

# Exeter IT – Corporate Systems

## Aptos - Purchase order / Web requisition change request form

APTOS user id : .....

### Web profiles prefixes.

Example : RALA			

Req Prefix Level :£ .....(The amount you can self approve up to, must match a level below)

### Key

<b>Level 1</b>	£0	<b>Level 2</b>	£500	<b>Level 3</b>	£1,000	<b>Level 4</b>	£2,500	<b>Level 5</b>	£5,000
<b>Level 6</b>	£10,000	<b>Level 7</b>	£25,000	<b>Level 8</b>	Procurement	<b>Level 9</b>	Finance	<b>Level 10</b>	Unlimited

You will need access to PO prefixes, if you are creating, viewing or matching invoices to Purchase orders. If you only plan to raise web reqs, then you will not require access. Please check with your Line Manager. If not required, put “N/A”

### PO prefixes

Example : ALA			

Purchase order Level ..... (The amount you can self approve up to , please see the key above)

Senior Buyer's user id ..... Senior buyer's name .....

Please note that the E-procurement system (web reqs) and Purchase order system are two separate modules and it is possible to specify different levels if needed.

### Delivery Locations


**Default Delivery location** .....(Please check with your line Manager if unsure)

Signed ..... Print name ..... Date ...../...../.....

### PART A (To be completed by Head of School\Service)

I authorise the above changes..

Signed ..... Print name ..... Date ...../...../.....

On completion of part A, please forward to the **Assistant Director of Finance (Corporate), Northcote House.**

### PART B - Assistant Director of Finance (Corporate)

Signed ..... Print name ..... Date ...../...../.....

On completion of part B, please forward to the **Corporate Systems Team, Exeter IT, Level 9, Laver Building**

Web profiles prefix updated	<input type="checkbox"/>	Web self approval Levels updated	<input type="checkbox"/>	Default Delivery	<input type="checkbox"/>	PO limit Updated	<input type="checkbox"/>	Workflow If s/ments updated	<input type="checkbox"/>
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Date Received :        /        /        Date Completed :        /        /        Date Confirmed :        /        /

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