

Track your PCW forms using the dashboard in the [‘My’ page in T1](#)



Enterprise Search

PCW Form Tracking

Search

Form ID	Department	Date Created	Form Status	Supplier Name	Form Value	Procurement Operations Review	Strategic Procurement Review	Faculty/Division Review	Director Approval
143722	HASS	17-Oct-2023	Submitted	Acme Consultancy Services	29,000.00	Pending Approval			
143719	CRCS	16-Oct-2023	Submitted	Telescopes R Us	15,000.00	Complete	Not Required		
143706	EXEIT	12-Oct-2023	Submitted	Mops n Buckets Specialist Cleaners	35,000.00	Pending Approval			
143705	EXEIT	11-Oct-2023	Submitted	Acme Tree Surgeons	45,000.00	Pending Approval			
143696	EXEIT	06-Oct-2023	Submitted	Acme Microbe Supplies Ltd	60,000.00	Not Required	Pending Approval		
143676	EXEIT	05-Oct-2023	Completed	Academia Teaching Services	65,000.00	Not Required	Complete	Complete	Not Required
143670	EXEIT	04-Oct-2023	Rejected	Peabody Services Ltd	15,000.00	Complete	Not Required	Rejected	

Refresh

Form Status

Select All
 Completed
 Draft
 Rejected
 Submitted

Helpful Links

[The PCW Process](#)
[Buying Goods and Services Information](#)
[Approval Pool Membership](#)
[Approval Pool Information](#)

Under £50K queries contact - procurement-operations@exeter.ac.uk
 Over £50K queries contact- procurement@exeter.ac.uk

Search through your forms using any part of the form number, supplier name, date created or value

<£50k approval path

>£50k approval path

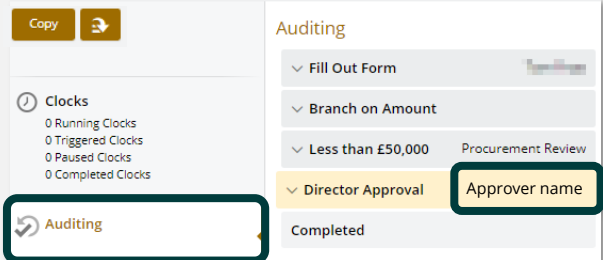
>£500k additional approval

Dashboard updates hourly - use this button to refresh it if your latest form isn't showing

Use the status filters to easily find your forms


Click the [blue Form ID number](#) to view it:

- The 'Auditing' tab shows the approver's name and/or any rejection message
- 'Copy' creates a new editable draft form to avoid starting from scratch if a similar one is needed



Once the form is fully approved, it has a 'Complete' status

Any colleague can then create the requisition - not just the form creator - select the form number from the drop-down menu within the requisition:



Multiple requisitions can be raised against a single PCW until the full PCW value has been used, providing they all relate to the same contract/period of engagement

Further information and contact points for queries