

## How to Purchase Records Storage Boxes

### Purchasing Records Storage Boxes

Type 1 (T1) records storage boxes are a specialty product not supplied by usual stationery suppliers. There are two methods of purchasing these boxes, one is to purchase using the University's procurement system Unimarket, and the other is to use your CSU purchasing card and the University's expense system ProMaster. The [NSW Government Records Repository](#) supplies T1 non acid-free boxes for storage of general hard-copy records.

### Purchase boxes using Unimarket

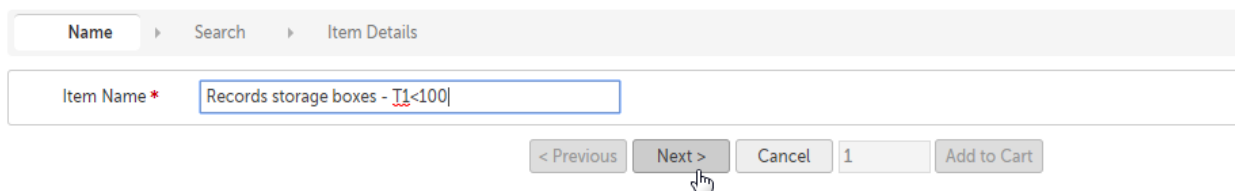
1. In Unimarket search for and click on the lite supplier **Government Records Repository**.
2. Click **Create a Non-Catalogue Item**



3. Using the Government Records Repository [records storage box price list](#) as a reference, **select the number of boxes you want to purchase**. In the Unimarket **Item Name** field, enter **Records storage boxes – (your selection)**. In the example below I am ordering the minimum amount, less than 100, of Type 1 boxes.

### Create a Non-Catalogue Item

Charles Sturt University > Government Records Respository



4. The following screen will appear. Enter the **Unit Price** based on the GRR price list, at the field Unit of Measure select **Bundle** and in the **Description** field provide a detailed description of your purchase. **Product Code**, **Category** and **Manufacturer Part ID** for this **product** can remain blank. Click **Add to Cart**.

**Create a Non-Catalogue Item**  
Charles Sturt University > Government Records Respository

Name   Search   Item Details

Name \*

Unit Price \*

Unit of Measure \*

**Optional Details**

Description

Product Code

Category

Manufacturer Part ID

< Previous   Next >   Cancel   1  

5. The following screen will appear. Click on the **shopping cart icon** to retrieve your order and progress to checkout.

Marketplace   Orders   Invoices

Charles Sturt University   Government R...   Search

**Create a Non-Catalogue Item**  
Charles Sturt University > Government Records Respository

Name   Search   Item Details

Item Name \*

✓ Added item 'Records storage boxes - T1<100' to your cart.


< Previous   Next >   Cancel   1

6. The following screen will appear. Click **Checkout** to enter details for approval, including FOAP and delivery details.

## Shopping Cart

Actions ▾

### Government Records Respository

| Product   | Quantity               | Price              | Subtotal  |
|---|------------------------|--------------------|---|
| <input checked="" type="checkbox"/>  <b>Records storage boxes - T1&lt;100</b><br>Bundle of 20 Type 1 (T1) records storage boxes (minimum order). WHS compliant non acid-free boxes used for archiving. | 1 <input type="text"/> | \$42.5375 / Bundle | \$42.54 <input type="button" value="Edit Details"/> |
| Supplier Total: \$42.54   |                        |                    | <input type="button" value="Checkout"/>             |

7. In the **Delivery Date** field enter your chosen date and time for delivery. In the **Account** fields, use the magnifying glass to search CSU chart of accounts and select the appropriate FOAP code for this product.

## Checkout

▾ Locations Charles Sturt University / Charles Sturt University


Ship To \* 475 - James Hagan Court - North  Bill To \* 1111 - Accounts Payable

Attn \*   
 Charles Sturt University [475]  
 Building 475 - James Hagan Court - North  
 Nathan Cobb Drive West  
 Wagga Wagga  
 2678  
 Australia

Attn:Accounts Payable  
 Charles Sturt University [1111]  
 accountspayable@csu.edu.au  
 Locked Bag 677  
 Wagga Wagga  
 2678  
 Australia

► Order Type Standard

Government Records Respository

| Product   | Qty.                   | Subtotal                          | Tax                                     |
|---|------------------------|-----------------------------------|---|
|  <b>Records storage boxes - T1&lt;100</b><br>Unit Price: \$42.5375 / Bundle<br>Delivery Date <input type="text" value="7"/> <input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="PM"/> <input type="button" value="⬇"/><br>Account <input type="text" value="5"/> <input type="button" value="🔍"/> <input type="text"/> <input type="button" value="🔍"/> <input type="text"/> <input type="button" value="🔍"/> <input type="text"/> <input type="button" value="🔍"/> <input type="button" value="✖"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="⬆"/> <input type="button" value="Split"/> | 1 <input type="text"/> | \$42.54                           | \$4.25 <input type="button" value="▼"/> |
| Subtotal  |                        | \$42.54                           | \$4.25                                  |
| Shipping * <input type="button" value="?"/>   |                        | \$ <input type="text" value="0"/> | \$0.00 <input type="button" value="▼"/> |
| Tax   |                        | \$4.25                            |   |
| Total   |                        | \$46.79                           |   |

Delivery Notes

Blanket Order

Order Attachments



10. The second email will come from your local Mail Services team and will contain the courier Consignment Note Number for you to **cross-check** against the incoming delivery when it arrives.

| Courier | Tracking Code | Consignment Note Number | Items  | Sender        | Invoice Number | Purchase order | Requestor | School/ Section | Email  |
|---------|---------------|-------------------------|--------|---------------|----------------|----------------|-----------|-----------------|--|
|         | 1110          | [D]982000064700         | 1 Item | State Records |                |                | M. Smith  | Records Officer | <a href="mailto:melsmith@csu.edu.au">melsmith@csu.edu.au</a> |

11. When the records storage boxes have been delivered, you need to **acknowledge receipt of goods** in two ways. You need to contact **Mail Services** with your CSU FOAP code for courier payment. You also need to **receive** the records storage boxes in **Unimarket** for processing and payment. Refer to the [Receiving Guide](#) for instructions on how to receive items in Unimarket.

**Important Note:** The supplier will most often send a tax invoice to CSU Accounts Payable for payment, however if you receive an email with an attached tax invoice you need to forward this email to Accounts Payable, along with the purchase order number (PU) for processing and payment. **To avoid fake payment scams and potential malware it is advised not to open the attachment, CSU Finance and DIT retain this expertise.**

## Purchase boxes using a CSU Purchasing Card

For purchases under \$3000, payments may be made using the method below. Keep all key expense transaction records eg supply request including quantity, price, delivery timeframes; tax invoice/receipt; and consignment note details.

**Important Note:** The Government Records Repository is located in Sydney and needs CSU courier details to deliver orders to regional CSU campuses. You will need this CSU information prior to placing an order. **Never place written CSU finance information including credit card or CSU courier account details in an email, or on a written form.**

1. **Contact** your local [Mail Services](#) team to request CSU campus courier name and account number, for reference when communicating with the supplier.
2. **Email** your order details to the supplier and **keep a copy** of this email correspondence as a record of the expense transaction. Never place CSU financial information (credit card or CSU courier/account details) in an email, or on a written form.

Subject: Order - T1 records storage boxes - CSU Wagga Wagga

Good morning

I would like to place an order for supply of the following, and will phone to provide our regional courier account details for generation and payment of associated tax invoice.

- 20 x Type 1 (T1) records storage boxes = \$42,537.50 + 10% GST

Please let me know if you require anything further at this stage.

Kind regards

- Once a tax invoice is received from the supplier, **phone the supplier to pay** using your CSU purchasing card, requesting a receipt for the purchase. **Advise** the supplier of CSU courier details, for delivery to regional CSU campus. **Keep a copy** of the tax invoice/receipt as a record of this expense transaction.
- Prior to receiving the goods you will receive an email from CSU Mail Services, similar to below, which will contain the courier consignment note number for you to **cross-check** against the incoming delivery when it arrives.

| Courier | Tracking Code | Consignment Note Number | Items  | Sender        | Invoice Number | Purchase order | Requestor | School/ Section | Email  |
|---------|---------------|-------------------------|--------|---------------|----------------|----------------|-----------|-----------------|--|
|         | 1110          | [D]982000064700         | 1 Item | State Records |                |                | M. Smith  | Records Officer | <a href="mailto:melsmith@csu.edu.au">melsmith@csu.edu.au</a> |

- When the records storage boxes have been delivered, **reply to this Mail Services email** with the CSU FOAP code to arrange payment of the courier account, and to **acknowledge receipt of goods**.
- Reconcile** your CSU purchasing card expense transaction using the CSU expense management system [ProMaster](#).