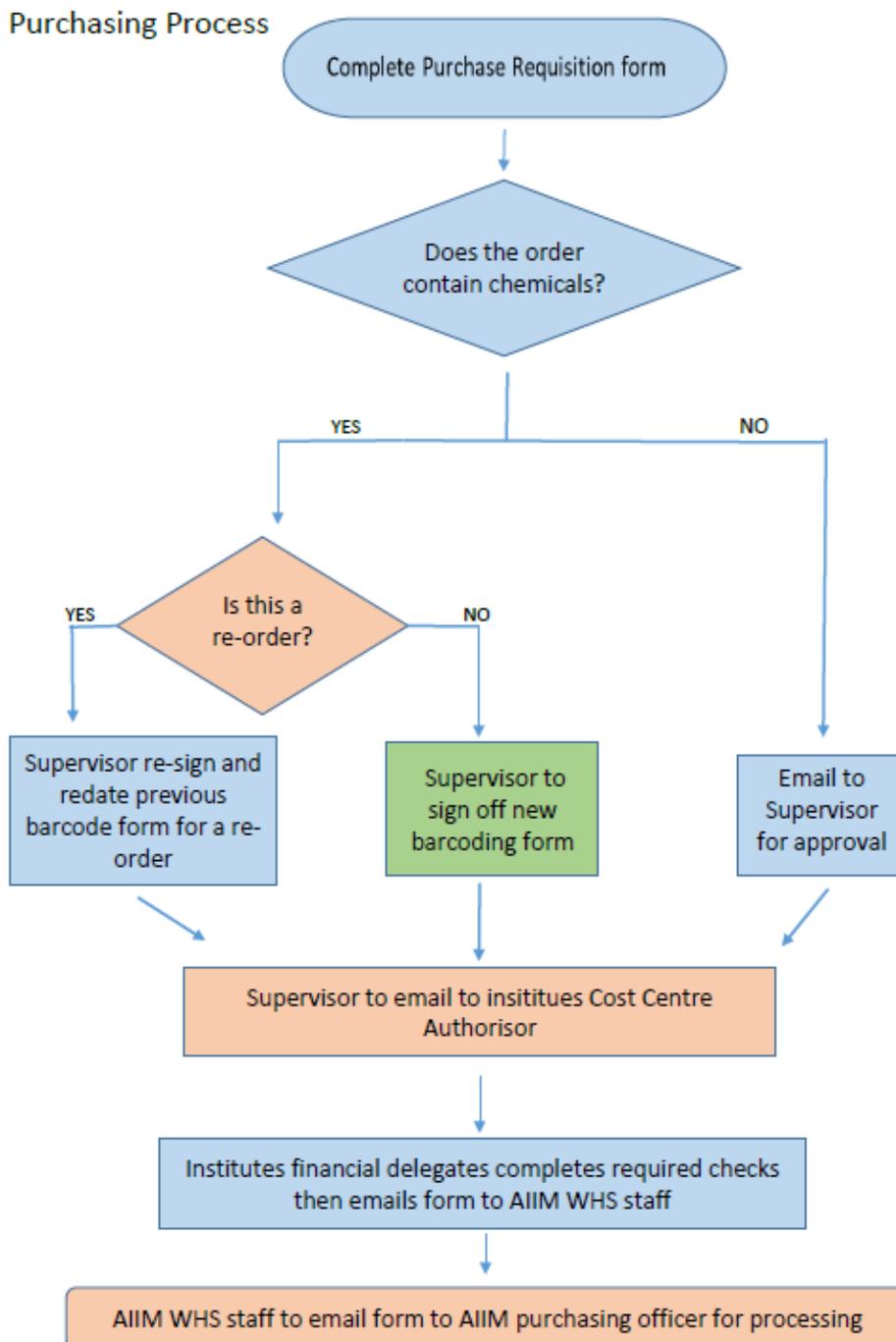


AIIM Electronic Purchasing System.

AIIM is moving to an electronic purchasing system. The process is the same as the paper based process – only the form is now electronic rather than paper.

Please see the flowchart below for an outline of the process.



Instructions for the requisitioner

1. The requisitioner should download the form from either the [AIIM website](#) or the general folder in the AIIM share drive (S:\AIIM\AIIM General\AIIM purchasing order forms and instructions) and fill it in electronically.
2. Ensure all fields are filled in and all documentation attached. These include:
 - a. New chemical purchases require a barcode form and an electronic copy of the SDS
 - b. Chemical re-orders require the previous barcode form to be re-signed and re-dated by the supervisor
 - c. Quote/s – 3 to be provided or a statement justifying why this is not possible
 - d. Justification statement
 - e. Life cycle costing form for equipment valued over \$5,000
3. Please see UOW purchasing guidelines
<https://documents.uow.edu.au/about/policy/UOW058712.html>
4. To add any attachments you may need to the PDF electronic order form please follow the instructions below.

Under the “ Attach Files” column click on the link



When you hover the arrow over the link you will see the word “Quotation” as per the below screen shot

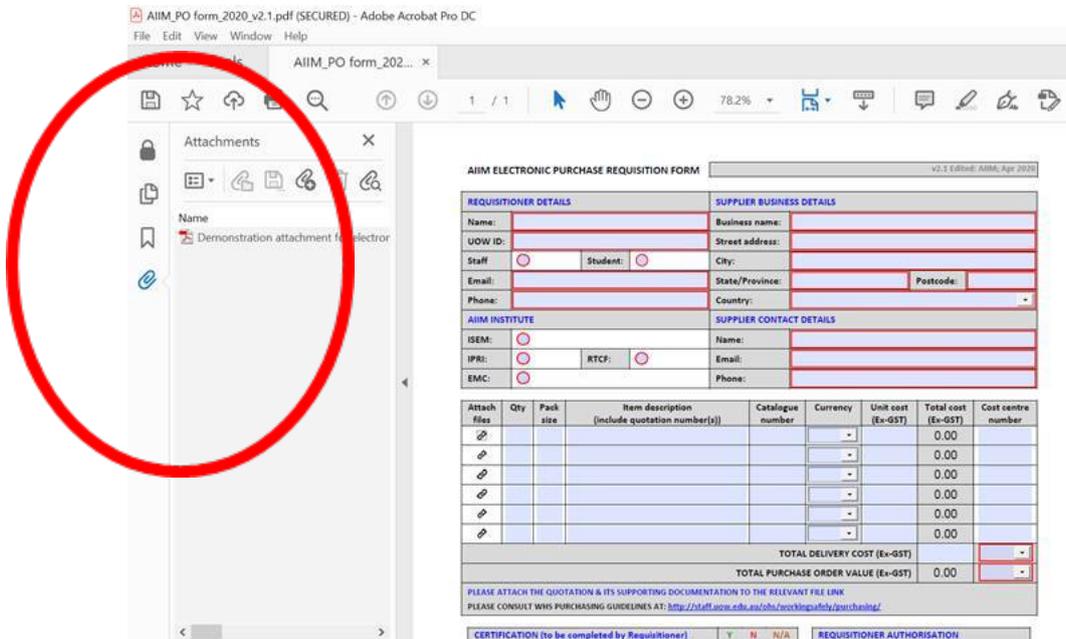
Attach files	Qty	Pack size	Item description (include quotation number(s))	Catalogue number	Currency	Unit cost (Ex-GST)	Total cost (Ex-GST)	Cost centre number
							0.00	
			Quotation				0.00	
							0.00	
							0.00	
							0.00	
							0.00	
TOTAL DELIVERY COST (Ex-GST)								
TOTAL PURCHASE ORDER VALUE (Ex-GST)							0.00	

When you click on the link a window will open for you to find your attachment, locate the attachment you need to attach and double click

Double click on the attachment you need

To see the attachments that you have added to the form Click on the Paperclip located on the far left of the form.

You will see the attachments come up on the left hand side of the form as per below screen shot



5. Please ensure that you either use a new form every time you place an order or if you are typing on a previous orders' template, please check that any old attachments are removed before sending to your supervisor.
6. Press save to ensure all of your attachments remain with the form
7. To sign the form you need sign with a digital ID to do this you need to click on the E-Signature box as per the screen shot below, Please **do not** use the Fill & Sign tool

REQUISITIONER AUTHORIZATION	
Name:	<input type="text"/>
Date:	<input type="text"/>
E-signature:	<input type="text"/>
Requisitioner: E-signature (Click to sign)	
ISEM/IPRI/RTCF SUPERVISOR AUTHORIZATION	
Name:	<input type="text"/>
Date:	<input type="text"/>
E-signature:	<input type="text"/>
COST CENTRE AUTHORIZATION	



8. Email the completed form and all attachments to your Supervisor for approval.

Instructions for the Approver

1. Supervisors should review the information on the form and all attachments.
2. For chemical orders -Sign the barcode form/s (both new and previous) by adding their electronic signature.
3. Provide your authorisation by signing the electronic ordering form. To sign the form you need sign with a digital ID. To do this you need to click on the E-Signature box as per the screen shot below, Please **do not** use the Fill & Sign tool

ISEM/IPRI/RTCF SUPERVISOR AUTHORISATION	
Name:	<input type="text"/>
Date:	<input type="text"/>
E-signature:	<input type="text"/>
ISEM/IPRI/RTCF Supervisor: E-signature (Click to sign)	



4. Supervisors should forward the completed forms and attachments to the Institute's financial delegate.

Instructions for the authorised financial delegate

1. Review the purchase, add cost centres and electronic signature then forward to the AIIM WHS Officer.
The AIIM WHS Officer will review, make sure all WHS requirements are being met and send on to the AIIM Purchasing officer. It will then be uploaded to the UOW purchasing system.