

# Purchase Card User Guide

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## 1. Introduction

This user guide provides information regarding the application process for a Purchase Card, its use and, approval of expenditure in the Barclays Spend Management System (BSM). The current provider of this service is Barclaycard, Visa. The system employed is called Barclaycard Spend Management (BSM) online system.

### What is a University Purchase Card?

Purchase Cards are also known as PCards or University purchase cards. A University of Reading purchase card:

- is a Visa Barclaycard.
- has a named card holder for each card.
- is a business tool to purchase goods and make payments.

There are two main ways of paying for goods or services that you are buying on behalf of the University.

- Purchase Card.
- Purchase Order.

The PCard is a University purchase card held in the name of an individual member of staff and is used to make purchases on your normal project codes within your School or Function. It works similar to that of a personal credit card, but in the name of the University.

Purchase cards are particularly suitable for:

- Low value, high volume goods and services, such as stationery.
- One-off purchases, such as conference registrations.
- Products or services with fast changing pricing, such as low-cost carrier flights where the prices cannot be held but pricing can change frequently within the day.
- Purchases from abroad.

## 2. Pre-requisites and Timings

Permanent staff may apply for a University Purchase Card, so long as permission has been confirmed from Head of School/Function.

The first stage of an application is to read the Purchasing Card Procedures Manual, the Travel and Other Expenses, Benefits, Hospitality and Gifts Policy, known locally as the Expenses policy and this document - Purchase Card User Guide. The links to the other documents are provided below:

Link to Purchasing Card Procedures Manual:

[Purchasing Card - Finance \(reading.ac.uk\)](https://www.reading.ac.uk/finance/purchasing-card)

Link to Expenses Policy: (Travel and Other Expenses, Benefits, Hospitality and Gifts Policy)

<https://www.reading.ac.uk/finance/-/media/project/functions/finance/documents/ffinanceexpenseshospitalitypolicy-2020.pdf?la=en&hash=2BB44B7E6BBDC2007E7F84C4C76E4A26>

Please note cards cannot be issued urgently or on demand. As a rule, the process can take 4 - 6 weeks from receipt by the Purchase Card Team of the correctly completed application forms.

### 3. Applying for a University Purchase Card

Application forms can be found in the University Staff Pages, under Procurement > Documents and Forms > Purchasing Card > Appendix 1, 2 and 3.

The first 3 (Appendix 1, 2 and 3) Manual Appendices must be completed, and the signed documents forwarded to Purchase Card Team, by email to: [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk). Please sign and read the form carefully as it commits the signatories to abide by certain rules. The forms require a signature from your Head of School/Function.

Procurement

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Documents and forms

Here you can find links to all the documents and forms mentioned on Procurement web pages.

For details of who to contact with finance queries, including supplier set ups and amendments, Purchase Order issues, purchase card queries and invoice queries, see the [Query Contact List](#).

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**Forms**

Re: purchasing card:

- ▶ [Manual Appendix 1: application form \(PDF-151KB\)](#)
- ▶ [Manual Appendix 2: authorisation of product areas \(PDF-173KB\)](#)
- ▶ [Manual Appendix 3: employee agreement \(PDF-122KB\)](#)
- ▶ [Manual Appendix 4: department/authoriser amendment \(PDF-115KB\)](#)
- ▶ [Manual Appendix 5: amendment to transaction/credit limits \(PDF-111KB\)](#)

Appendix 4 - for existing card holders wishing to change department and/or the authoriser the card is work-flowed to.

Appendix 5 - for existing card holders wishing to amend the monthly and/or single transaction credit limits.

The online training will need to be completed within 6 months of the submission of the application before the application can be processed.

#### Receipt of Purchase Card

If you have provided your home address on your application form the purchase card, PIN and PIN sentry device will be delivered direct to your home from Barclaycard. If you have not provided your home address, then the items will be received at our registered address of Whiteknights House and will be left at Security for you to collect, once you are advised by the Purchase Card Team.

## 4. Accessing Barclays Spend Management (BSM)

New and existing University of Reading Purchase Card holders are required to register as a user prior to being able to log into the BSM system.

You should have received/collected:

- Your University Purchase Card.
- PIN.
- PIN sentry device.

To register: Logging in for the first time

You are required to register first.

This process must be followed using your PIN sentry device. At no stage during this log in process will any codes be sent to your registered mobile phone number.

Users can register as follows:

- Select the website <https://identify1.business.barclaycard/login#gcpidvlogon>. This will take you to the log in page of the BSM site.

---

### Log into your account

Email address/Username

You can only use your email address if you have logged in here before.

[Not got your username or logging in for the first time?](#)

Next

- Select “[Not got your username or logging in for the first time?](#)” This step is only required at registration.

## Don't have your username?

Enter your details below

Surname

⚠ Please provide your surname


Card number

Cancel

Submit

- Enter your surname and the long card number on the front of your card.

## Log in to your account

 **You'll notice there's a different way to securely access your account.**  
This is to help give you added protection when accessing your online account.

We need to make sure it's really you before you log in.

Please log in with your PINsentry card reader following these steps.



1. Enter the last **4 digits** of your card



2. Insert your card into the PINsentry card reader and press **IDENTIFY**



3. Type in your 4-digit card PIN and press **ENTER**



4. Enter the 8-digit code from your PINsentry card reader below

Login

- Follow the 4 steps above.

This is your first time here

Please ensure your details are up to date

All fields below are mandatory.

Email address

⚠ Please enter a valid Email address.

Confirm email address

Mobile 📞

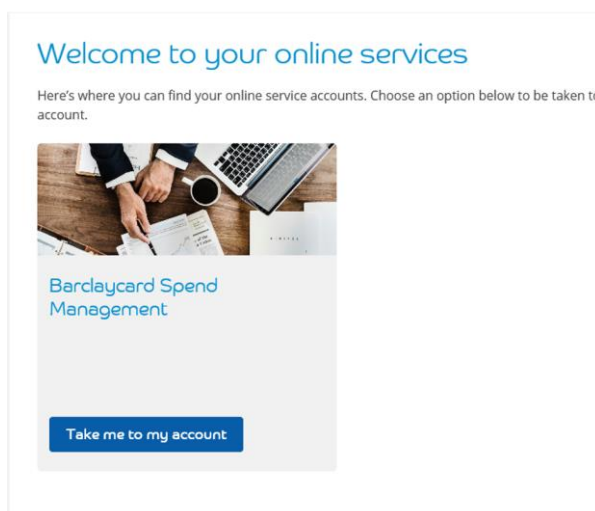
Confirm mobile

Login

- Enter your University email address in the first box and re-enter in 'Confirm email address' box. This will become your Username for the BSM portal.
- If you are a new user enter the mobile number, you provided when first applying for the PCard. Re-enter the number in 'Confirm mobile' box.

EU legislation: PSD2, Clause KYC (Payment Services Directive 2, Know Your Customer) requires that you provide a unique valid mobile number. This is a mandatory requirement. If you do not provide a valid mobile number, you will either not be provided with a PCard for a new applicant or, you will be unable to use your PCard for existing users and the account will be closed.

- Click 

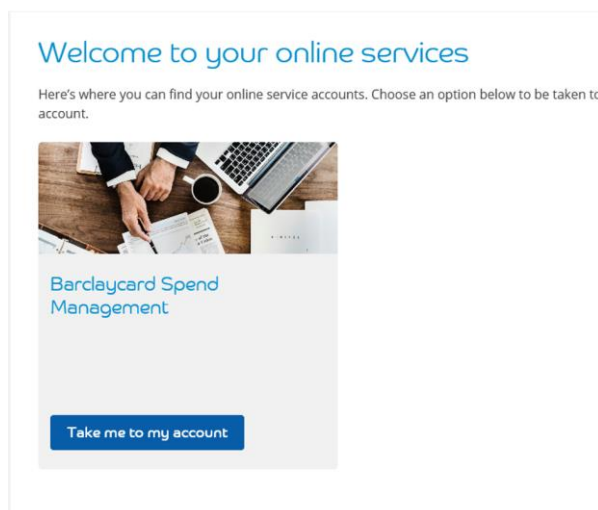



- Click 

This will take you to your BSM homepage, this completes the registration process.

## Post Registration (logging in for the first time)

Following registration, you may access your account by following all the above steps, up to and including, the point where you need to log into your account using the PIN sentry device. This will take you to the “Welcome to your Online Services” page.



- Click  which will take you to your BSM homepage.

**Note:** You will be allowed 4 attempts at entering the correct security code given by the PIN sentry device, after which the card reader will lock. The card will also lock if you enter your PIN incorrectly 3 times. Please contact the Purchase Card Team on [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk) should this occur.

## 5. Guidelines for Use of Purchase Card

Please note the following regarding use of your card:

- Standard limit on a single transaction is £2,500.
- Standard maximum monthly limit is £5,000.
- Authorised spend categories are role specific.
- Your authoriser will review each transaction.
- Procurement reviews all transactions.
- Contact the Purchase Card Team if you need to know why a transaction has failed.
- Card holders must comply with the Terms and Conditions of the **Purchasing Card Procedures Manual** and the **Travel and Other Expenses, Benefits, Hospitality and Gifts Policy**. Failure to comply may result in disciplinary action, including termination of employment.

Exclusions for use of card.

- Petrol for a University vehicle – requires a Fuel Card.
- Petrol for personal car on work related trip – mileage claim on an on-line expense.
- University catering outlets - are internally charged and must be pre-ordered.
- Supplier exists in Agresso – proceed with raising a purchase requisition via the Purchase-to-Pay (P2P) process.



## 6. Cardholder Responsibilities

As a cardholder you have the following responsibilities:

- Do not lend the PCard to another University employee or anyone else.
- The University PCard PIN should not be the same as your personal card PIN.
- Avoid using it for personal expenditure. If you inadvertently use the University PCard for personal expenditure, please refer to the Purchasing Card Procedures Manual.

## 7. Coding Purchase Card Payments and Statement End Process

Transaction records and monthly statements for University purchase cards are managed electronically by **Barclaycard Spend Management (BSM)** online system which you can access at:

<https://identify1.business.barclaycard/login#gcpidvlogon>

Follow the instructions in section 4. [Accessing Barclays Spend Management \(BSM\)](#) to log in.

The following screen will appear:

Home Accounts Expenses Reports

Card Expenses 2 MY EXPENSES

Report Outbox

Pinned

To show your favourites here, click the pin icon on a menu item.

Purchasing Card | \*\*\*\*\* 2196

Barclaycard - UK | VISA | N D A Harvey

Action Required	Pending Approval	Current Balance (GBP)	Available Credit (GBP)
2	0	0.00	5,000.00

Get Latest Balance

Recent Periods

REPORT TEMPLATES

Personal statement

Transactions requiring coding.

Number of transactions where approval is still pending.

Available credit remaining (Credit limit less current spend)

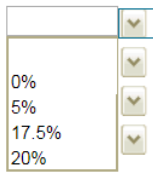
Current amount spent on the card.

- Click on the Action Required number.
- The following screen will appear listing transaction(s) to be code.
- Click on the arrow circled, to allow coding in the Coding tab.
- Transaction details can be seen above the coding lines.

**Transaction Coding Requirements**

1. **Agresso Account Code** - enter the 4-digit account code (4 numeric) relevant to this transaction. (eg: 5010 for UK travel).
2. **Agresso Project** - enter the Project code the cost needs to be charged to. The code consists of 8 digits, 1 alpha followed by 7 numeric. If the cost is to split between multiple project codes, use separate lines to enter each project code, splitting the cost in box 6 "Net Amount".
3. **Agresso RESNO** - enter ResNo, 6-digit employee number if required. This is a non-mandatory field however, entry will be determined by the project code used.
4. **Agresso WREN** - enter WREN number, 8-digit number. This is a non-mandatory field however, entry will be determined by the project code used.
5. **Notes** - this is the text which will appear in the transaction text field in Agresso. In Agresso, it will always be pre-fixed with "PCARD, Year and month of statement, your name, and Supplier name". You may add further text to identify what or to whom the cost relates. Whatever text you include in the notes will be added to the end of the pre-fixed text. Useful information to add include.
  - Name of person requesting the charge to the card.
  - If relating to travel, include destination and dates.
  - Reason for purchase eg: membership fee.
6. **Net Amount** – enter amount net of VAT.
7. **VAT Amount** – enter the VAT charge on the transaction.
8. **Agresso Tax Code** – you will be able to select the Tax Code available from your favourites list once it has been created, see instructions below, (see section 11. [List of VAT Codes](#)).
9. **Amount Incl** - this will default to the value of the transaction and is the total amount to be charged to the Project Code. It is the sum of Net Amount plus VAT Amount. If the amount needs to be split between different projects, start from entering the Net Amount, followed by the VAT. The Amount Incl will sum the 2 values. Ensure the sum of the split lines equals the amount of the transaction.

10. **Tax Code** - select the percentage tax rate from the drop down favourites list created.



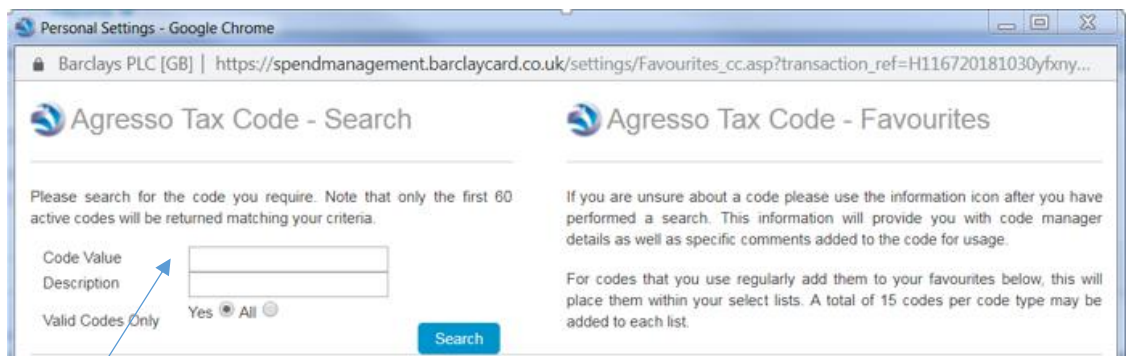
A screenshot of a dropdown menu with a white background and a light blue border. The menu is open, showing four options: 0%, 5%, 17.5%, and 20%. Each option has a small downward-pointing arrow to its right. The menu is positioned over a larger, partially visible dropdown menu.

11. **Manage** – select ‘yes’ in the drop down of this box if you have a valid VAT receipt for this transaction. That is, a receipt showing the VAT charged. A receipt not showing the VAT is NOT considered a valid VAT receipt, it is for proof only.
12. **Complete** - click to save the transaction coding. You can re-enter the coding screen and update any entry until approval or the full months’ data is downloaded for the BIF.

### Creating tax code favourites

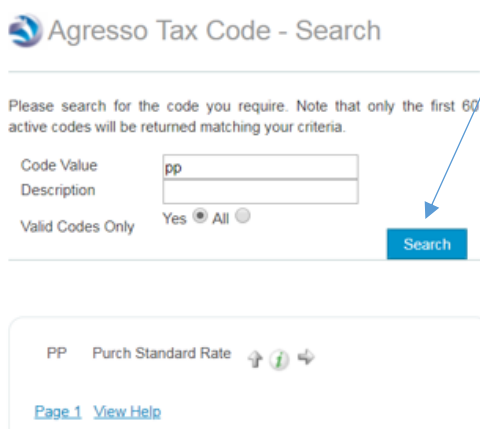
To create your tax code favourites list:

- Click on the drop down arrow under Agresso Tax Code, click Search, the below screen will appear:



A screenshot of a web browser window titled 'Personal Settings - Google Chrome'. The address bar shows 'Barclays PLC [GB] | https://spendmanagement.barclaycard.co.uk/settings/Favourites\_cc.asp?transaction\_ref=H116720181030yfxny...'. The page is split into two columns. The left column is titled 'Agresso Tax Code - Search' and contains a search form with fields for 'Code Value' and 'Description', a 'Valid Codes Only' section with radio buttons for 'Yes' and 'All', and a 'Search' button. The right column is titled 'Agresso Tax Code - Favourites' and contains explanatory text. A blue arrow points from the 'Search' button in the left column to the 'Search' button in the right column.

- Enter the tax code (See section 11 [List of VAT Codes](#)) in the Code Value box. For example, if you enter PP, click Search, the following will appear.



A screenshot of the 'Agresso Tax Code - Search' interface. The 'Code Value' field contains 'pp'. The 'Search' button is highlighted in blue. Below the search form, the results are displayed: 'PP Purch Standard Rate' with a small icon to the right. Below the results, there are links for 'Page 1' and 'View Help'.

- Click on the right direction facing arrow to add this tax code to your favourites.

### Agresso Tax Code - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value:

Description:

Valid Codes Only: Yes  All

[Search](#)

### Agresso Tax Code - Fav

If you are unsure about a code please use the information performed a search. This information will provide details as well as specific comments added to the code.

For codes that you use regularly add them to your select lists. A total of 15 codes can be added to each list.

PP Purch Standard Rate <span style="float: right;">↕</span>	PM Purch Zero/Medical <span style="float: right;">↕</span>
<a href="#">Page 1</a> <a href="#">View Help</a>	PO Purch Outside the scope <span style="float: right;">↕</span>
	PP Purch Standard Rate <span style="float: right;">↕</span>
	PZ Purch Zero/Exempt <span style="float: right;">↕</span>

- You can continue to do this to build up your list an example of which is shown below.

PA	Purch Zero/Advertising	↕
PM	Purch Zero/Medical	↕
PO	Purch Outside the scope	↕
PP	Purch Standard Rate	↕
PZ	Purch Zero/Exempt	↕

On completion of coding, the transaction is ready for approval. This will appear on the approvers BSM page. Once approved, the Account Statement will show 2 ticks against the transaction as shown below:

## Account Statement

28/07/2018 to 28/08/2018

Yasir Masood - Barclays\_UK - Purchasing (8100)

Tran Date	Supplier	Amount Incl	Allocation	
30/07/2018	Js Online Grocery	-6.00	<a href="#">View</a>	✔✔

### Statement End Process (End of Period)

All transactions generated within a statement period (ends 28<sup>th</sup> of the month), forwarded to the Purchase Card Team by the 15<sup>th</sup> of the following month. Documentation required to be sent is:

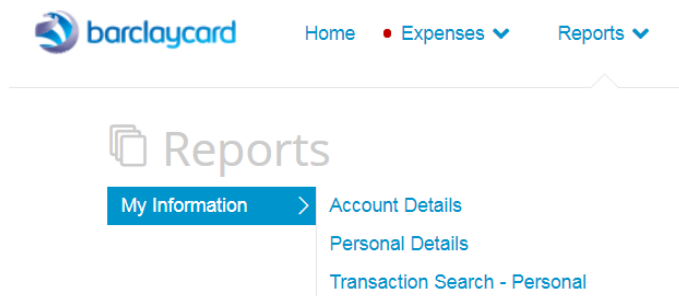
- PDF print of the account statement in the correct layout as stated below.
- Itemised receipts.

Electronic versions are not accepted. Please print the statement, staple original receipts to the back of the statement and post to the Purchase Card Team, Finance, G11, Whiteknights House.

If additional late submission of receipts occur, then they are to be stapled to the back of another statement printout for ease of processing. The default statement date range on BSM is not to be changed, a statement period runs from the 29<sup>th</sup> of the month to the 28<sup>th</sup>.

### Creating the PDF Account Statement

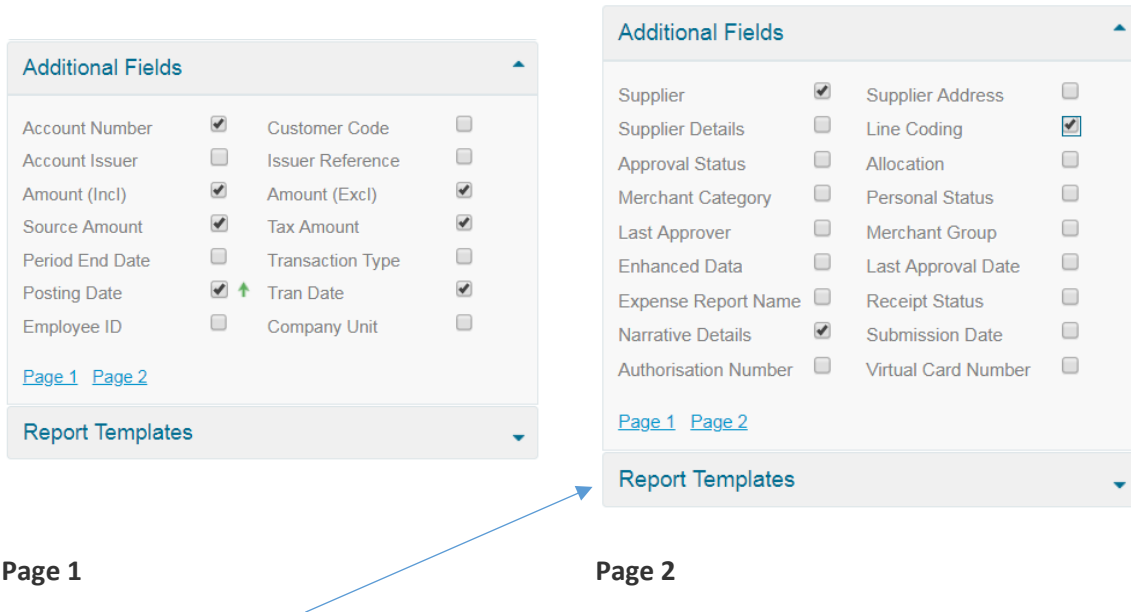
- Log into BSM.
- Select Reports tab > My Information > Transaction Search – Personal



- Select the statement period you require from the drop-down list.

The following screen will appear.

- Select **Additional Fields** and tick the options on pages 1 and 2 as shown below. These fields will appear on the PDF statement.



- Click **Report Templates** and name this template for future use.
- Click the Search button at the bottom of the page to generate the monthly statement.
- Click the **Export to PDF** button at the bottom of the monthly statement to create a PDF version.

[Export to Excel](#) [Export to PDF](#)

The statement will appear as follows:

Transaction Search - Personal  
 All amounts are tax inclusive and displayed in their billing currency  
 As the cardholder or delegate you are able to make adjustments to transactions shown if editable

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Barclaycard - UK, Statement Period 27/01/2018 to 28/02/2018

Mapped Cards

Yasir Masood

Posting Date	Tran Date	Supplier	Narrative Details	Tax Amount	Amount Excl	Amount	
28/02/2018	28/02/2018	Conference	WM0004-Conference-Pharmology-Conference-2018-Registration-Days-Per-Rankings	0.00	671.81	671.81	✓✓
28/02/2018	28/02/2018	Hotel	WM0005-Hotel-Pharmology-Conference-Days-Per-Rankings	0.00	135.22	135.22	✓✓
28/02/2018	28/02/2018	Conference	WM0006-Conference-Italy-Registration-Fee-Norway-Six-Months	0.00	300.00	300.00	✓✓
28/02/2018	28/02/2018	Travel	WM0007-Travel-Mile-Compensation-Norway	0.00	13.00	13.00	✓✓
28/02/2018	28/02/2018	Travel	WM0008-Travel-Mile-Compensation-Norway	0.00	13.60	13.60	✓✓
28/02/2018	28/02/2018	Amazon	WM0009-Amazon-Email-Sign-Up-Norway	0.00	125.00	125.00	✓✓
28/02/2018	28/02/2018	Company	WM0010-Company-Multiple-Surgery-Lab-Diagnoses-Cardiac-Non-Cardiac-Consumables	0.00	560.00	560.00	✓✓
28/02/2018	28/02/2018	Travel	WM0011-Travel-Mile-Compensation-Norway	0.00	18.00	18.00	✓✓
28/02/2018	28/02/2018	Travel	WM0012-Travel-Mile-Compensation-Norway	0.00	41.69	41.69	✓✓
28/02/2018	28/02/2018	Hotel	WM0013-Hotel-Conference-Italy-Registration-Fee-Norway-Six-Months	0.00	535.92	535.92	✓✓
				Debit Total GBP	0.00	2,414.24	2,414.24
				Credit Total GBP	0.00	0.00	0.00
				<b>Total GBP</b>	<b>0.00</b>	<b>2,414.24</b>	<b>2,414.24</b>

\*Only first 100 characters of the field description is shown

A print copy of your statement with the receipts should be forwarded:

- to the approver by in the first instance for approval then,
- to the Purchase Card Team.

## 8. Transaction Paperwork

Evidence of the purchase is essential to establish:

- what you have bought.
- where you bought it.
- how much it was bought for.
- if it complies to University policy.

If possible, a VAT receipt where VAT is shown separately should be attached to the statement.

## 9. Additional Finance Posting Information

Transactions will appear in Agresso in the month following the statement. For example, spend in July will be posted in Agresso in August.

If there are any errors in coding, or the transaction has not been coded by the deadline of the 14<sup>th</sup> of the month following statement end, the transaction will be posted to the default code for your school/function. These will need to be corrected using a GL BIF by your Exec Support or Finance Partner, this cannot be actioned by the Purchase Card Team. The default code is:

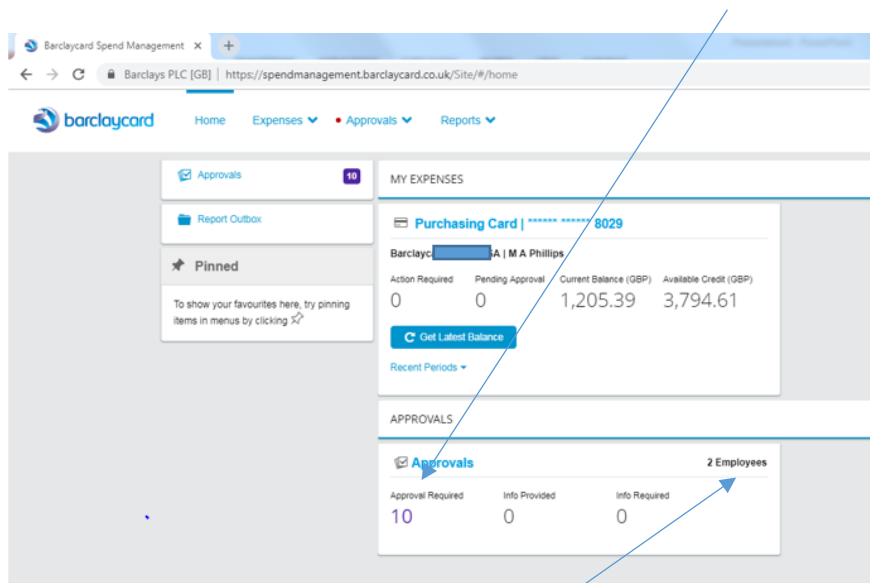
Account Code: 5950

Project Code: General for School/Function

## 10. Approving Purchase Card Transactions

- To approve PCard transactions log into Barclays Spend Management.
- The BSM website is: <https://identify1.business.barclaycard/login#gcpdivlogon>
- Follow the instructions in section 4. [Accessing Barclays Spend Management \(BSM\)](#).

The Approvals page will show you the number of transactions requiring approval.



Indicates the number of cardholder transactions you are responsible for approving.

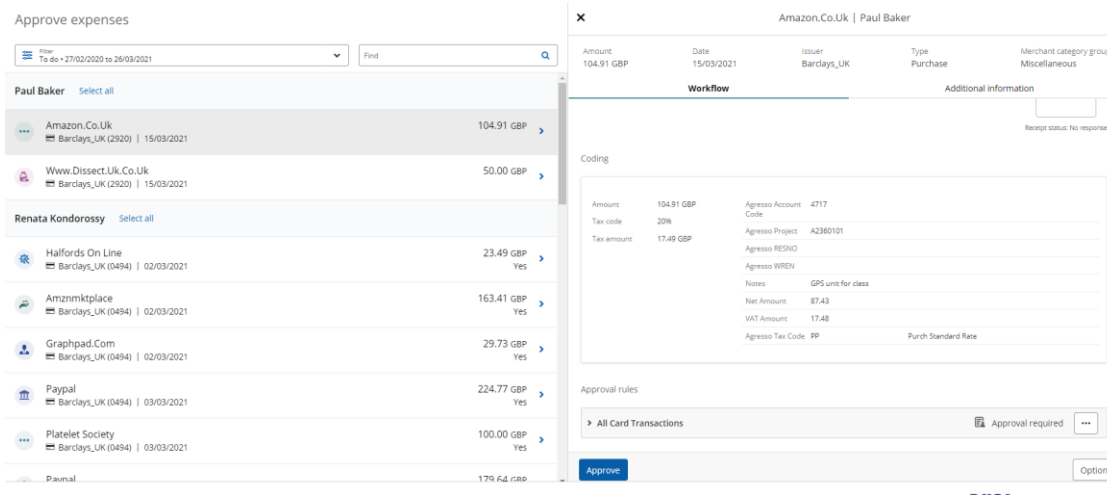
- Click on the Approval Required number.

All the transactions requiring approval for that cardholder will appear for you to approve. You can use the filter to select certain periods/transactions.

Filter	To do	27/02/2020 to 28/03/2021	Find
Paul Baker <a href="#">Select all</a>			
	Paypal	58.30 GBP	Barclays_UK (2920) 26/02/2021 >
	Sciquip Ltd	170.94 GBP	Barclays_UK (2920) 02/03/2021 >
	Berkshire Meat Traders	105.00 GBP	Barclays_UK (2920) 09/03/2021 >
	Amazon.Co.Uk	104.91 GBP	Barclays_UK (2920) 15/03/2021 >
	Www.Dissect.Uk.Co.Uk	50.00 GBP	Barclays_UK (2920) 15/03/2021 >

- Click the > against the transaction to be approved from the list of the outstanding approvals to see details of the individual transaction.





- Check all coding appearing on the 'Workflow' tab (right hand side of the screen) to check the data matches the paperwork, receipts and adhere to the University policies, references to which have been made in this document.
- Click  within the 'Workflow' tab next to 'Approval required' to query any information displayed with the cardholder.

To approve the individual line item that is being checked, click  select Approve.

## 11. List of VAT Codes

Purchase tax codes:

- **PP** - when 20% VAT is charged on an invoice from a UK supplier.
- **PZ** - when no VAT is charged on an invoice from all overseas suppliers, including EU, and UK suppliers.
- **PO** - outside the Scope of VAT (Nil). Payments that are not made in return for goods or services received eg: prizes, grants or awards paid to students, and taxes, eg: Council Tax, Vehicle Licence Duty, Insurance premium tax.
- **PM** - for expenditure that qualifies for the zero-rate medical/veterinary relief.
- **PA** - for expenditure that qualifies for zero rate for advertising.
- **PF** - when 5% is charged on an invoice from a UK supplier for domestic fuel (not applicable for vehicle fuel).

## 12. Contacts List

Purchase Card Team    Tel: x 5855  
 Procurement            Tel: x 8305  
 VAT Team                Tel: x 4476

Email: [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk)  
 Email: [procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)  
 Email: [vat@reading.ac.uk](mailto:vat@reading.ac.uk)