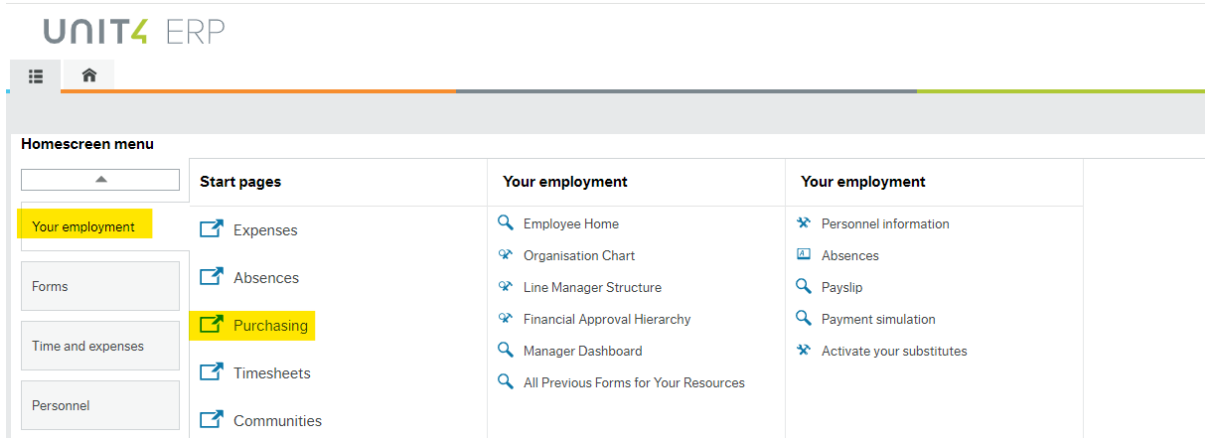


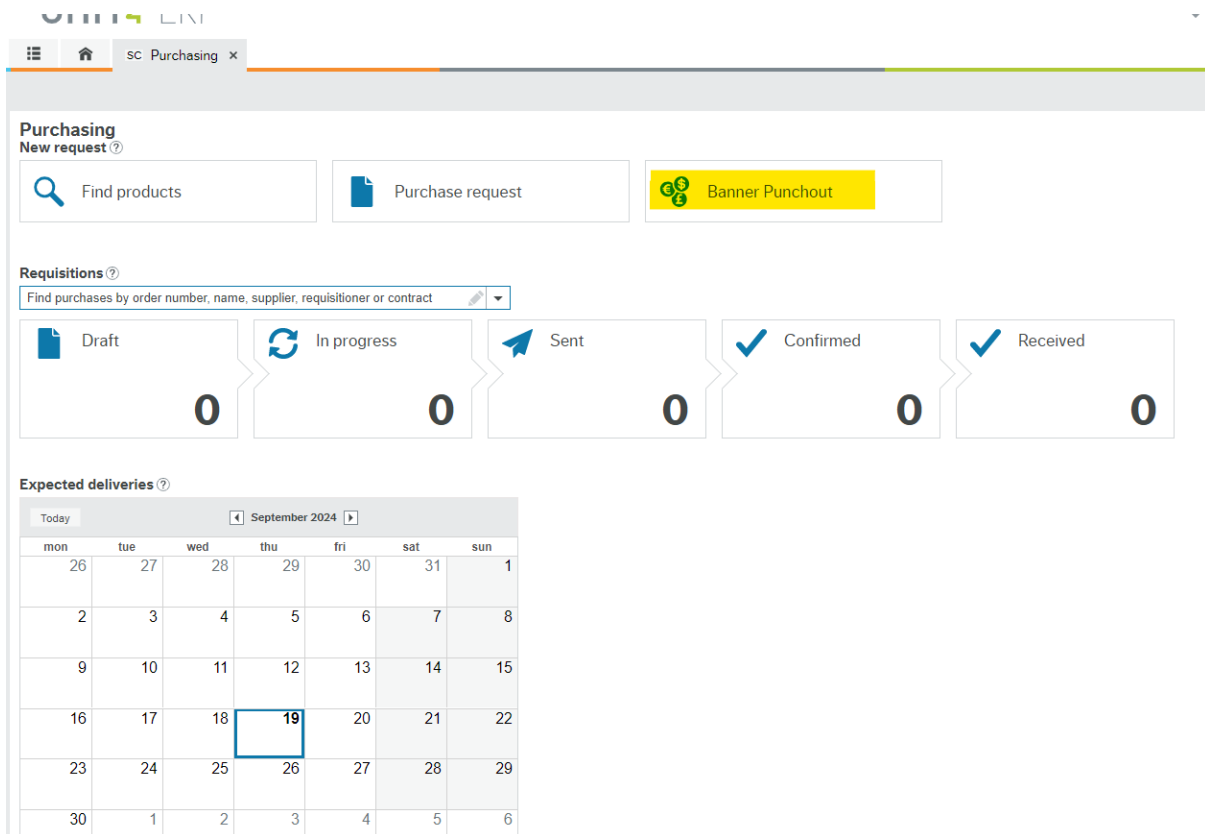
# Purchase Requisition update – September 2024

## 1. 'Purchase requisition screen

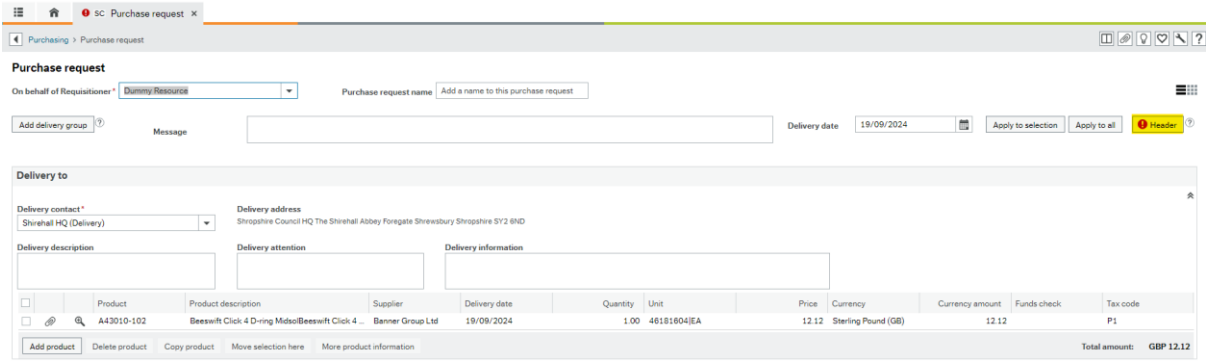
All requisitions are to be raised through the “Purchasing” in the “Your Employment” tab including purchases from Banner. ‘Requisition – standard’ menu access has been removed from requisitioners.



For Banner orders please click on “Banner Punchout”.



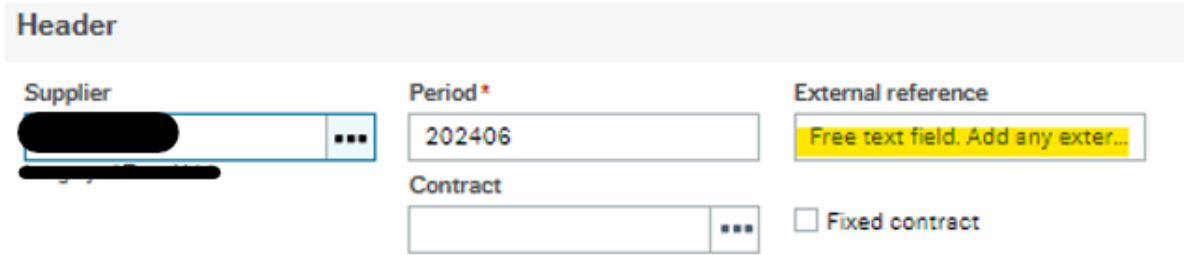
The Banner window opens and follow the normal ordering procedure. When you click on “proceed to checkout” you return to the ERP Purchase request screen with the purchase order lines populated. An error will appear as you have to open the header box to complete the sections.



**N.B. The below two points relate to the requirements of the [Spending control gateway - SC Intranet \(shropshire.gov.uk\)](https://shropshire.gov.uk). The fields are not mandatory but should be completed for all transactions in scope of the gateway and are to provide additional information to support and speed up the approval of the purchase requisition.**

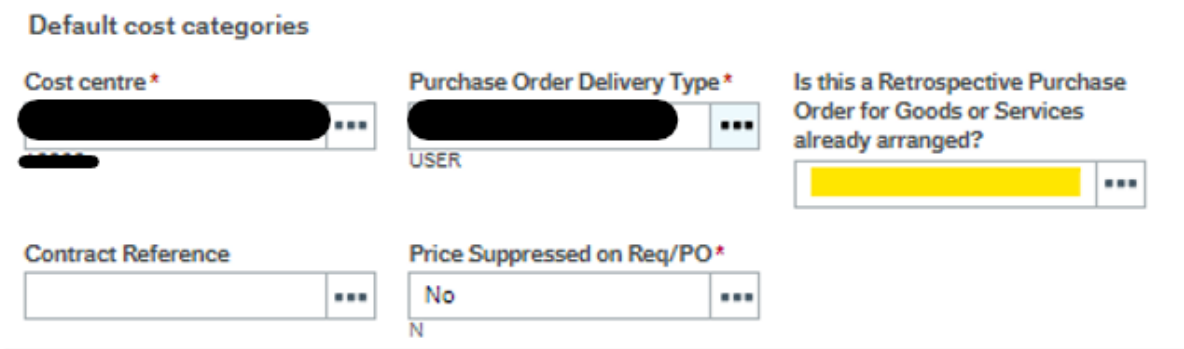
### 2. Expenditure Justification field

The “External reference” on the Header should be populated with justification for the expense which will be reviewed by the Spending Control Board. This is a free text field which is limited to 100 characters and will not appear on the Purchase Order issued to the supplier.



### 3. Retrospective Purchase Order field

The Procurement Guidance field on the Header has been repurposed as “Is this a Retrospective Purchase Order for Goods or Services already arranged?” field, which again will not appear on the Purchase Order issued to the supplier. As per the Financial Rules, PO’s are required to be raised and approved at the point of order, so retrospective PO’s should not be used and is breaking the Financial Rules.



Once all completed and submitted the purchase requisition is then sent down the authorisation workflow as normal.