



Request to Order (RTO) Process

The request to order process is used to buy/order from a supplier. A Request to Order (RTO) form must be made and sent to Physics Finance Office to be input.

The RTO form can be found on the Physics Homepage by clicking on **Information for Staff** then **Request to Order (RTO) Web Form**. To access the form you will need to put in your physics Login details and password.

Click on **Create a new order** and please ensure you complete the following steps:

- Fill in Requestor details. *
- Input Full Supplier name and Address. **
- Select the delivery address: Clarendon Laboratory or DWB Stores.
- If the order is to be paid in a different currency to the Pound Sterling (GBP) default, then amend as appropriate.
- Check prices, part no. and VAT, Tick box if order is VAT exempt.
- Complete Cost centre/Project code details, Activity code/Task code and the Source of Funds where necessary .
- Tick safety hazard box, if appropriate.
- Select means of dispatch E.g. Fax, post or return to requestor by hand. If fax a number is vital.

Finally print out RTO and make sure it is signed by the budget holder.

When the RTO is completed it must be sent to the **Physics Finance Office** in the Clarendon Laboratory. All RTOs received by 11:30am are input and sent out on the same day unless complications arise. Those that arrive later are processed the following working day. Once the order is issued, the requestor will receive a blue or yellow copy of the Purchase Order and a pink copy is sent to the relevant stores for when the order is received.

* Please note: Any newcomer to the Physics Department will need to be added as a requestor to the Oracle System before creating any RTOs. To do this a PI/Requestor Form must be completed. This can be found by entering www.admin.ox.ac.uk/finance and clicking on **Forms** and then on **Oracle Financials** and the **PI/Requestor form**. Fill the form out and fax it to the number at the bottom of it. It must be authorised by your supervisor.

** Every supplier that an RTO is created for must be listed on the oracle suppliers list. If it is not then there may be a delay in the RTO being input while the details of the new supplier are received and added.

If you have any queries regarding RTOs please contact the finance office using:

Tel: 01865 272395 or 01865 282205

Fax: 01865 272262

Email: s.dobson1@physics.ox.ac.uk or t.hopkins1@physics.ox.ac.uk