

EMARKETPLACE EMAIL INVITATION – SUPPLIER LAUNCH

Dear University of Reading Supplier,

The University of Reading eMarketplace launched on Monday August 1st, 2022 and our Science schools and some central functional departments began raising purchase orders (POs) on the new system.

To help us ensure a smooth transition to the eMarketplace, we have included some information below for suppliers about purchase orders, invoices and features of the supplier portal that you can use.

Activate and maintain your supplier account

If you have not already activated your account, please complete the following steps as soon as possible.

1. You will have receive an email from no-reply@emarketplace.reading.ac.uk with a link to access UoR eMarketplace via the Supplier Portal – it may be in your spam/junk folder. **If you have not receive the set password email, please email emarketplace@reading.ac.uk to let us know.**
2. Follow the link within the email, you will be prompted to set a new password.
3. Read and accept the University of Reading eMarketplace Terms of Use. These concern the use of UoR eMarketplace only and do not supersede any contractual terms and conditions you may have agreed with the University of Reading or its associated legal entities.
4. Check the details we hold for your company in UoR eMarketplace and correct any errors. Any changes you make will be subject to UoR approval as part of our supplier due diligence process.

This [Quick Guide](#) will help you to navigate these tasks in the eMarketplace.

From this point forward, if your company details change, please log back into UoR eMarketplace and edit your supplier record.

Purchase Orders

For a short period of time, you may receive POs from both the eMarketplace and our existing finance system, Agresso, while we train and switch all of our staff to the eMarketplace.

You will be able to view purchase orders that have been raised in the *My Orders* section of the [supplier portal](#).

Invoices

During the transition to move all of our purchasing to the eMarketplace, invoices will need to be submitted to different email addresses.

PDF Invoices with purchase order numbers starting in **32 or 33XXXXX**, statements and any questions/correspondence should be submitted to invoices@reading.ac.uk.

PDF Invoices with purchase order numbers starting in **35XXXXXX** should be submitted to invoices@emarketplace.reading.ac.uk. This is an unmonitored email address - no statements or questions/correspondence should be sent to this address.

You will be able to see the status of the payment for these invoices in the *My Invoices* section of the [supplier portal](#).

Please include the fields below your supplier invoices to ensure swift payment.

1. Supplier name
2. Supplier invoice number
3. UoR Purchase order number
4. UoR Legal entity name purchasing goods/services e.g. University of Reading, Henley Business School
5. Invoice date
6. Currency
7. Tax Registration number
8. Tax Point date

9. Order line detail including:

- Product number
- Product description
- Quantity
- Unit price
- Line net total
- Line tax value
- Line gross total

10. Order Net total

11. Order Tax total

12. Order Gross total

Returns

If we need to return goods, suppliers will need to approve the return request in the *My Returns* section of the [supplier portal](#).

Catalogues

If you have a product catalogue that you would like to integrate into our eMarketplace please contact procurement@reading.ac.uk now to arrange this. This may be subject to fees and contractual agreements.

We look forward to continuing to work with you via our new eMarketplace. If you have any questions, please contact us on emarketplace@reading.ac.uk.

Kind regards,
UoR Procurement Team