

Requisitions

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Quick reminders

- When using product codes 1320A and 1420A you must insert a trip number and country code.
- When raising a New Supplier with these Product Codes, overwrite 3999 in the GL Analysis line with 1320/1420, this will open up the boxes for the trip number and country code.
- Purchase order must be raised before work is started by a supplier

Which documents are needed on a requisition?

- ✓ Procurement Request Form (PRF) – Required on **all** orders over £12.5k
- ✓ Minimum of 2 quotes – Required on **all** orders between £5k and £25k
- ✓ ESI Tool Result from HMRC – on **all** orders to an individual
- ✓ New Supplier form – Completed and signed by supplier on **all** new supplier requisitions
- ✓ Any correspondence that is relevant to the requirement that will allow Procurement to progress the order

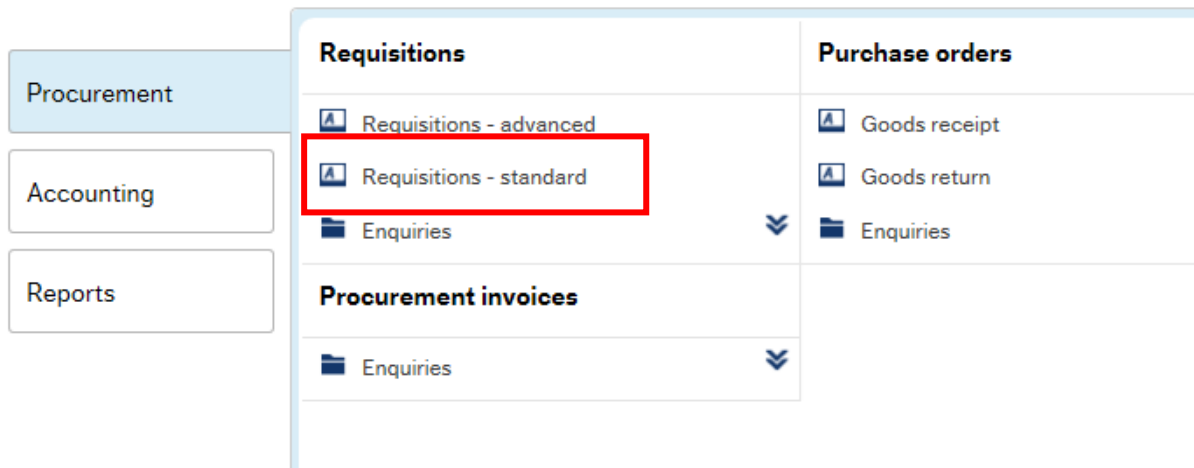
How to raise a Requisition in Agresso

Requisitions – standard

This is the requisition type that should be used for the majority of requisition.

Log into Agresso and from the main screen click “Procurement” and “Requisition Standard”

Menu



Requisitioner - will default to your name


Status – “Active” to insert the requisition into the workflow or “Parked” to stay with the requisitioner

External Reference – This is a required field, this should be either the quote number or a reference relevant to the supplier

Message – This is an internal message to the authorisers


Requisition

Requisitioner*


Requisitioner Name 

400*****

Status*

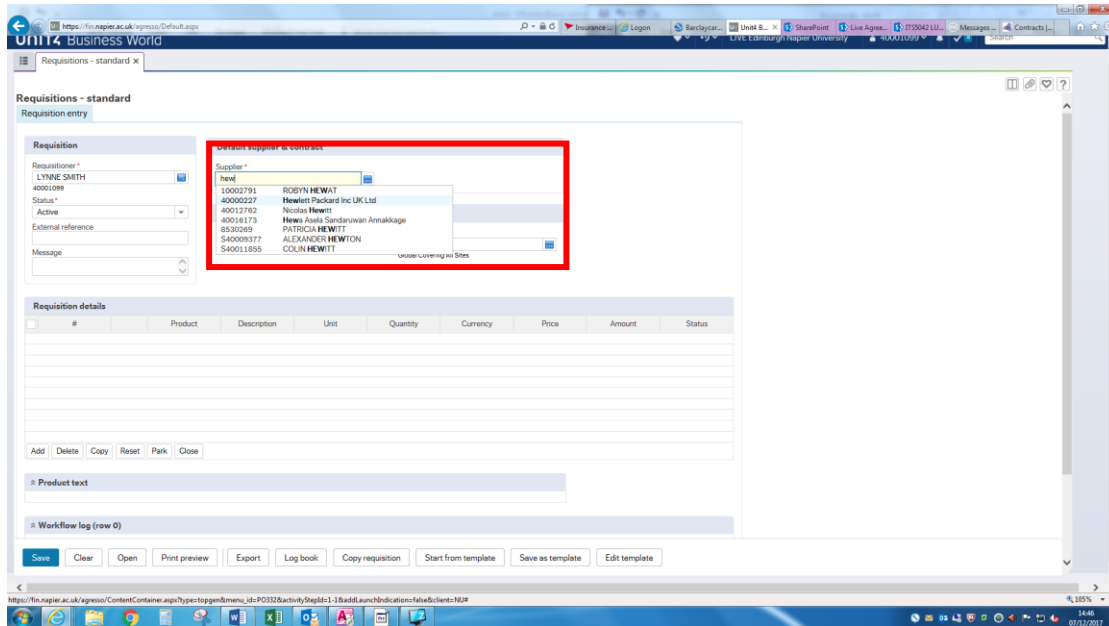
Active 

External reference

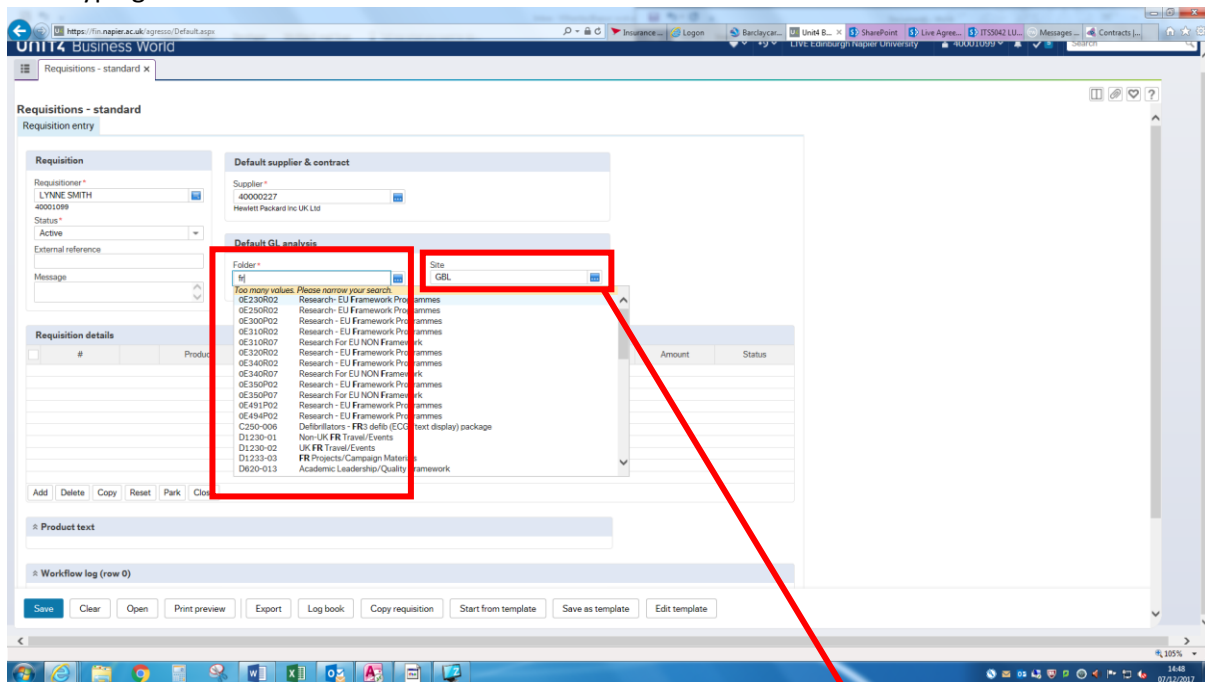
Message 

Start typing the supplier name and select the correct supplier

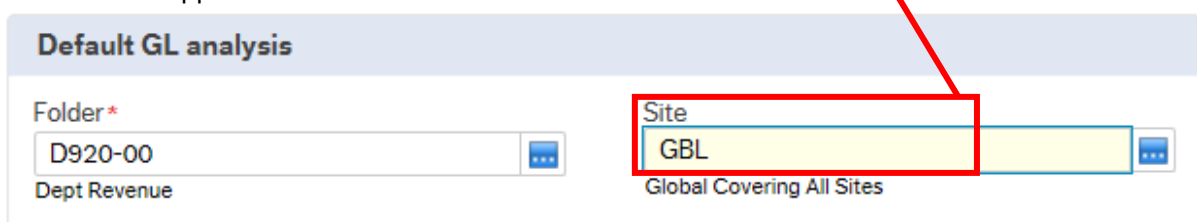
Note – Hewlett Packard is in the system as Hewlett Packard please do not select HP as this is a different supplier



Start typing in the folder name or number to select the correct folder



Site – GBL is standard, if account code / product code starts with 2*** enter applicable site



Click on 1st line to start creating your requisition, click on each subsequent line for new items

| Requisition details | | | | | | | | | | |
|---------------------|---------|-------------|------|----------|----------------------------|--------|--------|--------|--|--|
| # | Product | Description | Unit | Quantity | Currency | Price | Amount | Status | | |
| 1 | | | | 0.00 | GBP Sterling Pound (GB) | 0.0000 | 0.00 N | N | | |

Enter the "Product" code by typing the requirement or if you know it the number.

Product Codes Ending with Q (Quantity) should be used where buying products with unit costs.

Product Codes ending with A (Amount) should be used where purchasing a service or for estimated orders.

| Product | Description | Unit | Quantity | Currency |
|---------|-------------------------------------|------|----------|-----------------------|
| pr | | | 0.00 | GBP Sterling Pound |
| 1062A | Project Related Schedule D Payments | | | |
| 2006A | Other Property Mgt fees | | | |
| 2055A | Energy Projects | | | |
| 2201A | Projects Consultants Fees | | | |
| 2202A | Architect Project Consultants Fees | | | |
| 2205A | Project Manager Consutlancy Fees | | | |
| 2206A | Quantity Surveyor Project Cons Fee | | | |
| 2207A | Services Engineer Project Cons Fees | | | |
| 2220A | Project Contract Works | | | |
| 3201A | Printing Costs | | | |
| 3302Q | Promotional Merchandising Costs | | | |
| 3303A | Promotional Photography | | | |

Update the "Description" to be specific to your purchase, failure to update this field will result in the requisition being returned by Procurement.

| Product | Description | Unit | Quantity |
|---------|--|------|----------|
| 3701A | Professional Fees | EA | |
| 3701A | Consultation Fees to Chris Naismith for Legal Services | EA | |

If you have raised a Quantity based Order, this should be the unit price per item, with the number of items selected.

Note – orders should be raised excluding VAT

| Quantity | Currency | Price | Amount |
|---------------------|----------|----------|-----------|
| 25.00 | GBP | 500.0000 | 12,500.00 |
| Sterling Pound (GB) | | | |

If it is and Amount based Order, you should input the total of the order.

Note – orders should be raised excluding VAT

| Quantity | Currency | Price | Amount |
|---------------------|----------|-------------|-----------|
| 1.00 | GBP | 12,500.0000 | 12,500.00 |
| Sterling Pound (GB) | | | |

Expanded “Product Text” is an external field and should be used for alternative delivery address (e.g. for Hewlett Packard PC Orders, who deliver direct to desk) or additional specification details

Product text

The GL Analysis information will pull through from each line of the requisition

| # | Account | Folder | Tax code | Percentage | Amount |
|---|---------------------------|-------------------------|------------------------|------------|--------|
| 1 | 3701 Professional Fees | D920-00 Dept Revenue | P1 PL Stnd Vat 20.0 | 100.00 | 435.00 |
| Σ | | | | 100.00 | 435.00 |

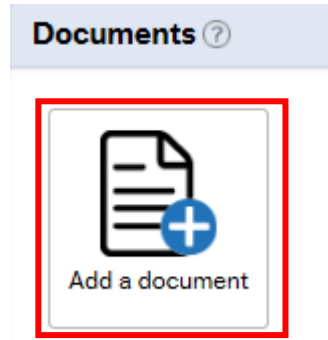
Split row

Please remember to attach documents to the requisition, failure to attach the required documents will result in the requisition being rejected by Procurement. See Page 1

In the top right hand corner click the paper clip



Click "Add a document"

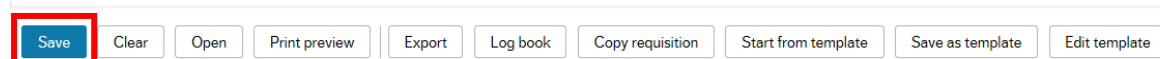


Select the document type from the dropdown, click "Upload" to select the document and enter a "Document Title". Click "Save"

Note – If you are attaching an email please save this as a PDF first and then attach it to the requisition as the system doesn't recognise the text in an email.

A screenshot of a dialog box titled "Add a document" with a close button (X) in the top right corner. The dialog has a light blue header and a white body. It contains several fields: a "Document type" dropdown menu with "Pre Purchase Approval" selected and a downward arrow; a "File name" text box containing "ENU-1718-PRF0001.pdf" and an "Upload" button; a "Document title" text box containing "ENU-1718-PRF0001"; and a "Document description" text area. At the bottom, there are "Save" and "Cancel" buttons. Red boxes highlight the dropdown arrow, the "Upload" button, the "Document title" field, and the "Save" button.

Click "Save" to submit to Procurement



Requisitions – advanced

Only certain users, can raise orders to other folders out with users own department folders, process is the same as Requisitions – standard starting on Page 2

Menu

Procurement

Accounting

Reports

Requisitions

- Requisitions - advanced
- Requisitions - standard
- Enquiries

Purchase orders

- Goods receipt
- Goods return
- Enquiries

Procurement invoices

- Enquiries

Requisitions - advanced

Requisition entry Requisition details

Requisition

Requested by
PD68
Lynne Smith

Requisitioner *
LYNNE SMITH
40001099

Status *
Active

Period
201805

External reference

Message

Default supplier & contract

Supplier

Default GL analysis

Folder

Site

The only unique area is the requirement to complete the “Responsible” field with the person that has asked you to raise the requisition on their behalf. Start typing in the requester name

Requisitions - advanced

Requisition entry Requisition details

Requisition details

| # | Product | Description | Unit | Supplier | Responsible | Delivery date | Quantity | Currency | Price | Amount | Status |
|--|---------|-------------------|------|----------|-------------|---------------|----------|----------|--------|--------|--------|
| 1 | 3701A | Professional Fees | EA | | Cheryl Thom | 07/12/201 | 1.00 | GBP | 0.0000 | 0.00 | N |
| Cheryl Thomson Chris Neasbith Cilla Richards Claire Donnelly Claire Parker Courtney Pang-Lynch Craig Shepherd Dara Brackenkedge David Conner David Drummond David Penland Danie Gardiner Debbie Ranciffe Dominic O'Rourke Dorothy Grandison Elaine Anderson Elaine Young Emma Parkinson | | | | | | | | | | | |

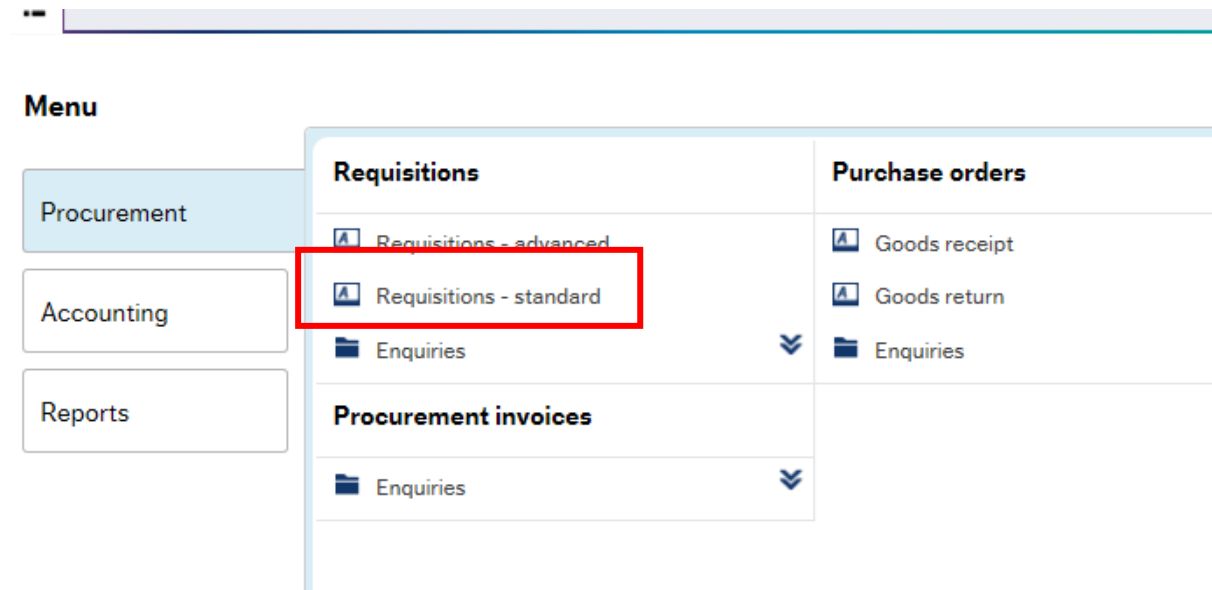
GL Analysis

| # | Account | Folder | Tax code | Percentage | Amount | |
|---|---------|--------|------------------|------------|--------|------|
| 1 | 3701 | P1 | PL Stnd Vat 20.0 | 100.00 | 0.00 | |
| Σ | | | | | 100.00 | 0.00 |

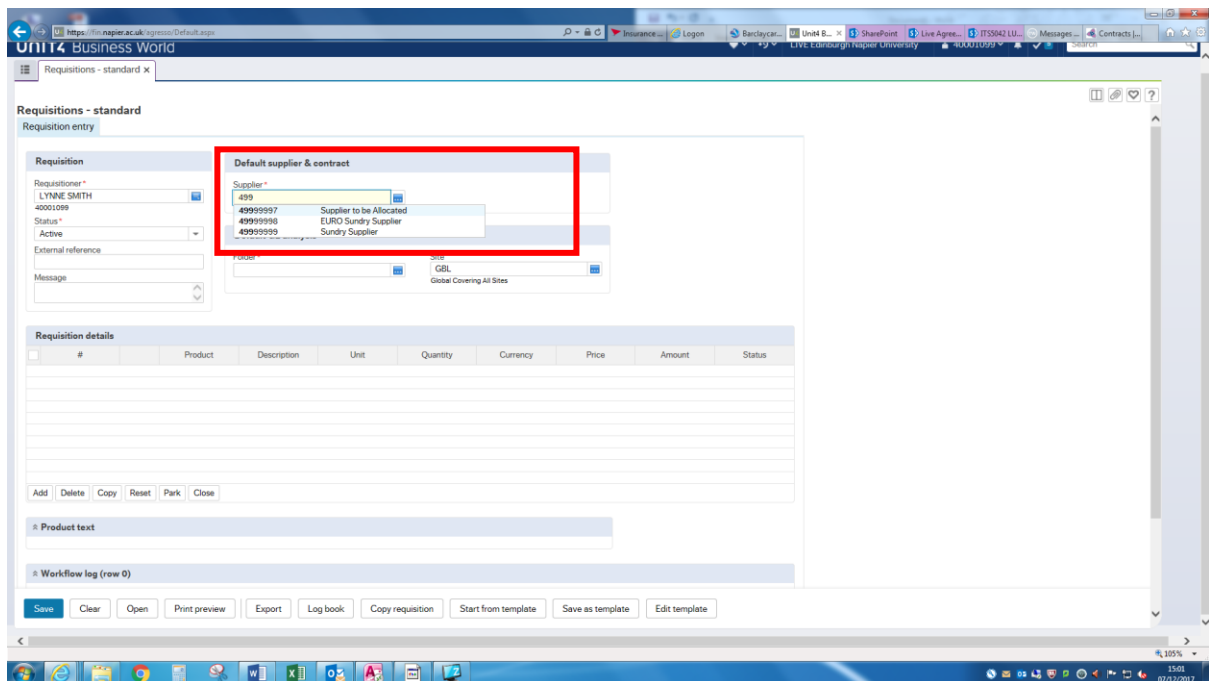
Save Clear Open Print preview Export Log book Copy requisition Start from template Save as template

How to create a requisition for a new supplier

Click “Requisitions – standard”

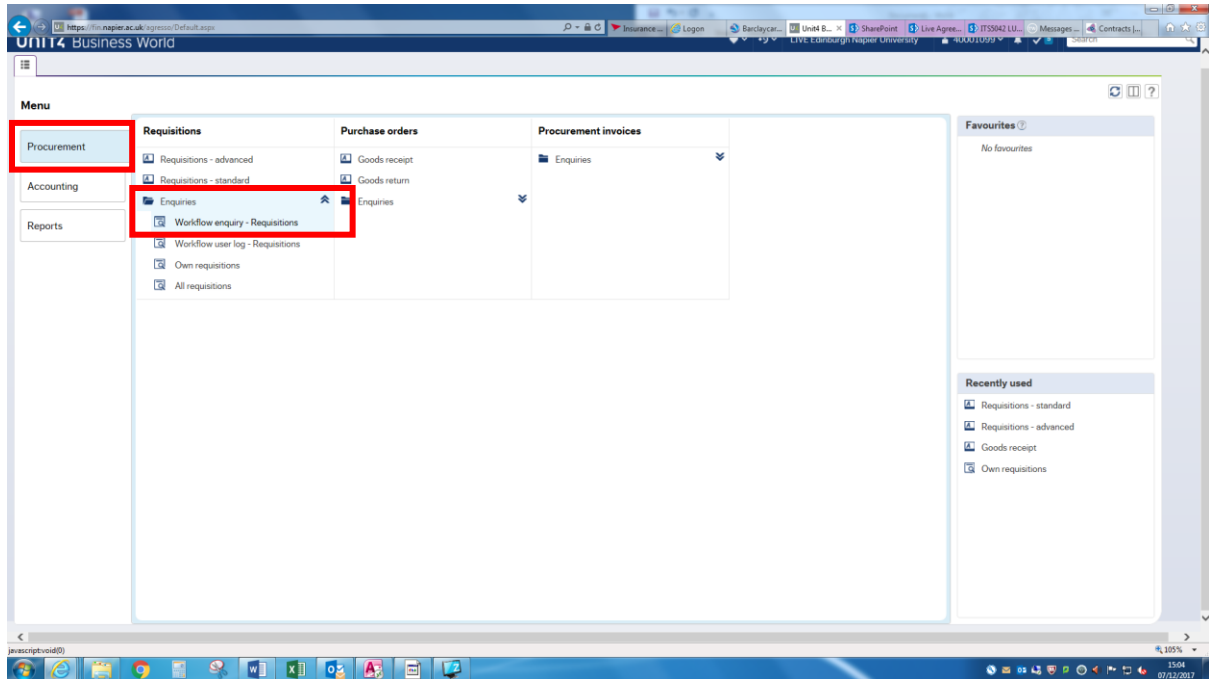


Enter either 49999997 or Supplier to be Allocated in the Supplier box



Where is my Purchase Order number?

To find where your requisition is in the workflow click “Procurement” > “Enquiries” > “Workflow enquiry – Requisitions”



Enter the Requisition number and click on “Finished”

Workflow enquiry - Requisitions

Selection criteria

RequisitionNo. like Active
Commodity like Historical
Workflow status like
Task owner like

Results

| # | T | Process | Step | Task owner (T) | Workflow status (T) | RequisitionNo. | Responsible (T) | Product | Description | Unit | Unit price | Curr. amount | Ordered | Delivery date | Requested by (T) | TreatCode |
|---|---|----------------|------|----------------|---------------------|----------------|-----------------|---------|-----------------------------------|------|------------|--------------|---------|---------------|------------------|-----------|
| 1 | B | PO Requisition | | | Finished | 20034090 | | 3010Q | Cooler Master N300 Mid Tower Case | EA | 38.17 | 916.08 | 24.00 | 06/12/2017 | Katy Thierens | 47 |
| | | | | | | 20034090 | | | | | | 916.08 | 24.00 | | | |
| | | | | | | | | | | | | 916.08 | 24.00 | | | |

Time executed: 07/12/2017 15:06:25 Number of rows: 2

The map below will be shown, if there is a tick next to a name or there is a green box around the action the requisition has been moved onto the next stage.

In the example below the requisition has been approved by Procurement and is with the School / Department for Approval.

To move the requisition along to the next stage in the process please contact the person that the requisition is with.

