ISiS / i-Siop Training

Continuation Orders

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ISiS continuation orders have been developed to allow users more flexibility when ordering goods and services via ISiS.

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Continuation or "Call Off" orders allow multiple shipments or deliveries from a single purchase order.

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Suppliers make deliveries and invoice against a single purchase order number.

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Example 1

A continuation order is created for the supply of window cleaning for the next six months. The value of the order is estimated including a small level of contingency.

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Example 1(Cont)

Quoting the order number, requests for delivery are placed by phone, fax or email. The supplier makes deliveries referencing the continuation order on priced delivery notes.

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Example 1(Cont)

When the delivery has been checked, the total amount for the delivery is receipted in ISiS against the continuation order.

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Example 1(Cont)

Invoices referencing the continuation order are sent to the Payments Control Unit. Provided there is a sufficient amount on the order and receipt, the invoice will be authorised for payment.

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How to create a continuation order

The following should be considered before creating a continuation order:

- What value will be needed for the duration of the order
- Will the supplier accept this method
- Will you receive priced delivery notes

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How to create a continuation order

Continuation orders are created in i-Siop using a non catalogue request. Item Type is "Goods or services billed by amount".

We recommend that continuation orders run for six to twelve months

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Add to shopping cart and submit as normal. Your requisition will then be created into a Purchase Order by a Buyer on the Procurement Helpdesk. The order will not be sent to the supplier. You can request that a copy of the order be sent you by email using the "Note to Buyer".

Note Purchase Order Number

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Ordering Goods and Services

Contact the supplier and order the goods/service for delivery using your purchase order. Continuation orders should be used for goods that have scheduled deliveries eg Bread. The same continuation order number can be used with the supplier for each subsequent order (Delivery).

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Receiving Goods and Services

When a delivery is made, check the order against the delivery note.

If correct, you may then receipt the total order amount (Net) against your continuation order in ISiS.

Please receipt promptly

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Receiving Goods and Services

If incorrect, calculate the value of the goods that were delivered and accepted.

Please receipt promptly

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Paying Invoices

Your supplier should send the invoice directly to the Payments Control Unit. Provided you have receipted the total amount for that invoice, the payment will be scheduled.

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Dealing with issues

- Prompt and accurate receipting prevents most issues

- Credit notes should be requested immediately

- Act on your Invoice on hold notifications

- Monitor the remaining value of your order, contact the Procurement Helpdesk to arrange a Top-Up when necessary

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