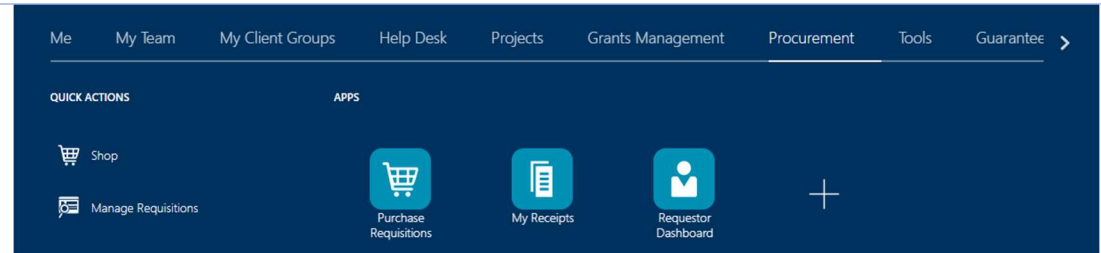


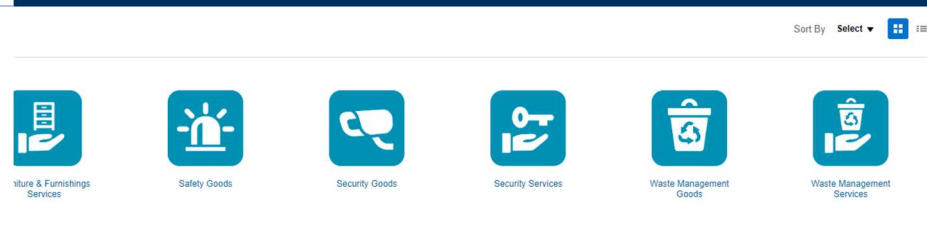
Raising a Requisition for a Hazardous Waste Uplift

1. Complete the 'Hazardous Waste Uplift Form': https://www.ed.ac.uk/sites/default/files/atoms/files/hazardous_waste_uplift_form_1.xlsx
2. Send to waste@ed.ac.uk.
3. Waste and Furniture Office will send form to Veolia requesting a quote, and you, as requestor, will be copied in.
4. Veolia will 'Reply All' with a quote.
5. Requestor accepts quote via email (@Reply All) and raises a requisition via P&M as follows (NB: it is worth considering raising an annual PO for this service if you regularly dispose of hazardous waste):

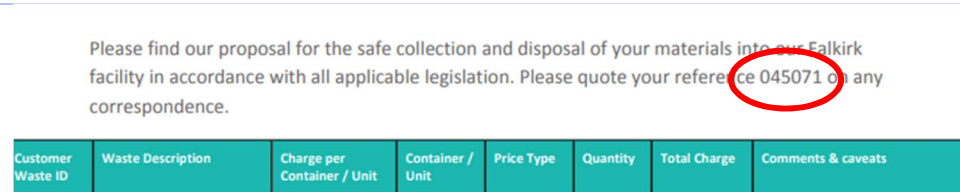
- a. Navigate to 'Procurement' tab in P&M, and select 'Purchase Requisitions'.



- b. Navigate to 'Waste Management Services' and select.



- c. In 'Item Description', quote Veolia quote reference (found in body of quote on P3).



d. Write a brief description of service in 'Item Description; e.g Hazardous waste uplift from 13 Infirmary. Contact Kate Fitzpatrick'.

Click the magnifying glass on 'Category Name', and once in the 'Search and Select: Category Name' screen, click 'Search' and a list of 'Category Names' is given – select 'Refuse Disposal, Hazardous Waste'.

The screenshot shows a procurement system interface. On the left, there are input fields for 'Request Type' (set to 'Waste Management Services'), 'Line Type' (set to 'Services'), '* Item Description', '* Category Name' (with a search icon), '* Amount', and '* Currency' (set to 'GBP'). On the right, there is a 'Search and Select: Category Name' window. It has a search bar and a list of categories:

Category Name	Description
Recycling Services	
Refuse Disposal, Clinical Waste	
Refuse Disposal, Confidential Waste	
Refuse Disposal, Hazardous Waste	
Refuse Disposal, Non hazardous Waste	
Refuse Disposal, Radioactive	
Refuse Disposal, WEEE Waste	

e. Navigate to 'Supplier' field, and type in 'Veolia' when you will be given two options – choose '15141 VEOLIA ENVIRONMENTAL SERVICES PLC'.

The screenshot shows the 'Supplier' field search results for 'veolia'. The search bar contains 'veolia' and a search icon. Below it, there is a 'New supplier' checkbox. The search results are displayed in a table:

Supplier Site	Supplier Contact
15141 VEOLIA ENVIRONMENTAL SERVICES PLC	15913 VEOLIA WATER TECHNOLOGIES

Below the table, there are fields for 'Phone' (with a 'More...' link), 'Fax', 'Email', 'Supplier Item', 'Emergency Order' (checkbox), 'VAT Exempt' (checkbox), 'If an Asset, select Asset book' (dropdown), and 'Context' (dropdown).

6. Finally, attach original Veolia quote to requisition, and raise requisition.

7. Once PO is received via P&M, 'Reply All' to email trail (including Veolia and Waste and Furniture Office), with PO reference, and Veolia will advise a date for uplift.