

Jan-22

## How to view and purchase IT equipment

This guide will show you how to select and raise a purchase order for IT equipment (excluding Apple products)

1. Open OneFinance and go to the "My" tab

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2. Click on "My Requisitions"





3. Click on the red "Add" button located at the top of the screen



4. Select "Browse the internal catalogue". A list of items will appear



5. Scroll down the list until you find the item(s) you require. Alternatively, you can type in a keyword in the search bar at the top of the page.



6. Enter the number of your required item(s) that you wish to order in the quantity field and then click on the "Add" button

	#Desktop PC: HP EliteDesk 800 G8 SFF i5 27W70AV   DTP   27W70AV   Computers		GBP Ex)	
<b>7</b>	#Desktop PC: HP EliteDesk 800 G8 SFF i5. HP EliteDesk 800 Small Form Factor PC supplied with keyboard and mouse, Intel Core i5, 8GB RAM, 512GB NvM SDD, 1TB internal storage, 3 years onsite warranty.	Quantity	EACH (1)	
			+ Add	

7. Continue this process until you have all the items that you need. Then click on the red "Continue" button on the top right-hand side of the page.

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🔯 🔹 📴			<u>م</u> -							1 1 ITEM ADDED	Continue
Filter		🍟 🔸 117 record	ls.		e	HP EliteDisp	olay E243m 23.8'' M	onitor			×
▲ CATALOGUE			# HP USB-C Mini Dock		GBP	Summary	🖼 images 🖷 PDF				
Estates Stores	٥	and a second	1PM64AA   DTP   1PM64AA   Computers HP USB-C Mini Dock		EX) EACH (1)						
IT Catalogue	17				T DAYS						
LSE Main Catalogue	100		ASSET	Quantity	Add				HP EliteDispl	ay E243m 23.8"	
									(1FH4BAT)		
	1		# HP E243d Docking Monitor 11j76AT   DTS (Internal)   11j76AT   IT Accessories		GBP Ex)				Product Code: 1FH48A Monitor with Webcam	T#ABU. HP EliteDisplay E243m 23.8" I & Speakers – This is the School	
Academia Ltd	1		*HP EliteDisplay E243d 23.8" docking monitor (stocked for faster delivery) – Hot-desking monitor		EACH (1) (1) 3 DAYS				microphone and B&O Microsoft Teams confe	i monitor with a web camera, speakers built-in for Skype and irence calls.	
DTP	8		with Built in USB-C dock and webcam, Compatible with HP notebooks, HP 2-in-1 devices and other devices with a USB-C port (inc. Apple).	Quantity	1			RATIONE			
DTS (Internal)	7				_			All all and a second	Standard	11 Accessories Non-Itemised	

8. By selecting "Continue" you have created your requisition. However, there are some amendments that need to be done before you submit for approval.

Submit for Approval			
Requisition (RQ00019841) 🚓 <			
Requested Items Requ	ested Items		تي bb۸ +
Costing Summary	#Desktop PC: HP EliteDesk 800 G8	SFF i5	GOODS
Settings LSE purchasing location Required 14-Jan-2022	Quantity 1.00 REQUIRED 14-JAN-2022	Unit Amount (Inclusive) 727.82 🔗 793	EACH
	PURCHASE		Edit

9. Click on the red "Edit" button against your requested item(s)

Submit for Approval			
Requisition (RQ00019841) 🛹 < 1 item, Total (Exclusive) GBP			
Requested Items	Requested Items		تى 🔒
Costing Summary	#Desktop PC: HP EliteDesk 800 G 27W70AV Desk Top Publishing 27W70	i8 SFF i5 NAV	GOODS GBP
Settings LSE purchasing location Required 14-Jan-2022	Quantity 1.00	Unit Amount (Inclusive) 727.82 🔗 793	EX) EACH IE 1 DISSECTION
Entered	PURCHAGE		Edit 🕞

10. In the "Comments" box, enter the name & email address of the person who will be receiving the order.

Line Type				
Catalogue				
Line Action				6
	/			C.
Description * #Desktop PC	: HP EliteD sk 80	0 G8 SFF i5		
Long Descriptio	n			
#Desktop PC	: HP EV eDesk 80	0 G8 SFF i5. H	P EliteDesk 80	0 Smal
Comment				

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## PLEASE NOTE: NEVER INPUT AN ACUTAL HOME ADDRESS

11. Scroll down the page to "Delivery Point". If you want your item to be delivered to campus, input **110** (DTS-Administration). If you want the items to be delivered to a home address, input **927** (Home Delivery).

Long Description #Desktop PC: HP E	liteDesk 800 G8 S	FF i5. HP El	teDesk 800 Strall
Comment			
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Goods / Service Goods	<b>Due *</b> 14-Jan-2022		AT Rate * 5 (Standard Ra
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Goods / Service Goods Quantity 1 Unit Amount (Exclusiv	Due * 14-Jan-2022	Unit Name Each	5 (Standard Ra
Goods / Service Goods Quantity 1 Unit Amount (Exclusiv 606.52	Due * 14-Jan-2022	2 IIII Unit Name Each Line Mount 606.22	5 (Standard Ra
Goods / Service Goods Quantity 1 Unit Amount (Exclusiv 606.52	Due * 14-jan-2022	Unit Name Each Line Incount 606.52	AT Rate * 5 (Standard Ra (Exclusive)



- 12. Scroll down to Cost Account. Check that the Charge Code and Budget Code are correct and amend as necessary. (Note: If you have selected 927 Home Delivery as the Delivery Point, the Charge Code will default to "N/A")
  - Cost Account

Charge Type *	Charge Code *
JUKDEFAULT (Default Ite	▼ 10 @@@@
Ledger *	Account *
GL (22GLACT) 🗸	10.0.1000. @@@@@@@@@@@
VAT Rate *	
P1 (Partially Recoverable -	•

Requested Items	
Desktop PC: HP EliteDesk 800 G8 SFF i5	Cancel Save
Contract / Framework Reference No.	

14. Repeat Steps 9 through to 13 for every item that you are ordering.

NOTE: If this is a home delivery, an extra charge may be applicable. You can add this yourself via the IT catalogue (search under "delivery") or it will be identified and added during the order approval process.

15. You can now click on the "Submit for Approval" button located at top left-hand side of the page.



- 16. Your requisition will go to the budget holder for them to approve. Once approved, a Purchase Order is sent to the Supplier.
- 17. For deliveries to campus, you will be contacted by the DTS Service Desk to arrange configuration and/or installation. For home deliveries you will be contacted by Tech Purchasing to confirm receipt. When you receive your hardware <u>do not attempt to use it straightaway</u>. Contact the DTS Service Desk via 020 7107 5000 or <u>tech.support@lse.ac.uk</u>. One of the Support Officers will take you through the initial login and ensure the device is configured correctly.