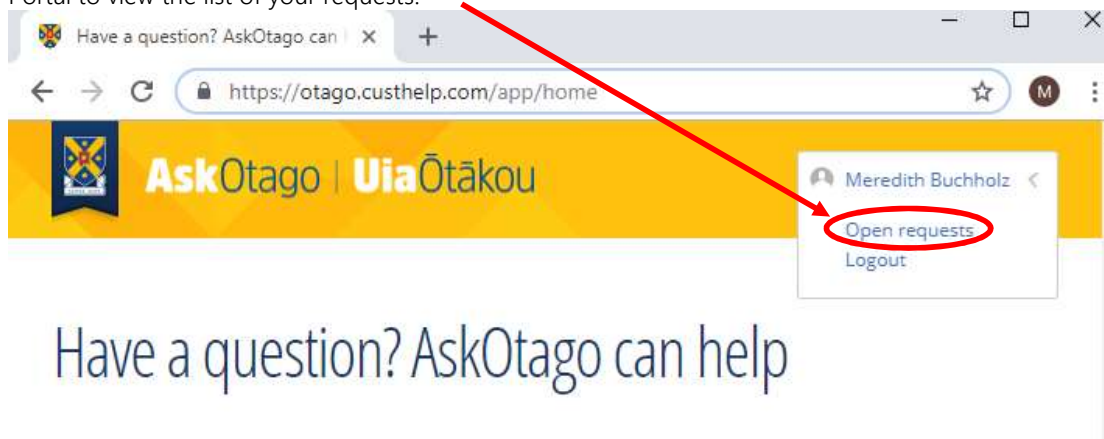


How to purchase an item

1. Identify what you would like to purchase
2. Access the Finance Purchasing Form available from <https://otago.custhelp.com/app/forms/finance> or pass on the quote or details to your Client Services Administrator
3. Complete the Smart Form (**instructions attached**)
4. Attach to the Smart Form any relevant information. e.g.
 - Quote
 - Catalogue information/specifications
 - Photo
5. Click submit which will send your requisition to a Purchasing Officer
6. After submitting the Requisition, you will get a system generated confirmation of your request with the incident number. You should reply directly to this email if you would like to add any information or update the open request.
7. The Purchasing Team will obtain approval if necessary, create the Finance 1 Purchase Order and order the good/service if requested. Once the Finance One order is completed you will receive an email with the Purchase Order attached and confirmation that it has been sent to the supplier if that was what you requested. There will be further communication as required as the order is delivered and receipted.
8. Once you have received delivery you will need to supply the Purchasing Team with the packing slip or invoice so they can receipt for payment in Finance One. This can be done by simply replying to the email that was sent to you or by updating your request in the AskOtago portal.
9. Upon receipting, the Purchasing Team will close this incident.
10. If you need to check the status or update one of your requests, select "Open requests" in the AskOtago Portal to view the list of your requests.



Note: Should not to be used for stationery, domestic travel or the following departments who have embedded systems and purchasing staff:

- Anatomy
- Physiology
- Pharmacy
- Pathology
- Biochemistry