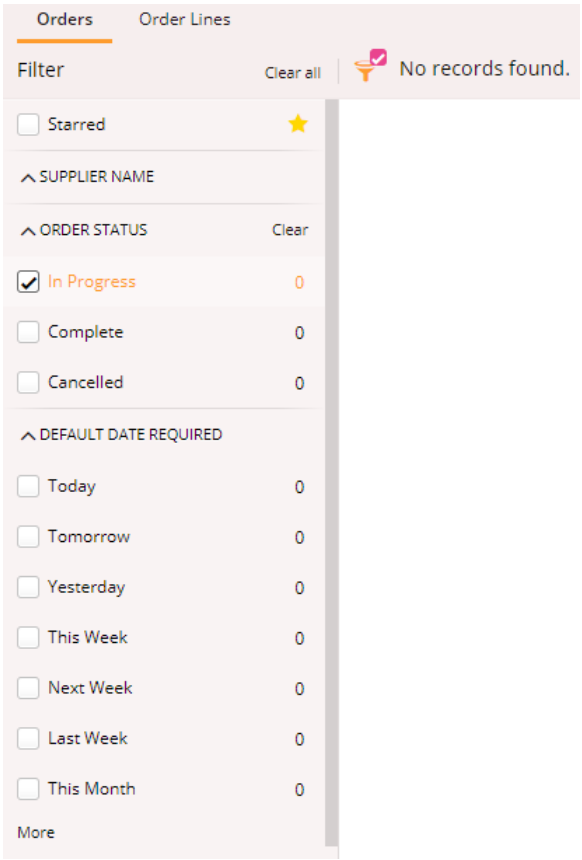
13. Select the relevant Pool/Pool member. You will only see authorisers who can approve that code.



14. Once you've made your selection, click OK

View your internal orders

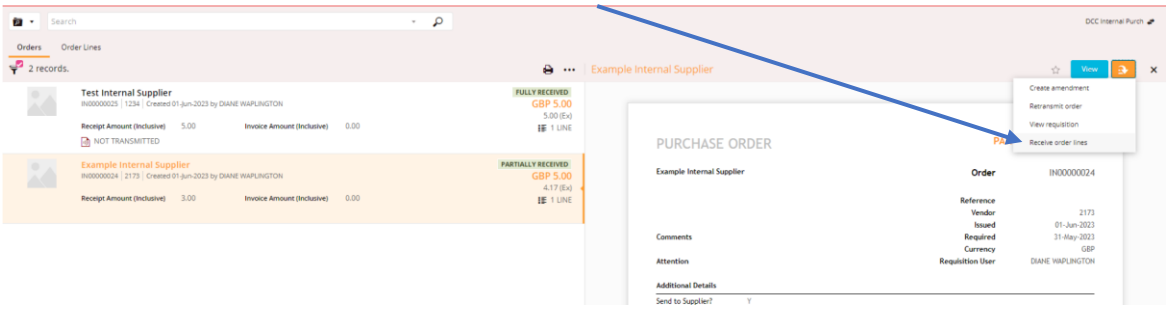
Click on the My Purchase Orders tile then change the Context (top right-hand corner) to INT - DCC Internal Purch. All your POs should be visible but if you can't see them, 'Clear all' Filters. If you have lots of POs, use the filters or search options to make it easier find individual or groups of POs



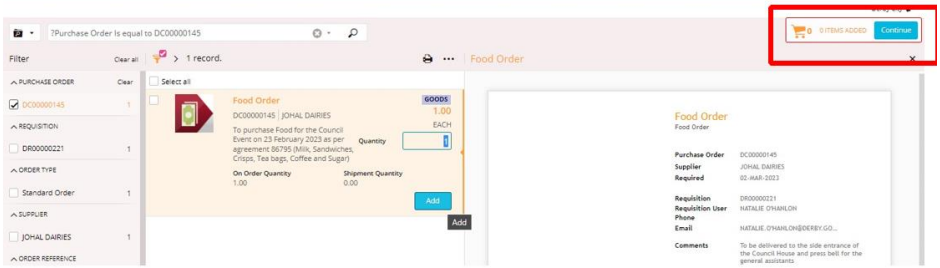
Receipting orders

If you didn't tick 'Ready for payment', you must receipt amounts as work is completed/goods are received.

1. Click on the My Purchase Orders tile
2. Click on the More actions icon and select Receive order lines



3. Receipt goods as they are received. For blanket orders, the default is the total value of the order, change this to required amount.
4. Click Add. The items will be added to the trolley.
5. Click Continue, then click **Approve**



You must click Approve. Nothing is receipted until you do this self-approval step.

The value of the quantity/amount receipted will be included on the next run and the funds transferred by journal. If you have a reference, you can this type this in Supplier Ref 1, under Settings on the left.

Please **do not** use the Goods receipt tile to receipt orders unless you need to finish a goods receipt (you've been notified the receipt is still unapproved or in draft status).