Create your purchase order via iProcurement in THEMIS Staff Self Service

Select Health & Safety Training Courses

Select Staff Development and Training
Choose either First Aid Level 2 training or Provide Cardiopulmonary Resuscitation training. Select the Quantity of the courses you want to purchase and Add to Cart.

Select View Cart and Checkout

Select Checkout

The Requisition Information page will default to the purchaser and their relevant details, including Location and Charge Account number.
Check details are correct and select Next.
When booking the course if a *Quantity* of more than 1 was chosen in the *Note to Supplier* provide:

- name(s) of people attending
- date of the course

This will appear as *Special Instructions* on the purchase order

Select *Next*.

When booking the course if a *Quantity* of 1 was chosen select *Next*.

If more than 1 was selected in the

[Image of iProcurement interface with highlighted fields for Requester’s name and note fields]

Check details are correct and select *Submit*.