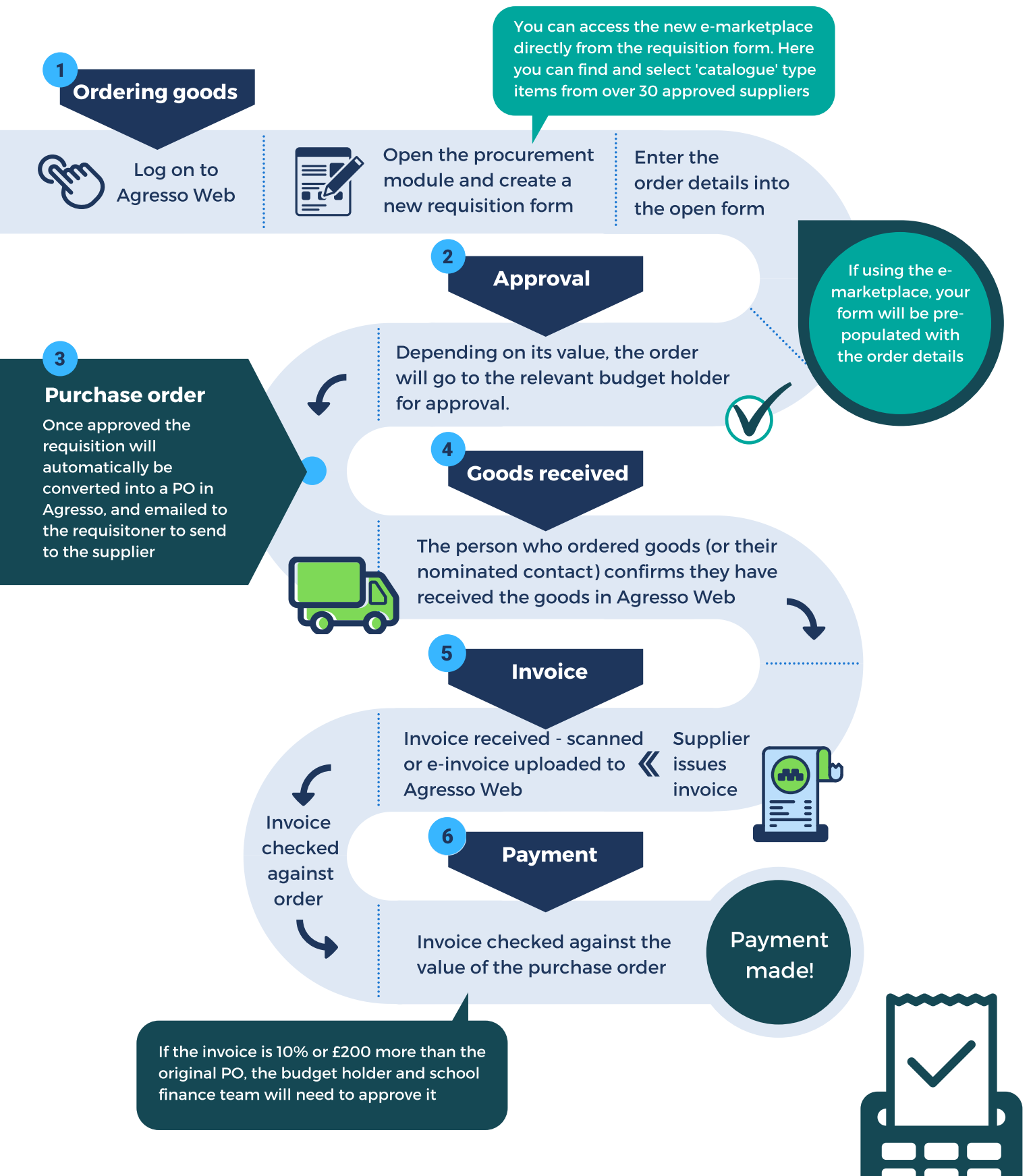


Purchase to Pay (P2P)

How to make a purchase in 6 simple steps

We are aiming to make it much easier to purchase goods, approve orders and process invoices at the University. The new P2P process will be fully electronic, and the e-marketplace will feel as straight forward as online shopping. Find out how the new process will work for purchases under £25,000 below.



Spending over £25,000?

The process is similar, although a requisition form must be submitted with quotes attached, for approval by Procurement and senior colleagues within your School or Department.

Timeline

The current implementation plan aims to complete the introduction of the new electronic P2P process across the University by spring 2021.

A phased pilot of the new process will begin August 2020 to check that it works effectively and to measure its impact.