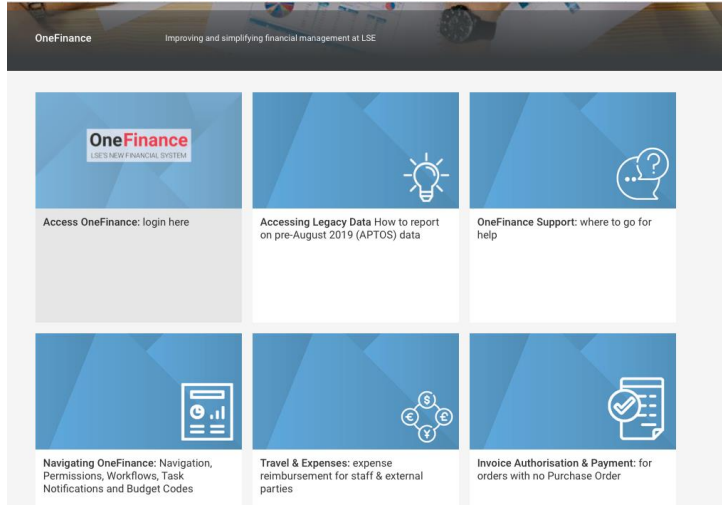
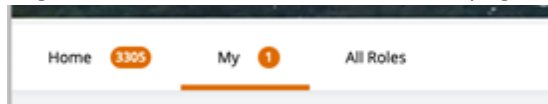


# Project Subscription: Step-by-Step Guide

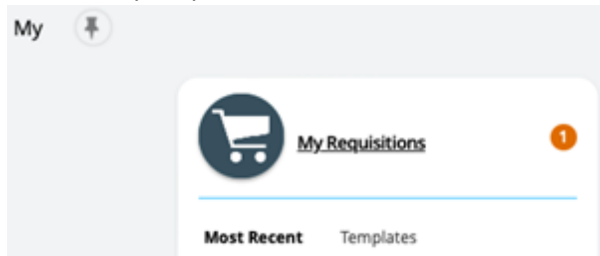
## 1. Login to OneFinance:



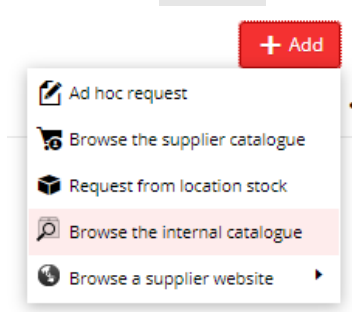
- Log in to OneFinance and in the Home page click **“My”** in the navigation bar



- Click on My Requisitions



- Click on the **+ Add** button and select **“Browse the internal catalogue”**.



2. Filter the Internal Catalogue:

- You are presented with internal catalogue items from both Estates and DTS. Click on the supplier filter “IT Catalogue”

| Filters                                          | Clear all |
|--------------------------------------------------|-----------|
| ^ CATALOGUE                                      | Clear     |
| <input type="checkbox"/> Estates Stores          | 0         |
| <input checked="" type="checkbox"/> IT Catalogue | 11        |
| <input type="checkbox"/> LSE Main Catalogue      | 0         |

3. Choose the EES Project Online Professional subscription required:

Click the check boxes  next to subscription(s) required and then click the  button.

| Filters                                          | Clear all | 1 SELECTED                          | Add | Add and continue                                                                                                                                             | < 11 records.                  |                                    |
|--------------------------------------------------|-----------|-------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------|
| ^ CATALOGUE                                      | Clear     | <input checked="" type="checkbox"/> |     | <b>EES Project Online Professional</b>                                                                                                                       | <b>GBP 30.17</b>               |                                    |
| <input type="checkbox"/> Estates Stores          | 0         |                                     |     | EESPROJECT   Phoenix Software Ltd   7MA-00001 ADDITIONAL   Software                                                                                          | 25.14 (Ex)                     |                                    |
| <input checked="" type="checkbox"/> IT Catalogue | 11        |                                     |     | EES Project Online Professional Education Shared Server All Languages Subscription Per User (Additional Product) *Monthly Subscription* - Academic - Licence | EACH (1)                       |                                    |
| <input type="checkbox"/> LSE Main Catalogue      | 0         |                                     |     |                                                                                                                                                              | 🕒 7 DAYS                       |                                    |
|                                                  |           |                                     |     | Quantity                                                                                                                                                     | <input type="text" value="1"/> | <input type="button" value="Add"/> |
| ^ SUPPLIER                                       |           |                                     |     |                                                                                                                                                              |                                |                                    |

4. You will be returned to the requisition screen:

- Click on the  button

| Requested Items                                                                         |                                        | <input type="button" value="+ Add"/> |      |
|-----------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------|------|
|                                                                                         | 1 record.                              |                                      |      |
|                                                                                         | <b>EES Project Online Professional</b> | <b>GOODS</b>                         |      |
| EESPROJECT   Phoenix Software Ltd   7MA-00001 ADDITIONAL                                |                                        | <b>GBP 30.17</b>                     |      |
| Quantity<br>1.00                                                                        | Unit Amount (Inclusive)<br>30.17       | 25.14 (Ex)                           | EACH |
| 📅 REQUIRED 11-SEP-2024                                                                  | 👤 TBC                                  | 📄 1 DISSECTION                       |      |
| <input type="button" value="PURCHASE"/> <input type="button" value="NOT FULLY COSTED"/> | <input type="button" value="Edit"/>    | <input type="button" value="More"/>  |      |

## 5. Add End User Details:

- In the comment field, provide the following details of the recipient:
  - Full Name
  - LSE Email address

The screenshot shows a web interface for 'Requested Items'. At the top, there is a back arrow and the text 'Requested Items'. Below this, the item name 'EES Project Online Professional' is displayed in red. Underneath, the item is identified as 'Item : EES Project Online Professional (7MA-00001 ADDITIONAL)'. The form contains several fields: 'Line Type' is set to 'Catalogue'; 'Line Action' is set to 'Purchase'; 'Description' is 'EES Project Online Professional'; 'Long Description' is 'EES Project Online Professional Education Shared Server All Languages Subscription Per User (Additional Product) \*Monthly Subscription\* - Academic - Licence'; and 'Comment' contains 'Joe Bloggs' and 'Joe B@lse.ac.uk'.

## 6. Specify Delivery Details

- Select the Delivery Point to "**110 – DTS Administration**" for campus delivery. Orders with other delivery points will be rejected.

The screenshot shows a dropdown menu for 'Delivery Point' selection. The menu is open, showing a list of options: 'Accounting Admin', 'Post Room Accounting', 'Post Room Accounting Admin', 'Post Room CARR', 'Post Room Anthropology', and '110 DTS Administration'. The '110 DTS Administration' option is highlighted. Below the dropdown, the 'Unit Amount (Exclusive) (GBP)' and 'Line Amount (Exclusive) (GBP)' are both listed as '678.54'. The 'Delivery Point Type' is 'UUKGEN (LSE Delivery Pol...' and the 'Destination Inventory Location' is empty.

## 7. Procurement Policy

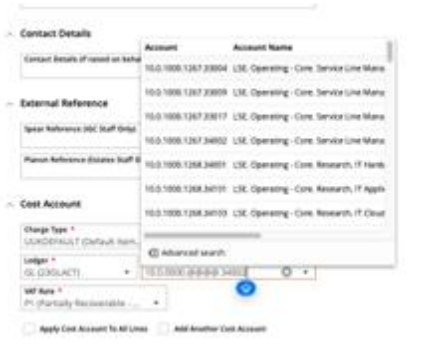
- Select the Procurement Procedure followed to **“CAT (Catalogue Order)”**
- In the Contract / Framework Reference No. type in **“S24-ID-303”**

### ^ Procurement Policy

|                                                                |
|----------------------------------------------------------------|
| <b>Procurement Procedure followed</b><br>CAT (Catalogue Order) |
| <b>Contract / Framework Reference No.</b><br>S24-ID-303        |
| <b>Additional Comments for Procurement</b>                     |

### 8. Complete Cost Account Selection


- Click on Account and select **“Advanced search”** and in the pop-up window input your budget code into the **cost centre box** and click OK.



- If there are multiple lines on the requisition you will need to complete the process above for each item. On completing the final line tick the button below to ensure all lines are charged to your designated code

**Apply Cost Account To All Lines**
 **Add Another Cost Account**

### 9. Save and Submit for Approval:

- Save the information – click 

Requested Items

**EES Project Online Professional** Cancel Save

Item : EES Project Online Professional (7MA-00001 ADDITIONAL)

Line Type  
Catalogue

Line Action  
Purchase

Description \*  
EES Project Online Professional

Long Description  
EES Project Online Professional Education Shared Server All Languages Subscription Per User (Additional Product) \*Monthly Subscription\* - Academic - Licence

Comment  
Joe Bloggs  
Joe.B@lse.ac.uk

Goods / Service  
Goods

Due \*  
11-Sep-2024

VAT Rate \*  
S (Standard Ra...)

Quantity  
1

Unit Name \*  
Each

Unit Amount (Exclusive) (GBP)  
25.14

Line Amount (Exclusive) (GBP)  
25.14

Delivery Point Type \*  
Delivery Point \*

**REQUISITION** **UNAPPROVED**

Requisition RQ00040596

Reference Issued 04-Sep-2024  
Required 11-Sep-2024  
Requisition User Georgios Mavridis

Requisition Total GBP 30.17

**Additional Details**

Do you want to Transmit Purchase Order(s) to the Supplier Y Display Amounts on Purchase Order(s) Y

| Description                                                                                   | Quantity | Unit | Unit Price (Exclusive) | Line Amount (Exclusive) |
|-----------------------------------------------------------------------------------------------|----------|------|------------------------|-------------------------|
| EES Project Online Professional<br><small>Phoenix Software Ltd - 7MA-00001 ADDITIONAL</small> | 1.00     | each | 25.14                  | GBP 25.14               |

**Costing Summary**

| Ledger       | Account              | Exclusive | Inclusive    |
|--------------|----------------------|-----------|--------------|
| GL           | @@.0.0000.0000.34101 | 25.14     | GBP 30.17    |
| ZSLACT       | .....IT Application  |           |              |
| <b>Total</b> |                      |           | <b>30.17</b> |

- Submit the request for approval – click Submit for Approval

OneFinance > My > My Requisitions > Requisition

Submit for Approval

Requisition (RQ00040596) 1 Item, Total (Exclusive) GBP 25.14

**Requested Items**  
1 item  
1 item is not fully costed

**Costing Summary**  
1 dissection

**Settings**  
LSE purchasing location  
Required 11-Sep-2024  
Entered

**Requested Items** 1 record.

**EES Project Online Professional**

EESPROJECT | Phoenix Software Ltd | 7MA-00001 ADDITIONAL

Quantity 1.00 Unit Amount (Inclusive) 30.17

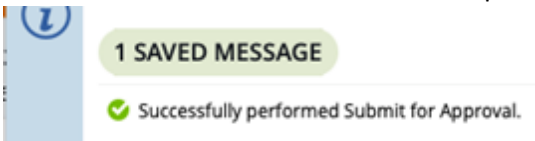
REQUIRED 11-SEP-2024 TBC

PURCHASE NOT FULLY COSTED

**GOODS**  
GBP 30.17  
25.14 (Ex)  
EACH  
1 DISSECTION

Edit ...

- You will then be notified that the requisition has been successfully submitted for approval.



- Please note you order will not be placed until budget holder approval has been given via the One Finance approvals process.