

Awdurdod Llofnodi / *Signature Mandate*

Dylai unrhyw unigolyn mewn adran sy'n archebu nwyddau/gwasanaethau gan gyflenwr godi archeb. Mae'n rhaid i'r broses archebu gael ei chymeradwyo ar Agresso (a elwir hefyd yn PoblAber), ar ôl cael ei chymeradwyo bydd Archeb Brynu yn cael ei he-bostio'n uniongyrchol i'r sawl sy'n archebu, dylid anfon yr Archeb Brynu i'r cyflenwr wedyn a byddant hwy'n dyfynnu rhif yr Archeb Brynu ar unrhyw anfoneb a anfonir mewn cysylltiad â'ch archeb. Mewn achosion prin lle nad oes modd cael Archeb Brynu, rhaid i'r anfoneb gael cod cyfrif, archeb waith a chod cynnyrch a'i llofnodi gan unrhyw un o'r llofnodwyr ar y gorchymyn hwn gyda'r meini prawf perthnasol. Rhaid postio gorchymynion i Daliadau Cyflenwyr, yr Adran Gyllid neu e-bostio fersiwn pdf wedi'i sganio i supplier-payments@aber.ac.uk.

Dim ond un awdurdod llofnodi y dylid ei ganiatáu ar gyfer pob adran ar unrhyw adeg i'w gymeradwyo gan y Pennaeth Adran ac i gynnwys yr holl lofnodwyr cyfredol a pherthnasol. Am gopi o'r awdurdod llofnodi mwyaf diweddar, anfonwch e-bost at supplier-payments@aber.ac.uk.

Any person in a department ordering goods/services from a supplier should raise a requisition. The requisition process requires approval on Agresso (Also known as AberPeople), once approved a Purchase Order (PO) will be emailed directly to the requisitioner, the PO should be sent to the supplier who will then quote the PO number on any invoice sent in relation to your order. In the rare case where a PO is not possible, the invoice must be coded with an account code, work order and product code and signed by any of the signatories on this mandate with the relevant criteria. Signature Mandates must be mailed to Supplier Payments, Finance Department or a scanned pdf version emailed to supplier-payments@aber.ac.uk.

Only one signature mandate is permitted for each department at any one time, to be approved by the HOD and to include ALL current and relevant signatories. For a copy of the most recent version, please email supplier-payments@aber.ac.uk.

Adran / Department	
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Pennaeth Adran / *Head of Department*

Enw Llawn / Full Name	
Llofnod / Signature	
Dyddiad / Date	

Llofnodwyr Awdurdodedig / *Authorised Signatories*

Enw Llawn / Full Name	Côd Ariannol / Financial Code	Ffin Ariannol / Financial Limit	Llofnod / Signature

