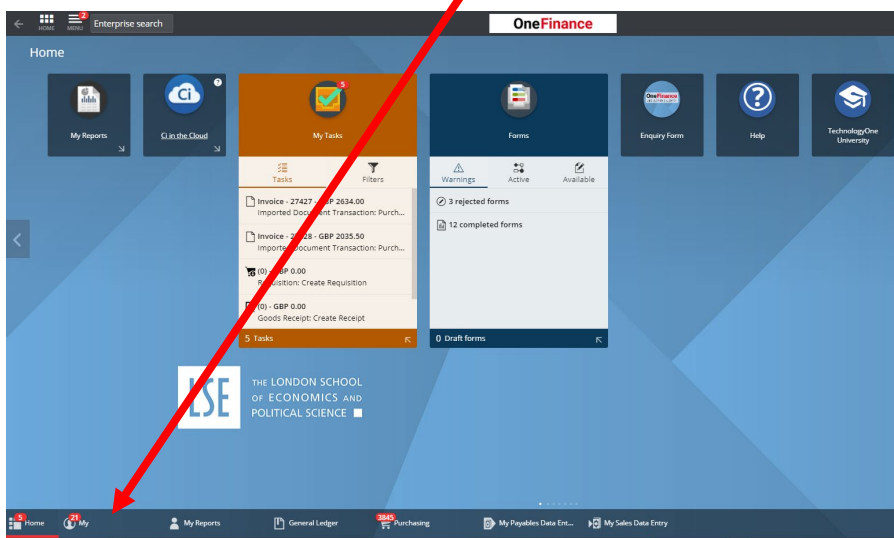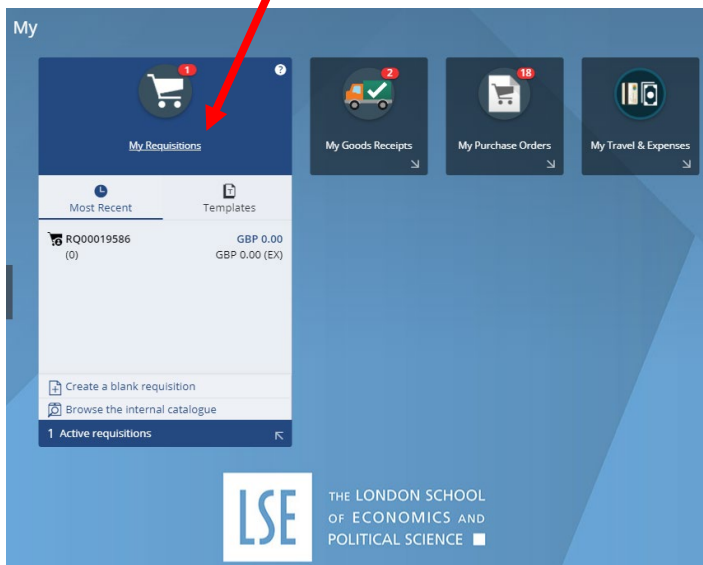# How to view and purchase IT equipment

This guide will show you how to select and raise a purchase order for IT equipment (excluding Apple products)
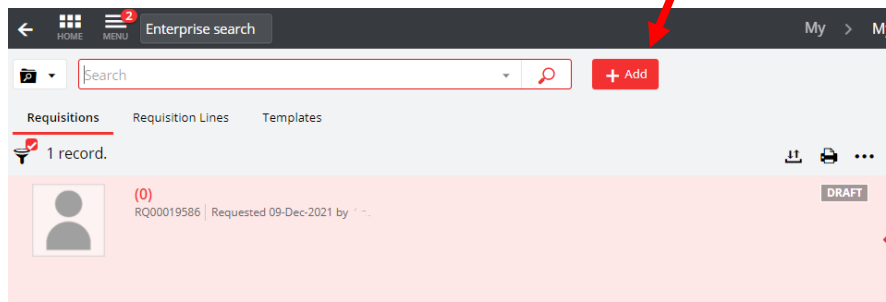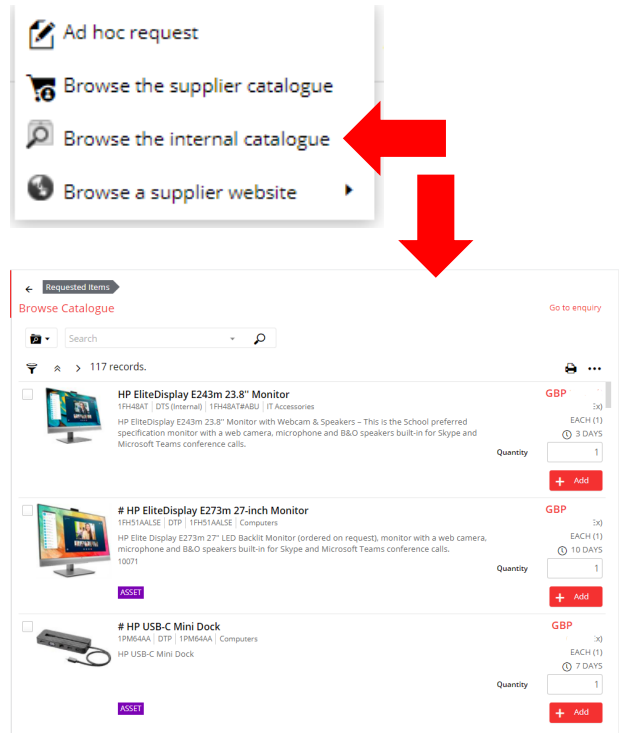
1. Open OneFinance and go to the "My" tab
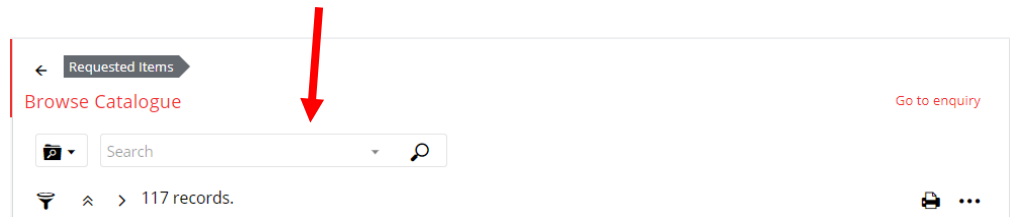

2. Click on "My Requisitions"

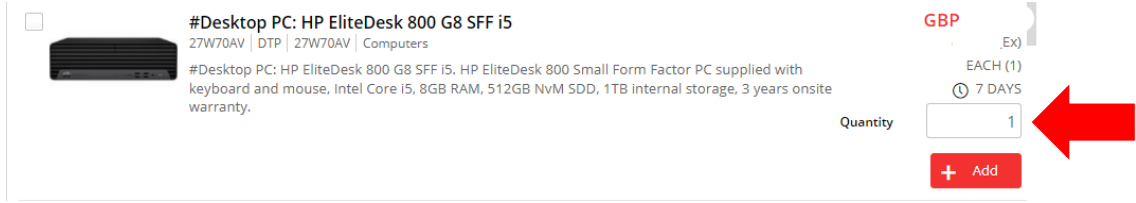3. Click on the red "Add" button located at the top of the screen

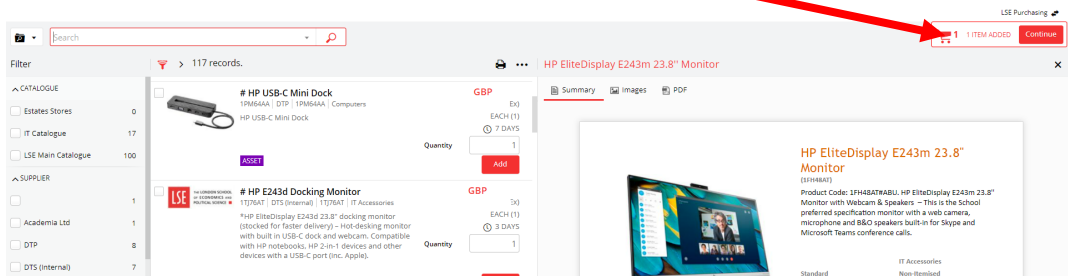4. Select "Browse the internal catalogue". A list of items will appear

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.
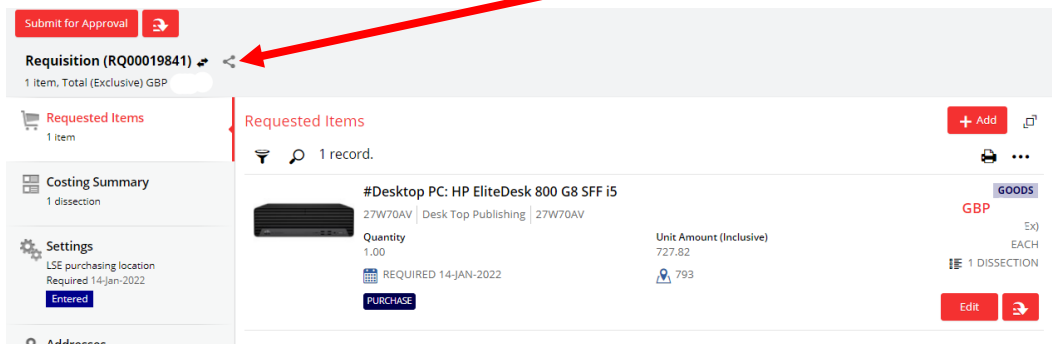
THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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

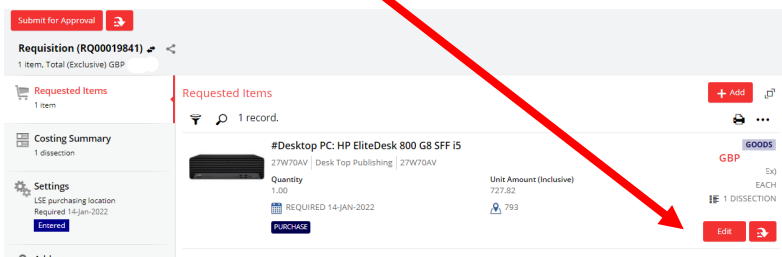7. Continue this process until you have all the items that you need. Then click on the red "Continue" button on the top right-hand side of the page.

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

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

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

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).

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 *
UUKDEFAULT (Default Ite...)

Charge Code *
10 @@@@

Ledger *
GL (22GLACT)

Account *
10.0.1000. @@@@.@@@@@

VAT Rate *
P1 (Partially Recoverable - ...)

13. Save the page.

← Requested Items
#Desktop PC: HP EliteDesk 800 G8 SFF i5

Contract / Framework Reference No.

Additional Comments for Procurement

Cancel | Save

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.

HOME MENU Enterprise search | Requisition

Submit for Approval

Requisition (RQ00019841)
1 Item, Total (Exclusive) GBP 606.52

🛒 Requested Items
1 Item

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

Cancel | Save

Costing Summary

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.