

INSTRUCTIONS APPLICATION FB PURCHASE REQUESTS

- 1. LOGGING IN**
- 2. HOMEPAGE**
- 3. FILLING IN A PURCHASE REQUEST**
- 4. SENDING A PURCHASE REQUEST**
- 5. COMPLETING/EDITING A PURCHASE REQUEST** (for the contact person)
- 6. APPROVING A PURCHASE REQUEST** (for the budget holder of mandated person)

1. LOGGING IN

The web application FB Purchase Requests can be found in the UT website's staff portal, in the section Administrative applications.

Log in with your ICT-account (M-number and Windows password).

2. HOMEPAGE

After logging in, the homepage appears. The information on the screen is explained below.

Language

The web application is available in Dutch or English. You can change the language by clicking on **English** or **Nederlands** in the menu on the left side of the screen.

FB Purchase Requests (OTA)



My Purchase Requests

My Purchase Requests

Show 20 entries Search:

Date	OTA-nr	Project	Own reference	Supplier (preferred)	Total	Status		
14-09-2015	100006054	60102010				Approved	↓	📄
29-06-2015	100004896	60102012				Approved	↓	📄
29-06-2015	100004892	60102012				Approved	↓	📄
29-06-2015	100004888	60102012				Approved	↓	📄
26-03-2015	100003450	60102010				Approved	↓	📄
16-02-2015	100002867	60102010	60102010			Approved	↓	📄
05-11-2014	100001385	60102010				Approved	↓	📄

Showing 1 to 7 of 7 entries

[New Purchase Request](#)

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Exit

You can log out by clicking on **Exit** in the menu on the left side of the screen.

FB Purchase Requests (OTA)



My Purchase Requests

My Purchase Requests

Show 20 entries Search:

Date	OTA-nr	Project	Own reference	Supplier (preferred)	Total	Status		
14-09-2015	100006054	60102010				Approved	↓	📄
29-06-2015	100004896	60102012				Approved	↓	📄
29-06-2015	100004892	60102012				Approved	↓	📄
29-06-2015	100004888	60102012				Approved	↓	📄
26-03-2015	100003450	60102010				Approved	↓	📄
16-02-2015	100002867	60102010	60102010			Approved	↓	📄
05-11-2014	100001385	60102010				Approved	↓	📄

Showing 1 to 7 of 7 entries

[New Purchase Request](#)

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Information

By clicking on **Information** you will go to the Procurement department's website page, where you will find all information about the application FB Purchase requests.

FB Purchase Requests (OTA)



My Purchase Requests

Incoming Purchase Requests

Information

Nederlands

Exit

My Purchase Requests

Show 20 entries
Search:

Date	OTA-nr	Project	Own reference	Supplier (preferred)	Total	Status		
14-09-2015	100006054	60102010				Approved		
29-06-2015	100004896	60102012				Approved		
29-06-2015	100004892	60102012				Approved		
29-06-2015	100004888	60102012				Approved		
26-03-2015	100003450	60102010				Approved		
16-02-2015	100002867	60102010	60102010			Approved		
05-11-2014	100001385	60102010				Approved		

Showing 1 to 7 of 7 entries

New Purchase Request

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My purchase requests

If you click on **My purchase requests** in the menu, the following screen will appear: **My Purchase Requests**.

Here you see a list of all the purchase requests that you have filled in. For each purchase request you can see the following data:

- **Date:** day when the purchase request has last been saved.
- **OTA-nr:** number that is automatically generated by the application.
- **Project:** ofi-number(s) where the costs have to be allocated to.
- **Own reference:** optional reference that you can add to the purchase request
- **Supplier:** supplier where the products and/or goods have to be bought.
- **Total:** sum of all order lines (excl. VAT).
- **Status:** status of the purchase request. A purchase request has one of the following statuses:
 - *Concept:* the purchase request has not yet been sent to the contact person or budget holder.
 - *At budget holder:* the purchase request is waiting for approval of the budget holder.
 - *At contact person:* the contact person has received the purchase request. This person may edit, complete, reject or approve it. If the purchase request is approved, it will then be sent to the budget holder (unless the contact person is also budget holder. In this case the purchase request will automatically be approved and sent to the Procurement department).
 - *Approved:* the purchase request has been approved and sent to the Procurement department.
 - *Rejected:* the purchase request has been rejected by the contact person or budget holder and has been sent back to the person who initially filled it in, to be edited.

Next to the status of each purchase request **icons** are shown for actions that can be done:

- button to edit the purchase request
- button to view the purchase request or download it as a PDF document
- button to make a copy of a purchase request (either a draft or a purchase request that has already been submitted)

Procurement department

3

The web application provides a **search function**. You will find the search box on the right side of the screen, above the icons.

All the data on the screen and in the content of the listed purchase orders can be searched:

- Type "Concept" if you only want to view the purchase requests with this status.
- Type the name of the supplier if you want to view all the purchase requests that have been placed at a specific supplier.
- Type a date if you want to view all the purchase requests that you have filled in on a specific date.
- Type the name of a product if you want to view all the purchase requests that contain that product.

FB Purchase Requests (OTA)



My Purchase Requests

Incoming Purchase Requests

Information

Nederlands

Exit

My Purchase Requests

Show 20 entries

Date	OTA-nr	Project	Own reference	Supplier (preferred)	Total	Status		
14-09-2015	100006054	60102010				Approved	⬇	📄
29-06-2015	100004896	60102012				Approved	⬇	📄
29-06-2015	100004892	60102012				Approved	⬇	📄
29-06-2015	100004888	60102012				Approved	⬇	📄
26-03-2015	100003450	60102010				Approved	⬇	📄
16-02-2015	100002867	60102010	60102010			Approved	⬇	📄
05-11-2014	100001385	60102010				Approved	⬇	📄

Showing 1 to 7 of 7 entries

[New Purchase Request](#)

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Incoming purchase requests

If you click on **Incoming purchase requests** in the menu, the following screen appears: **Incoming Purchase Requests**.

Here you see a list of all the purchase requests that you have received because the requester specified you as contact person or because you are approver for the ofi-number that was filled in.

For each purchase request you can see the following data:

- **Date:** see previous page
- **OTA-nr:** see previous page
- **Project:** see previous page
- **Name:** name of the person from whom you received the purchase request (requester)
- **Supplier:** see previous page
- **Total:** see previous page
- **Status:** see previous page

On this screen you will find the **icons**  (edit) and  (view/download) and you can use the **search function**.

My Purchase Requests

Incoming Purchase Requests

Information

Nederlands

Exit

Incoming Purchase Requests

Show 20 entries

Date	OTA-nr	Project	Name	Supplier (preferred)	Total	Status		
18-09-2015	100006174	60102012	A.H.G. Kloppers			Approved	⬇	
14-09-2015	100006054	60102010	H. Emmerich - Bijker			Approved	⬇	
07-09-2015	100005901	60102010	E. Verheij			Approved	⬇	
29-06-2015	100004896	60102012	H. Emmerich - Bijker			Approved	⬇	
29-06-2015	100004892	60102012	H. Emmerich - Bijker			Approved	⬇	
29-06-2015	100004888	60102012	H. Emmerich - Bijker			Approved	⬇	
17-06-2015	100004728	60102010	A.H.G. Kloppers			Approved	⬇	
26-03-2015	100003450	60102010	H. Emmerich - Bijker			Approved	⬇	
16-02-2015	100002867	60102010	H. Emmerich - Bijker			Approved	⬇	
12-12-2014	100002059	60101010 60102010	M.A.C.H. Hulshof			Approved	⬇	
05-11-2014	100001385	60102010	H. Emmerich - Bijker			Approved	⬇	
05-11-2014	100001375	60102010	A.H.G. Kloppers			Approved	⬇	

Showing 1 to 12 of 12 entries

3. FILLING IN A PURCHASE REQUEST

In order to fill in a new purchase request you have to go to **My purchase requests** and click on **New purchase request**.

FB Purchase Requests (OTA)



My Purchase Requests

Incoming Purchase Requests

Information

Nederlands

Exit

My Purchase Requests

Show 20 entries Search:

Date	OTA-nr	Project	Own reference	Supplier (preferred)	Total	Status		
14-09-2015	100006054	60102010		Smartphonehoesjes.nl	8.00	Approved		
29-06-2015	100004896	60102012		Brasserie De Kachel	2790.00	Approved		
29-06-2015	100004892	60102012		Cognit V.O.F.	690.47	Approved		
29-06-2015	100004888	60102012		Ted Tours	325.00	Approved		
26-03-2015	100003450	60102010		Iziworks	19240.00	Approved		
16-02-2015	100002867	60102010	60102010	Conducto	19760.00	Approved		
05-11-2014	100001385	60102010		Significant	20000.00	Approved		

Showing 1 to 7 of 7 entries

New Purchase Request

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A new purchase request form is displayed.

Purchase Request OTA#####

Requester

Name: N.J. Naumann Search requester

Faculty/Service:

Telephone: +31534896780

Building: Spiegel

Room: 305

Own reference:

Description:

CC:

Contact person

This field is optional. If specified, the OTA-form will be sent to the contact person for review (editing is possible). Approval of the contact person is required for further processing. Use the CC field to specify a person to send a copy of this OTA-form!

Search contact person

Please enter estimated prices and amounts in Euros excluding VAT.

Order

Description	Quantity	Unit	Price per unit	Subtotal (€)
1				0.00
2				0.00
3				0.00
4				0.00
5				0.00
6				0.00
7				0.00
8				0.00
9				0.00
10				0.00
Total				0.00

Cost allocation

Off-nr	Gl.	Remarks	Amount (€)
1			0.00
Total			0.00

Delivery

Requested delivery date: (dd-mm-yy)

Supplier (preferred):

Reasons for preferring this supplier:

Supplier data (if necessary):

Offer(s):

Information/explanation

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Each purchase request form consists of 6 parts: Requester, Contact person, Order, Cost allocation, Delivery and Information/explanation.
The information and functions on the screen are explained below.

Requester

Purchase Request OTA#####

Requester		
Name	N.J. Naumann	<input type="button" value="Search requester"/>
Faculty/Service	<input type="text" value="FB"/>	
Telephone	<input type="text" value="+31534896780"/>	
Building	<input type="text" value="Spiegel"/>	
Room	<input type="text" value="305"/>	
Own reference	<input type="text"/>	
Description	<input type="text"/>	
CC 	<input type="text"/>	

The **name**, **faculty** or **service**, **telephone number**, **building** and **room** of the requester are automatically filled in. However you can always edit the fields **Faculty/Service**, **Telephone**, **Building** and **Room**.

You can fill in your own reference in the field **Own reference** (optional).

You can also enter a short description of the purchase request (max. 100 characters, spaces included) in the field **Description** (optional).

If you wish you can **send a copy of the purchase request to other people** (CC-function). You do that by specifying one or more email addresses in the field **CC**. Once you have typed two or more letters, the system searches the telephone directory of the UT for the last name or the email address and displays the results in a drop-down list. You can also fill in email addresses that do not exist in the telephone directory of the UT.

You do not need to fill in your email address or that of the budget holder (or the person/people mandated to approve the purchase request). The purchase request is by default sent to the budget holder (and/or to the mandated person/people) for approval and you receive by default a CC once the purchase request is approved.

If you wish you can specify another requester. For example if you are requesting products and/or services for someone else. Once you have changed the requester you automatically become contact person (see part Contact person below).

Click on **Search requester** on the right side of the screen. The following screen is displayed:

Purchase Request - Projects OTA#####

Name	Faculty/Service	Building	Telephone
<input type="radio"/> D.A. van der Aa	FB	Paviljoen	2251
<input type="radio"/> W. Bakker	FB	Vrijhof	2734
<input type="radio"/> A. ter Steege - Ballast	FB	Vrijhof	8002
<input type="radio"/> Y. Basut	FB	Carré	5751
<input type="radio"/> R.H. Belt	FB	Spiegel	4610/6741
<input type="radio"/> J.W.B. van den Berg	FB	Paviljoen	2400
<input type="radio"/> A. Beunk	FB	Garage	2118
<input type="radio"/> H. Emmerich - Bijker	FB	Spiegel	1138
<input type="radio"/> I.S. Bijker	FB	Horstring	5756
<input type="radio"/> P. de Boer	FB	Carré	2342
<input type="radio"/> M.A.H. Boevink	FB	Garage	5902/3296
<input type="radio"/> H. Droste - Boll	FB	Carré	2299
<input type="radio"/> I.M.R. van Diessen - Borghuis	FB	Garage	3118
<input type="radio"/> B.A. Bellers - Bos	FB	Paviljoen	5491
<input type="radio"/> K. Bos	FB	Vrijhof	8002
<input type="radio"/> H.J.M. de Brouwer	FB	Paviljoen	6901
<input type="radio"/> T.B.M. Busscher	FB	Hal B	6284
<input type="radio"/> R.D. Coppolecchia	FB	Carré	5906
<input type="radio"/> G.M. van Diessen	FB	Paviljoen	2259
<input type="radio"/> W. Dokter	FB	Horstring	2500

Showing 1 to 20 of 115 entries

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You have to type the last name of the requester in the search box. The system displays the results found. Click on the desired requester. You automatically go back to the purchase request form which is now filled in with the data of the chosen requester.

Contact person

Contact person

This field is optional. If specified, the OTA-form will be sent to the contact person for review (editing is possible). Approval of the contact person is required for further processing. Use the CC field to specify a person to send a copy of this OTA-form!

 [Search contact person](#)

If you wish you can specify a contact person. For example in the case you do not know all the data that are required (OFI-nr, price...). If you fill in a contact person the purchase request is sent to this person. This person may edit or complete the purchase request but may not approve (or reject) it (unless the contact person is also approver).

Important:

- **This field is optional!**
- **Approval by the contact person is required for further processing.**
- **Use the CC field if you want to send a copy of the purchase request to somebody.**

Click on **Search contact person** in order to specify a contact person. You specify a contact person in the same way you change a requester (see part Requester above).

If you need to remove the contact person fill in your own name in the field **Contact person**.

Order

Please enter estimated prices and amounts in Euros excluding VAT.

Order					
	Description	Quantity	Unit 	Price per unit 	Subtotal (€)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					0.00

 Add rows

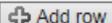
You are requested to specify in the fields above the products and/or services that you want to order. Use for each product or service a new order line.

- **Description** (mandatory field): description of the desired products and/or services. You can give further information about the products or services or refer to a quotation. You can enter up to 1.200 characters.
- **Quantity**: number of pieces, packaging... you want to order.
- **Unit**: kg, meter, pieces...(is mandatory if Quantity is filled in).
- **Price per unit**: in euro and excl. VAT only (field is not mandatory). Important: the system only accepts “ . ” (so do not use “ , “). If the values are expressed in foreign currencies, please mention this in the field **Description** (do not convert!).
- **Subtotal**: this field is automatically filled in on basis of the quantity and price filled in. The total amount of the purchase request is automatically displayed at the bottom of the table.

You can easily delete an order line by clicking on the cross  next to the subtotal.

Cost allocation

Cost allocation				
	OFI-nr 	Gla. 	Remarks	Amount (€)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
				
Total				0.00

 Add row

In this part of the purchase request form you specify to which OFI-number(s) the costs have to be allocated. There are two ways to fill in an OFI-number:

- You can directly enter the OFI-number in the field **OFI-nr** if you already know it.
- You can use the search function by clicking on the loupe . The following screen is displayed:

Purchase Request - Projects OTA#####

OFI-nr	Description	Fin. Officer
<input type="radio"/> 60100000	FB DUMMYPROJECT	R.M. Veenstra
<input type="radio"/> 60100010	PROJECT BTW BELAST (DUMMY)	R.M. Veenstra
<input type="radio"/> 60100015	PROJECT BTW ONBELAST (DUMMY)	R.M. Veenstra
<input type="radio"/> 60100020	RESTAURANT INTERN (DUMMY)	R.M. Veenstra
<input type="radio"/> 60100025	RESTAURANT EXTERN (DUMMY)	R.M. Veenstra
<input type="radio"/> 60100030	UTC DUMMY INVENTARIS EN VOORRAAD	R.M. Veenstra
<input type="radio"/> 60101010	ALGEMENE KOSTEN FB	D. Korringa
<input type="radio"/> 60101011	OPLEIDING FB	D. Korringa
<input type="radio"/> 60101012	KLANTTEVREDENHEIDSONDERZOEK	D. Korringa
<input type="radio"/> 60101013	VERHUIZING PAVILJOEN	D. Korringa
<input type="radio"/> 60101014	WERKBUDGET DIRECTEUR FB	H.J. van Keulen
<input type="radio"/> 60101015	DIRECTIE	D. Korringa
<input type="radio"/> 60101016	MANAGEMENTONDERSTEUNING	D. Korringa
<input type="radio"/> 60101017	BELEIDSONDERSTEUNING	D. Korringa
<input type="radio"/> 60101018	ACCOUNTMANAGERS	D. Korringa
<input type="radio"/> 60101019	ARBO	D. Korringa
<input type="radio"/> 60101090	Reorganisatie FB	D. Korringa
<input type="radio"/> 60101091	TRANSITIEKOSTEN INKOOP	D. Korringa
<input type="radio"/> 60101092	EVENEMENTENMANAGER FB	D. Korringa
<input type="radio"/> 60101093	EVENEMENTEN 2011	D. Korringa

Showing 1 to 20 of 759 entries

Set Cancel

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The OFI-numbers of your faculty or service are automatically displayed. You can also search an OFI-number by using the search box: enter the first digits of the OFI-number, part of the description of the OFI-number or the name of the budget holder in charge of the OFI-number.

In case the budget holder has mandated other people for the approval of purchase requests (see application FB Mandatories Purchase Requests), all relevant approvers will be displayed. This will take into account the start- and end-dates of the mandate. Example:

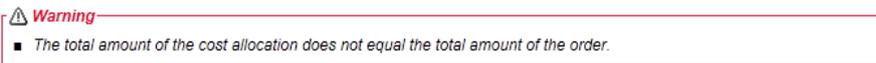
Purchase Request - Projects OTA#####

OFI-nr	Description	Fin. Officer
<input type="radio"/> 30036101	Algemeen Bestuur en Beheer	F.B. Segerink H.L. Offerhaus J.P. Korterik K.J.H. Munnink M. Dijkstra
<input type="radio"/> 30036106	Onderwijs	F.B. Segerink H.L. Offerhaus J.P. Korterik K.J.H. Munnink M. Dijkstra
<input type="radio"/> 30036110	MESA+/Nanobit	F.B. Segerink H.L. Offerhaus J.P. Korterik K.J.H. Munnink M. Dijkstra
<input type="radio"/> 30036111	Advanced Photonic Structures SRO APS	F.B. Segerink H.L. Offerhaus J.P. Korterik K.J.H. Munnink M. Dijkstra

Click on the desired OFI-number. By doing this, you automatically return to the purchase request form, which is now filled in with the OFI-number that has to be used.

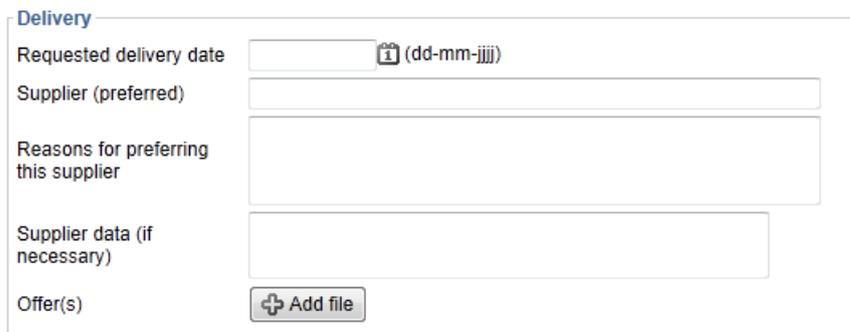
You can use the field **Gla** (General Ledger Account) to specify to which GL-account the costs have to be charged (optional).

If the costs have to be allocated to several OFI-numbers, you can give a short explanation about it in the field **Remarks**. The application will check if the total amount of the purchase request is correctly allocated to the OFI-numbers. If not, the total will be highlighted in red and you will see the following error message appear when you will check the form (button **Check**):



You can add an OFI-number by clicking on **Add row**.

Delivery

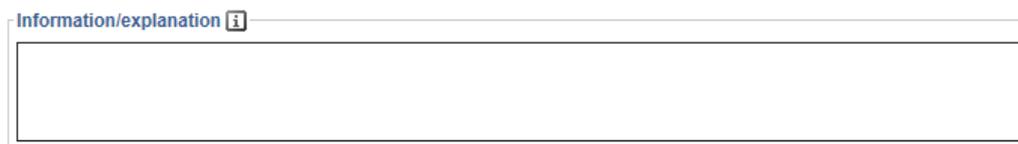
A form titled "Delivery" with several input fields. The fields are: "Requested delivery date" with a date picker icon and "(dd-mm-jjjj)" placeholder; "Supplier (preferred)" with a text input field; "Reasons for preferring this supplier" with a larger text input area; "Supplier data (if necessary)" with a text input field; and "Offer(s)" with an "Add file" button.

You can fill in the following fields. However, it is not mandatory.

- **Requested delivery date:** date when you would like your order to be delivered (please bear in mind the delivery times of the Logistics department).
- **Supplier**
- **Reasons for preferring this supplier:** you are required to give an explanation in case the order has to be placed at a supplier with whom the UT does not have any contract.
- **Supplier data:** if desired, the address of the supplier...

You have the possibility to add attachments. You can add one or more attachments by clicking on **Add file**. The web application accepts all types of files.

Information/Explanation

A form titled "Information/explanation" with a large empty text input area. There is an information icon (a lowercase 'i' in a square) next to the title.

The field **Information/explanation** is used for the content of emails. This field appears in email sent by the application: in requests for approval (to the contact person and/or to the approvers) and in the email that is sent to the Procurement department when the purchase request is approved.

This field can therefore be used to give further information/explanation about the order (for the approver) or to inform the Procurement department that the order is urgent. You can enter up to 3.000 characters (spaces included).

wo 23-9-2015 9:01
[OTA] Purchase Requests OTA100006251

Aan Inkoop (FB)

Cc

Bericht  OTA100006251.pdf

Dear FB-Inkoop employee,

A new purchase request (OTA) has been posted via the webform. The cost allocation is approved by the financial officers.

Date:	22-09-2015	OTA-nr:	OTA100006251
Requester:	[REDACTED]	Own reference:	
Faculty/Service:	[REDACTED]	Telephone:	[REDACTED]
Requested delivery date:	29-09-2015	Supplier (preferred):	Boom BV
Total:	9.90		
Information/explanation:	Please see for details of product: http://www.boomlab.nl/slang-inw-1-mm-wand-04-mm-siliconen-per-mtr/itm/30397		

Please find attached the OTA-form and offer(s) if available.

Once the purchase request is completed you can perform the following actions:

- Save draft (button **Save Concept**)
- Delete it (button **Delete**)
- Send it (see **4. Sending a purchase request**)

Only drafts and rejected purchase requests (because their status is set back to draft when rejected, in order to be edited) can be deleted.

4. SENDING A PURCHASE REQUEST

Sending a purchase request is done in two steps:

- Step 1: check the purchase request (button **Check**)

The purchase request has first to be checked by the application. After clicking on **Check** a summary of the purchase request will be displayed.

At this moment you can still edit the purchase request (button **Edit**).

If mandatory data are missing or if there are errors you cannot send the purchase request and a warning message is displayed above the part Requester. In a red frame you see which data have to be filled in or modified. Example:



- Step 2: send the purchase request (button **Send purchase request**)

Depending on the data that you have filled in, the purchase request will either be sent to the contact person, the approver or the Procurement department. The status of the purchase request becomes "At contact person", "At budget holder" or "Approved".

5. COMPLETING/EDITING A PURCHASE REQUEST

As contact person you can complete and/or edit a purchase request. If you are also approver (budget holder or mandated person) you can also immediately approve the purchase request.

You receive the request for approval in your Outlook mailbox. The application (no-reply@utwente.nl) will send you the following email:

[OTA] Approval Purchase Requests OTA100000112

no-reply@utwente.nl

Verzonden: do 8-5-2014 15:23

Aan: Naumann, N.J. (FB)

Dear employee,

A new purchase request (OTA) has been submitted for approval.

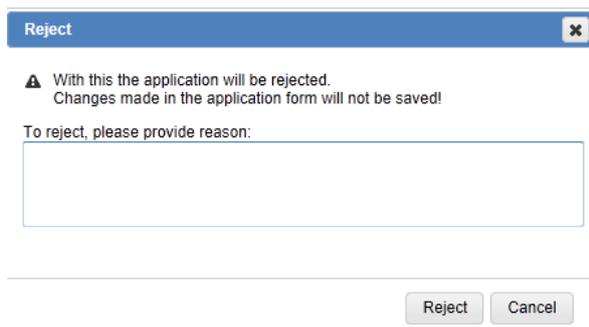
Date:	08-05-2014	OTA-nr:	OTA100000112
Requester:	H. Emmerich - Bijker	Own reference:	
Faculty/Service:	FB	Telephone:	1138
Requested delivery date:	15-05-2014	Supplier (preferred):	Switch
Total:	25.00		

[Click here](#) to view and respond to the request.

You have to log in in order to view the purchase request. Click on the link under the table. The purchase request form is displayed.

If necessary you can edit the purchase request and then submit it by clicking on **Check** and then on **Approve and send**. The purchase request is sent to the budget holder or to the Procurement department (if you are also approver).

You also have the possibility to reject the purchase request (button **Reject**). In this case the purchase request is sent back to the person who initially filled it in. You are required to explain why you are rejecting the purchase request in the following box (mandatory field):



Rejecting a purchase request can be useful if it has to be cancelled since only purchase requests with the status "Concept" can be deleted.

If you reject the purchase request, it will disappear from the list **Incoming purchase requests** (that of the contact person as well as that of the approver).

6. APPROVING A PURCHASE REQUEST

As approver (budget holder or mandated person) you can approve or reject a purchase request. If you approve the purchase request, it will automatically be sent to the Procurement department. If you reject the purchase request, it will be sent back to the person who initially filled it in (requester or contact person).

You receive the request for approval in your Outlook mailbox. The application (no-reply@utwente.nl) will send you the following email:

[OTA] Approval Purchase Requests OTA100000112

no-reply@utwente.nl

Verzonden: do 8-5-2014 15:23

Aan: Naumann, N.J. (FB)

Dear employee,

A new purchase request (OTA) has been submitted for approval.

Date:	08-05-2014	OTA-nr:	OTA100000112
Requester:	H. Emmerich - Bijker	Own reference:	
Faculty/Service:	FB	Telephone:	1138
Requested delivery date:	15-05-2014	Supplier (preferred):	Switch
Total:	25.00		

[Click here](#) to view and respond to the request.

You have to log in in order to view the purchase request. Click on the link under the table. The purchase request form is displayed.

You cannot edit the purchase request (unless you are also contact person) but you can open the attachments.

If you approve the purchase request, it will be sent to the Procurement department and get the status "Approved". If you reject the purchase request, it will be sent back to the person who initially filled it in (requester or contact person). You are required to explain why you are rejecting the purchase request in the box **Approval** (mandatory field).