

## Suppliers Available for Direct Invoice Input

### Overview

All purchases should be pre-authorised on the finance system using the purchase request/purchase order route. However, it is recognised that some purchases will fall outside of this due to need. Therefore, a number of suppliers have been opened to allow non-purchase order invoicing as follows:

- Low valued amazon orders, expected to be delivered day following order (up to £100)
- Short term supply, i.e. same day/same week.
- Emergency repairs, for example broken boiler, broken window.
- Insurance
- Alternative provision providers
- Low value curriculum and food provisions (up to £100)

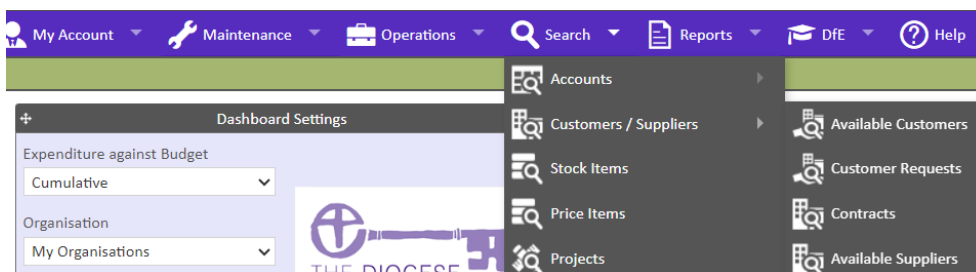
This list is not exhaustive, and the availability of suppliers may change over time, so the following report is available for use.

If you think you have identified a supplier that should be included in the list, please submit a supplier modification request on the system with the details.

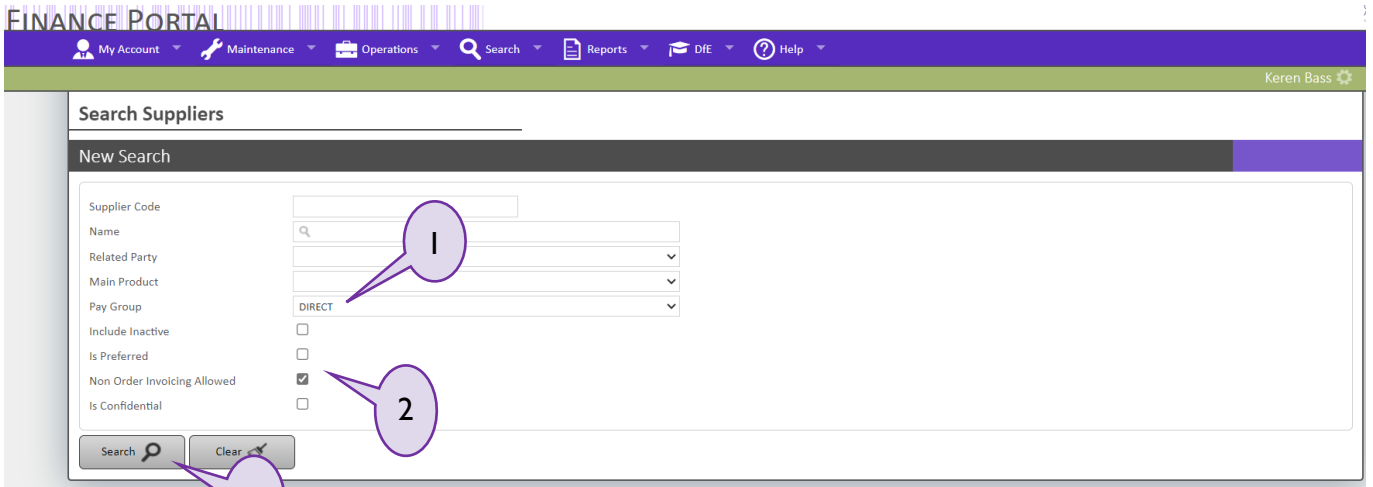
## 1. Enquires – Direct Supplier Input Availability

### 1.1. Menu

*Search – Customer/Suppliers – Available Suppliers*

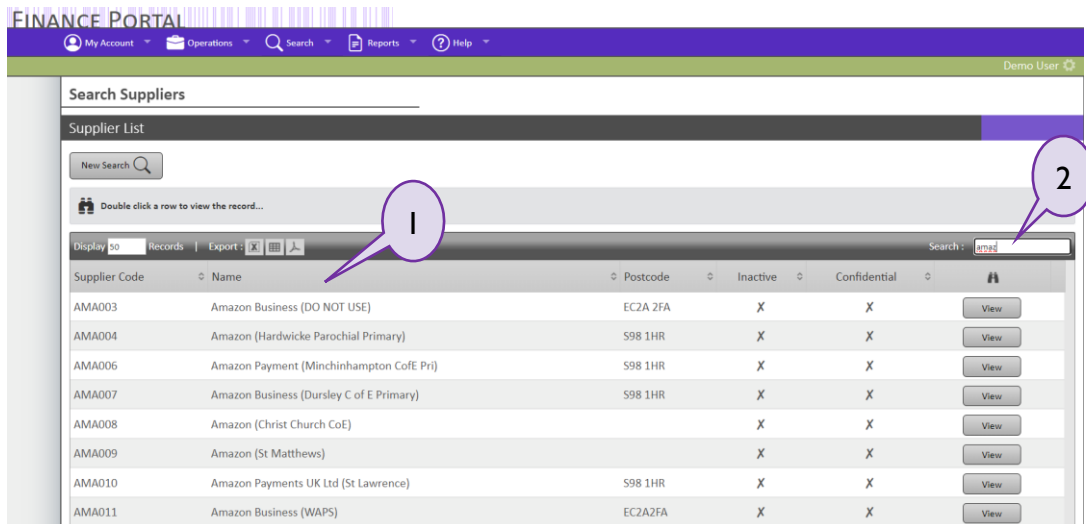


## 1.2. Search Criteria



Step	Description
1	Select 'DIRECT' in the Pay Group box.
2	Check the Non-Order Invoicing Allowed box.
3	[Search] to see the results.

## 1.3. Results



Step	Description
1	The results are displayed. Click on the name in order to sort the results in name order/reverse name order.

Step	Description
2	<p>To shorten the list further, key in part of the name in the search field.</p> 