The Source to Pay process includes the following stages:

The following slides will provide an overview of how the Source to Pay process looks like depending on what you buy and who you buy from, using real life examples.
Buying Goods and Services

1. What can you buy?
2. How to buy?
3. Approval
4. How to pay? (see below)
5. Paying the supplier

Find Suppliers
Frequently Asked Questions
Procurement Templates
Purchase Order (Accounts Payable)
Credit Card
Reimbursable Expenses

1. Source to Pay Process
2. Buying Goods and Services Process
3. Buy Office Supplies
   (UNSW supplier with catalogue)
4. Buy Computer Hardware/Software
   (UNSW supplier without catalogue)
5. Buy Lab Supplies
   (<UNSW panel supplier <$350K)
6. Buy Cold Storage
   (<UNSW panel supplier btw $350K and $1M)
7. Source IT Professional Services
   (<UNSW panel supplier >$1M)
8. Buy Research Equipment
   (>Outside of UNSW suppliers)
9. Buy with Corporate Credit Card (<$3K)
10. Order Event Catering
11. Pay for Travel
12. Claim Expenses
13. Need help?
Buy Office Supplies
(example for buying from a UNSW supplier with a catalogue)

1. Get Permission
   - Have a conversation with the budget owner to ensure that there is budget (either verbal or written depending on what your faculty/school/unit requires)

2. Go to Finance Services
   - Go to Finance Services, log on to access UNSW Online Catalogues form, click on:
     - Buying
     - Buying from UNSW's online Catalogues
     - Confirm your details
     - Click Buy
     Or watch the video here

3. Choose your Supplier
   - You'll leave Finance Services and be taken to the catalogues, to the right of the page, you can find Punchout catalogues suppliers, on the left, you can find Hosted catalogues suppliers. Select the supplier you wish to buy from.

4. Buy and Return your Cart
   - Place items in your cart.
   - When you have all the items you need, go into your cart and complete your order.
   - Do one final check of your cart before clicking on “I have finished shopping”

5. Provide Budget and Delivery Information
   - You are returned to NS Financials where you should finish completing the rest of the form:
     - Where it will be charged
     - Where it will be delivered
     - Who will approve it
   - When you are ready submit the form (there is no save for later option)

6. Submit the Form
   - Upon submission, a ticket is created with your requisition and assigned to your Finance Services Team (you will receive notification of the ticket number in an email)
   - FST will finalise the Purchase Order and submit it to your approver for approval (check with your manager on the approval rules as you may be required to attach written approval from your approver into the form)

7. Approver will receive a Purchase Order approval request to action

8. Create a Purchase Order
   - FST will finalise the Purchase Order and submit it to your approver for approval (check with your manager on the approval rules as you may be required to attach written approval from your approver into the form)

9. Your Request is Logged
   - Upon submission, a ticket is created with your requisition and assigned to your Finance Services Team (you will receive notification of the ticket number in an email)

10. Submit the Form
    - When you are ready submit the form (there is no save for later option)

11. Delivery
    - The supplier will deliver the goods as per the Purchase Order

12. Receive the Order
    - When you receive the goods you are required to create a Receipt for them. You have 2 options:
      1. If you have purchased an Asset* - email your Finance Services Team and tell them you have received the goods; or
      2. Go into NS Financials or the Finance Portal and create a Receipt yourself

13. Receive Supplier Invoice
    - The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice comes to you, email it to Accounts Payable.

14. Payment of Invoice
    - If the invoice exactly matches the Purchase Order and you have confirmed Receipt of the order it will be paid according to the supplier payment terms. If not, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order and Receipt.

* You will need to provide the asset details such as serial number, location of the asset, etc.
Once the Purchase Order has been created it will be submitted to your approver for approval (check with your manager on their approval rules as you may be required to attach written approval from your approver into the form).

1. Identify What you Want
   - Identify the hardware/software you want to buy on the IT Hardware or the IT Software webpage.
   - Provide the following:
     - Where it will be charged
     - Where it will be delivered
     - Attach written approval from your approver.

2. Contact FST
   - Contact your faculty’s Finance Services Team and advise goods to order. Ensure you attach all the supporting information to your request.

3. Receive a Reference
   - You’ll receive a reference number in an email should you wish to follow up your request.

4. Create a Purchase Order
   - The Finance Services Team will create a Purchase Order on your behalf.

5. Purchase Order Approval
   - Once the Purchase Order has been approved it will be dispatched to the supplier and the Order placed.

6. Order Placed
   - The supplier will deliver the goods as per the Purchase Order.

7. Delivery
   - When you receive the goods you are required to create a Receipt for them. You have 2 options:
     1. If you have purchased an Asset* - email your Finance Services Team and tell them you have received the goods; or
     2. Go into NS Financials or the Finance Portal and create a Receipt yourself

8. Receive the Order
   - The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice comes to you, email it to Accounts Payable.

9. Receive Supplier Invoice
   - If the invoice exactly matches the Purchase Order and you have confirmed Receipt of the order it will be paid according to the supplier payment terms. If not, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order and Receipt.

10. Payment of Invoice
    - If the invoice exactly matches the Purchase Order and you have confirmed Receipt of the order it will be paid according to the supplier payment terms. If not, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order and Receipt.

* You will need to provide the asset details such as serial number, location of the asset, etc.
Have a conversation with the budget owner to ensure that there is budget (either verbal or written depending on what your faculty/school/unit requires).

If buying from the Jaggaer system, login (for authorised users only - if you don’t have access, visit this page) else follow the procedure for Buying from UNSW Catalogues covered on page 3 (using supplier catalogues Blackwoods, RS Components and Element 14).

Select the items you want to order and place the items in your Jaggaer cart. Ensure that you follow the required steps to register products subject to Hazardous Goods.

If there were no errors reported in Jaggaer, a Purchase Order will be created in NS Financials. Errors reported in Jaggaer will be corrected and the next interface will pick up the order.

Approver will receive a Purchase Order approval request to action.

Upon completion your order will be placed in Jaggaer and will interface into NS Financials overnight.

The supplier will deliver the goods as per the Purchase Order.

When you receive the goods you are required to create a Receipt in Jaggaer (which will interface into NS Financials). The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice comes to you, email it to Accounts Payable.

If the invoice exactly matches the Purchase Order and you have confirmed Receipt of the order it will be paid according to the supplier payment terms. If not, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order and Receipt.
Buy Cold Storage
(example for buying from a UNSW panel supplier above $350K and below $1M)

1. Get Permission
   - Have a conversation with the budget owner to ensure that there is budget (either verbal or written depending on what your faculty/school/unit requires).

2. Choose Supplier
   - Go to the Procurement website and search for Cold Storage panel to view all suppliers available on the UNSW panel suppliers and check pricing.

3. Choose your Supplier/Products and Seek Quotes
   - Request a minimum of 3 quotes from 3 different suppliers on the panel (the price list corresponds to a quantity of 1 item so when more than 1 product is being requested, a volume discount can be requested via RFQ).

4. Provide Budget and Delivery Information
   - Contact FST and provide the following information:
     - Quote
     - Indicate that the PO must refer to the Standing Offer for Purchase of Cold Storage Systems
     - Where it will be charged
     - Where it will be delivered
     - Who will approve it

5. Your Request is Logged
   - Upon submission, a ticket is created with your requisition and assigned to your Finance Services Team (you will receive notification of the ticket number in an email).

6. FST will Create the Purchase Order
   - FST will create the Purchase Order in NS Financials and submit it to your approver for approval (check with your faculty on their approval rules as you may be required to attach written approval from your approver into the form).

7. Purchase Order Approval
   - Approver will receive a Purchase Order approval request to action.

8. Order Placement
   - Once the Purchase Order is approved it will be dispatched to the supplier and the Purchase Order placed with the supplier – FST will also advise you what the Purchase Order number is.

9. Delivery
   - The supplier will deliver the goods as per the Purchase Order.

10. Receive the Order
    - When you receive the goods you are required to create a Receipt for them. You have 2 options:
        1. If you have purchased an Asset* - email your Finance Services Team and tell them you have received the goods; or
        2. Go into NS Financials or the Finance Portal and create a Receipt yourself.

11. Receive Supplier Invoice
    - The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice comes to you, email it to Accounts Payable.

12. Payment of Invoice
    - If the invoice exactly matches the Purchase Order and you have confirmed Receipt of the order it will be paid according to the supplier payment terms. If not, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order and Receipt.

* You will need to provide the asset details such as serial number, location of the asset, etc.

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   (=UNSW supplier with catalogue)
4. Buy Computer Hardware/Software
   (=UNSW supplier without catalogue)
5. Buy Lab Supplies
   (=UNSW panel supplier <$350K)
6. Buy Cold Storage
   (=UNSW panel supplier btw $350K and $1M)
7. Source IT Professional Services
   (=UNSW panel supplier >$1M)
8. Buy Research Equipment
   (= Outside of UNSW suppliers)
9. Buy with Corporate Credit Card (<$3K)
10. Order Event Catering
11. Pay for Travel
12. Claim Expenses
13. Need help?
Have a conversation with the budget owner to ensure that there is budget (either verbal or written depending on what your faculty/school/unit requires).

Engage Procurement or seek quotes from all UNSW panel suppliers.

Evaluate quotes received and negotiate a contract Statement of Work which refers to the Master Panel Agreement.

Upon submission a ticket is created with your order and assigned to your Finance Services Team (you will receive notification of the ticket number in an email).

Seek Permission
Seek Quotes
Provide Budget and Delivery Information
Your Request is Logged

1. Source to Pay Process
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4. Buy Computer Hardware/Software (UNSW supplier without catalogue)
5. Buy Lab Supplies (UNSW panel supplier <$350k)
6. Buy Cold Storage (UNSW panel supplier btw $350k and $1M)
7. Source IT Professional Services (UNSW panel supplier >$1M)
8. Buy Research Equipment (outside of UNSW suppliers)
9. Buy with Corporate Credit Card (<$3k)
10. Order Event Catering
11. Pay for Travel
12. Claim Expenses
13. Need help?

Once the Purchase Order has been approved it will be dispatched to the supplier and the order placed.

When you receive the goods you are required to Receipt them. You have 2 options:
1. Email your Finance Services Team and tell them you have received the goods
2. Go into NS Financials and create a Receipt yourself

The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice does not match the Purchase Order, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order.
Have a conversation with the budget owner to ensure that there is budget (either verbal or written depending on what your faculty/school/unit requires).

Once you have followed the sourcing process and evaluated/selected your supplier, create the supplier using the Vendor Application form (if the supplier has not already set up in NS Financials).

Contact FST to create the Purchase Order and provide the following:
- Quote (or written approval from your approver)
- Where it will be charged
- Where it will be delivered
- Who will approve it

Visit the Procurement website and verify that what you want to buy is not already provided by a UNSW supplier or UNSW panel suppliers.

- Select "Discover how to buy" on the Procurement website
- Answer the questions
  - This will give you the step-by-step process to follow as it depends on the value:
    - If <$3K, obtain written evidence of price
    - If between $3K and $50K, obtain 1 written quote minimum
    - If between $50K to $350K, obtain 3 written quotes minimum
    - If above $350K, conduct an open sourcing strategy or contact Procurement

Your Request is Logged

Your Request is Logged

FST will create the Purchase Order in NS Financials and submit it to your approver for approval (check with your faculty on their approval rules as you may be required to attach written approval from your approver into the form)

Approver will receive a Purchase Order approval request to action

When you receive the goods you are required to create a Receipt for them. You have 2 options:
1. If you have purchased an Asset* - email your Finance Services Team and tell them you have received the goods; or
2. Go into NS Financials or the Finance Portal and create a receipt yourself.

The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice comes to you, email it to Accounts Payable.

* You will need to provide the asset details such as serial number, location of the asset, etc.

When the Purchase Order has been approved it will be dispatched to the supplier and the order placed – FST will also advise you what the Purchase Order number is.

If the invoice exactly matches the Purchase Order and you have confirmed Receipt of the order it will be paid according to the supplier payment terms. If not, your FST representative will be able to assist you to resolve the issue. No payment will be made if Accounts Payable is not able to match the invoice to the Purchase Order and Receipt.

The supplier will deliver the goods as per the Purchase Order

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When you receive the goods you are required to create a Receipt for them. You have 2 options:
1. If you have purchased an Asset* - email your Finance Services Team and tell them you have received the goods; or
2. Go into NS Financials or the Finance Portal and create a receipt yourself.

The supplier invoice will go directly to you or Accounts Payable for payment. If the invoice comes to you, email it to Accounts Payable.

* You will need to provide the asset details such as serial number, location of the asset, etc.
Buy with Corporate Credit Card
(example for buying outside of UNSW suppliers with a credit card for less than $3K)

1. Get Permission
   - Ensure you speak to your manager / budget owner before making any purchases on behalf of the University using your corporate credit card.

2. Make the Purchase
   - Ensure you’re familiar with UNSW’s Credit Card policy and procedure and then make the purchase using your University credit card.

3. Scan the Receipt
   - You will need to provide a scanned copy of your supporting documentation when reconciling your credit card – if you have multiple documents you can scan them all into one document if you wish.

4. Go to the Finance Portal
   - The Finance Portal can be found on the My Finance tab when you’re logged into myUNSW.

5. Click on Credit Card
   - At the top of the Finance Portal menu is Credit Card.

6. View the Credit Card Dashboard
   - The Credit Card Dashboard will display information about all your credit card statements. You can reconcile your statement from the Reconciliation Status column, view the approval status from that column and view the statement (if it has been generated – see point 11).

7. Reconcile your Transactions
   - Go into your statement from the Reconciliation Status column and reconcile your transactions by providing a chartfield etc.

8. Send “Statement Ready” Email
   - Every month (on or around the 26th) Finance will send all cardholders an email saying their statements are ready. The following steps should NOT be performed until you receive this email.

9. Select Approvers
   - If your supervisor uses a Reviewer you should put their name in the reviewer field – this means they are responsible for checking the paperwork before it goes to your supervisor. If not you can leave this field blank. Your supervisor name should be in the supervisor field, if not you can change it.

10. Attach Supporting Documentation
    - At the end if the statement period go into your statement and attach your supporting documentation.

11. Create Statement
    - Click on the Create Statement Button (found in the attachments section of the statement).

12. Submit for Approval
    - Click on submit for approval.

13. Approval 1 - Cardholder
    - If you reconcile your own card the cardholder approval will occur immediately once you submit the statement. If FST has reconciled your card you will receive a request to approve the transactions for the period.

14. Approval 2 - Reviewer
    - This approval is not mandatory so if you don’t have a reviewer this approval step will be skipped.

15. Approval 3 - Supervisor
    - Only once all other approvals have been performed will the request for approval go to your supervisor.

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   - (UNSW panel supplier <$350K)
6. Buy Cold Storage
   - (UNSW panel supplier btw $350K and $1M)
7. Source IT Professional Services
   - (UNSW panel supplier >$1M)
8. Buy Research Equipment
   - (Outside of UNSW suppliers)
9. Buy with Corporate Credit Card
   - ($<3K)
10. Order Event Catering
11. Pay for Travel
12. Claim Expenses
13. Need help?
Order Event Catering

1. Log into Catering
   - Access the Catering site and log in with your staff id at the bottom of the page

2. Click on Order Catering
   - Click on the Order Catering button at the top right of the page

3. Enter Event Details
   - Enter your event details, just answer the questions on the screen regarding the event type, location and date

4. Select Caterer
   - Based on the information supplied when you entered your event details, a list of caterers that suit your needs will be supplied – please choose the caterer you'd like to use

5. Create Requisition
   - Add items to your cart from the menu supplied and when you have finished you can create your requisition, please follow the prompts on the screen

6. Provide Payment Details
   - Provide your payment details (i.e., project chartfield)

7. Review and Place Requisition
   - Review and place the requisition – this will include sending a requisition approval request to your approver

8. Order Placed with Caterer
   - Once approved the Purchase Order will be placed with the caterer

9. Delivery
   - The caterer will deliver the goods as per the Purchase Order

10. Record Cost in NSF
    - A journal is created to record the cost against the school/dept

11. Sign off upon Event Completion
    - When your event has concluded go to the Catering site and sign the event off

12. Pay Caterer
    - Once the event has been concluded (and signed off by you) an invoice will be created in Accounts Payable and the caterer paid

13. Need help?
Pay for Travel

Visit the UNSW Travel website: unsw.to/mytravel

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"I have the correct access to systems & information to follow Best: planning, price practice, Essential, and Safe Travel."

"I can easily book travel online or via an agent here on campus."

"I have comfortable and safe travel arrangements with emergency access."

"I have an efficient and simple way of reconciling expenses and completing finance requirements."
Ensure you speak to your manager / budget owner before making any purchases on behalf of the University using your own money.

Ensure you're familiar with UNSW's Business Expense policy and procedure and then make the purchase.

You will need to provide a scanned copy of your tax invoice when you enter your claim.

The Finance Portal can be found on the My Finance tab when you're logged into myUNSW.

At the top of the Finance Portal menu is Expense Reimbursement. Click on the Add Claim button found at the top right of the screen.

Check that your approver is correct and change it if not.

Work your way from the top of the screen to the bottom (as some fields will populate into other fields lower down the page) – refer to page 12 of the Finance Portal Handbook for more details on entering expense claims.

Click on the Add Claim button found at the top right of the screen.

Ensure you attach all your supporting documentation.

Click on Expense Reimbursement at the top of the Finance Portal menu.

The approver will receive an email with a request to approve the claim.

Once Budget Check has been run a Submit button will appear. Click on it to submit the claim to the approver your selected.

Once the claim has been approved it is placed in the next pay run for payment. You can monitor the status of the approval and payment by returning to the Finance Portal and clicking on Expense Reimbursement.

Download the app to claim expenses on the go! Mobile Receipts
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