

Note - Before you can place an order using Agresso you must complete the following steps:

1. Undergo Agresso Web Requisitioning Training. More information, including details of how to sign up for a training session, is available at <https://www.gla.ac.uk/myglasgow/agresso/informationforusers/trainingcourses/#agressowebrequisitioning>
2. Fill out this form to let the finance team know which budget codes you intend to make purchases from – they will then allow you access to these budgets through Agresso <https://www.gla.ac.uk/myglasgow/agresso/gettingstarted/applyingforaccess/apply/>
3. Once you have completed the Agresso training and been granted access to spend from your budgets, you will be able to place orders using Agresso

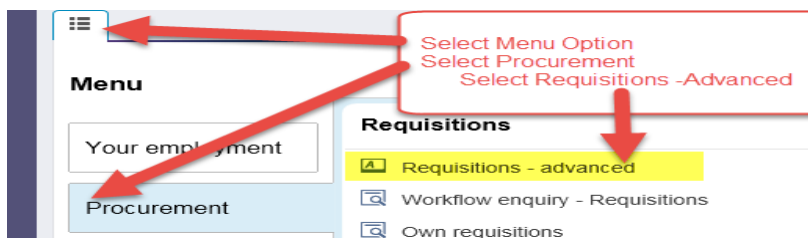
WEBREQ1: Requisitions Advanced

The purpose of this section is to explain how to raise a Requisition via the Agresso Web. This Requisition will then follow an Approval workflow until it then becomes a Purchase Order, or, the Requisition is rejected and closed.

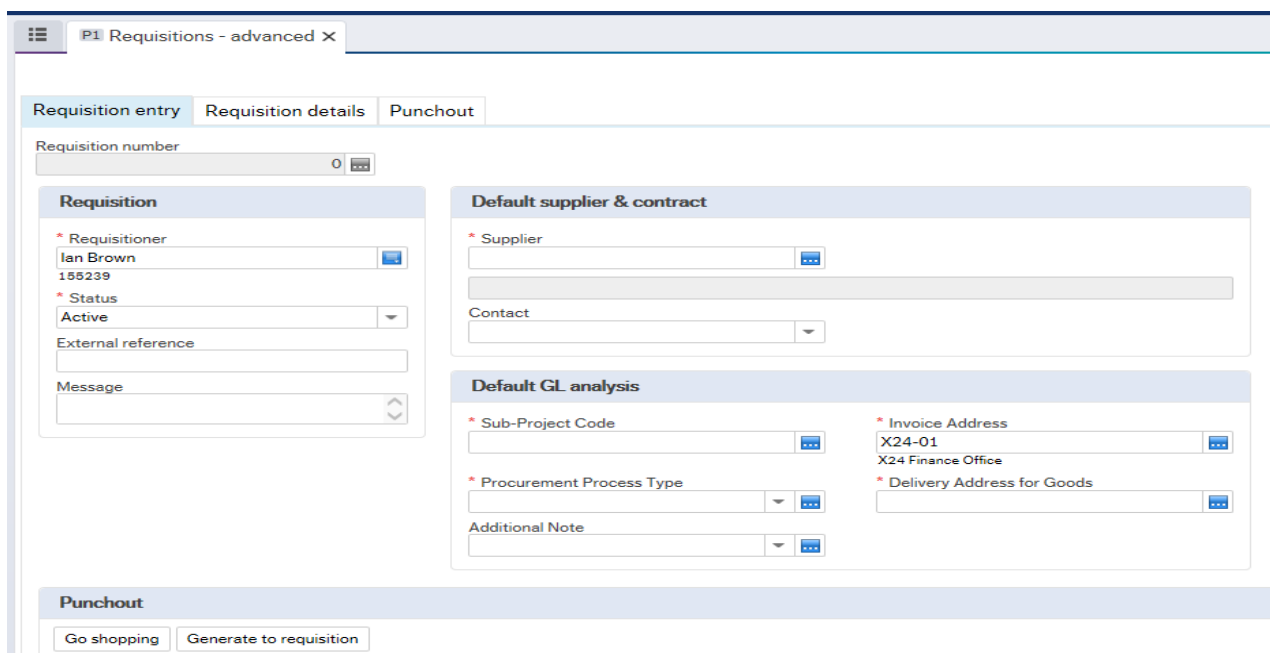
Once the Requisition has become a Purchase Order, and depending who the supplier is, it will be automatically emailed/faxed, or printed off and sent to the supplier. The Purchase Order will also record a commitment against the appropriate Cost Centre and Sub-project until all items on the Purchase Order are allocated to the corresponding invoice or the Purchase Order is manually closed.

WEBREQ1.1: Raising a Requisition

1. To access the Requisitioning screen:

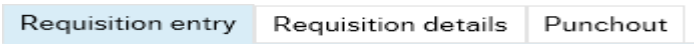


The following screen will appear:



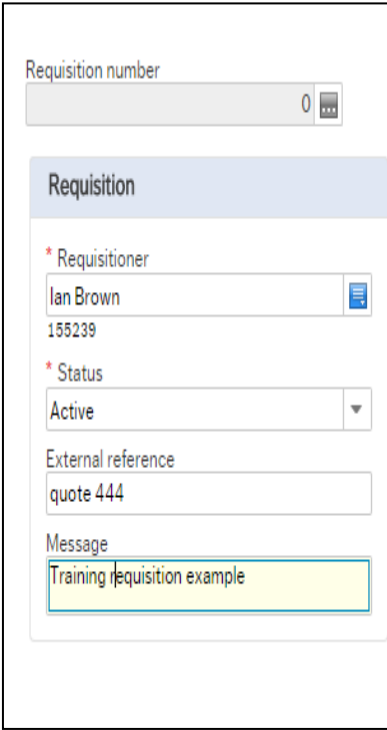
The red star * indicates required fields that must be used when raising a requisition


- There are three Tabs on this screen, the first two Tabs will be used to enter the details of the Requisition



WEBREQ1.2: Requisition Entry Tab – Mandatory

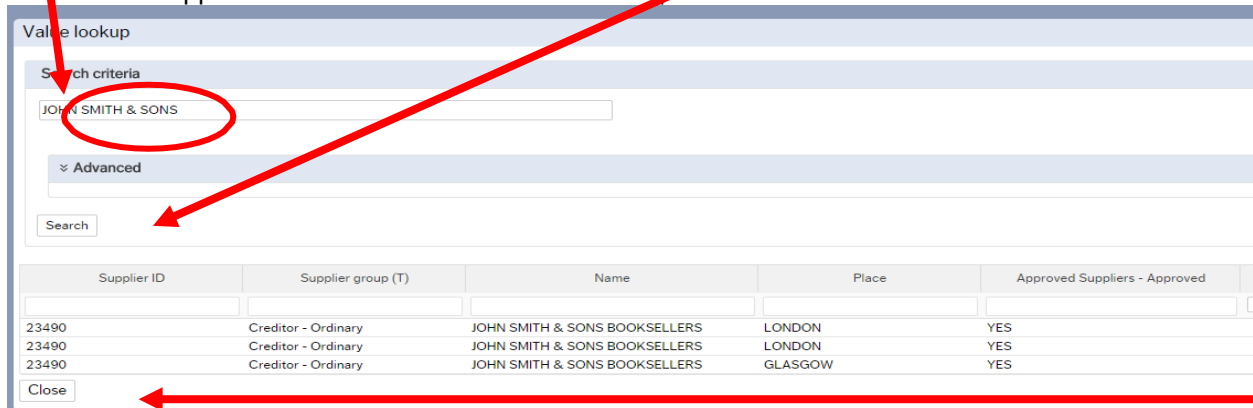
The following fields must be populated on this screen **(highlighted fields are most relevant):**

	1. Requisition Number	This appears once all the Requisition details have been entered and the Requisition has been saved.
	2. Requisitioner	This will automatically populate with the Staff ID and Name of the person raising the Requisition. This will appear on the Purchase Order as 'Our Reference'.
	3. *Status	This will show the Status of the Requisition: Active – The requisition is currently being raised or processed. Closed – The Requisition has been manually closed. Parked – The requisition has been parked – It will not go for approval.
	4. External Reference	This field is optional and will be appear printed in 'Your Reference' field on the Purchase Order. Enter the required information that you would like to appear on the Purchase Order e.g. quote number, supplier customer reference/number/contact, etc... <u>N.B. Please note this will not appear on the E-procurement orders</u>
	5. Message	This field is optional and can be used to pass on information regarding the Requisition. This information will not be printed on the Purchase Order.

6. *Supplier ID Only ONE supplier is used per requisition. Either enter in the Supplier ID required or click on  to open the search screen.

In the Search Criteria enter the name of required Supplier. Then click on

The results will appear below. Click once on the required Supplier, which will then populate the Supplier ID field and close the search screen. For a more advanced Supplier search use the option



Supplier ID	Supplier group (T)	Name	Place	Approved Suppliers - Approved
23490	Creditor - Ordinary	JOHN SMITH & SONS BOOKSELLERS	LONDON	YES
23490	Creditor - Ordinary	JOHN SMITH & SONS BOOKSELLERS	LONDON	YES
23490	Creditor - Ordinary	JOHN SMITH & SONS BOOKSELLERS	GLASGOW	YES

Approved Supplier Field:

Any supplier available on Agresso can be used to raise a requisition. This field will display the approval status of a supplier:

Yes: An existing Current, valid signed Contract/Framework Agreement is available for the supplier selected. This can be checked by visiting the [Procurement Website](#) to check Supplier contracts. **As much as possible an approved supplier should be used to place orders.** If you cannot find an approved supplier, or the supplier is not listed on the Agresso system, contact a member of the Purchasing Team in the School Finance Office (A4-04).

No: No contract / Framework or Quick Quote has yet been identified by the Procurement Office. Users must ensure purchases are in line with the Guidance for Procurements less than £25,000 found at: <http://www.gla.ac.uk/services/procurementoffice/procurement/>

Partner: the supplier has been identified as working in partnership with the University of Glasgow.

Property Leases: the supplier has been identified as being used for Property Leases with the University of Glasgow.

Overseas Agent: the supplier has been identified as being used as an Overseas Agent with the University of Glasgow.

Once the Supplier is selected the address for the supplier will be populated on the screen.

Default supplier & contract

* Supplier
 23490
 JOHN SMITH & SONS BOOKSELLERS

JOHN SMITH & SONS BOOKSELLERS, INSTITUTE OF EDUCATION 20 BEDFORD WAY, WC1H 0AI

Contact
 University of Glasgow

7. Contact

Click on the drop-down box to choose a different address held against the supplier. If there is only one line, then this will be the default address for the supplier. Once a new address is selected the selected address will be seen on the screen.

* Supplier
 23490
 JOHN SMITH & SONS BOOKSELLERS

JOHN SMITH & SONS BOOKSELLERS, University of Glasgow The Fraser Building 65 Hillhead Stree

8. *Sub-project Code

Enter the Sub-project code that costs of the purchase will be allocated against. This can be split against different Sub-projects at a later stage.

Default GL analysis

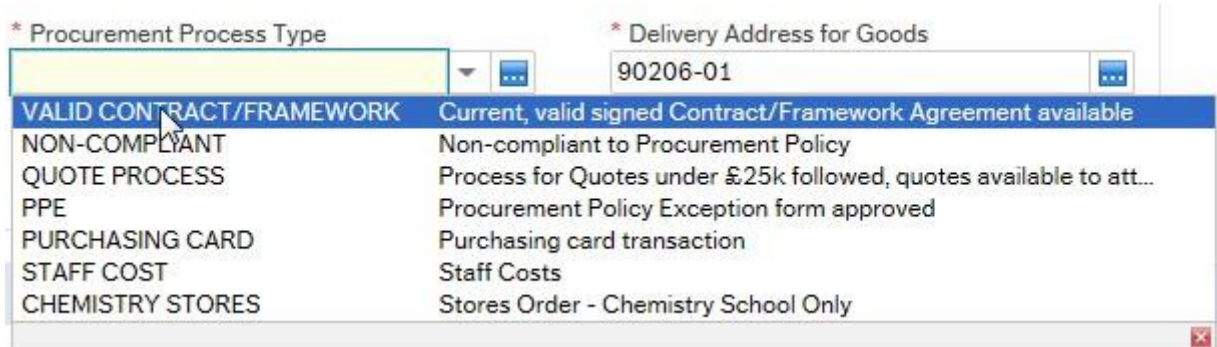
* Sub-Project Code
 141744-01
 FIN OFFICE - SYSTEMS

* Invoice Address
 X24-01
 X24 Finance Office

9. *Invoice Address

This is the address to which the invoices will be sent. This will automatically default to the Finance Office. This cannot be amended.

10. ***Procurement Process Type** From the drop down list you will select the Procurement Policy followed when selecting the supplier and purchase required:



Procurement Process
Type Options

Description

**VALID CONTRACT/
FRAMEWORK**

An existing Current, valid signed Contract/Framework Agreement is available for the supplier selected. This can be checked if the supplier is approved in Step 6 or by visiting the [Procurement Website](#) to check Supplier contracts. Most orders will be Valid Contract/Frameworks.

NON-COMPLIANT

Non-compliant with Procurement Policy – Purchase is **NOT** supported by a valid Contract/Framework Agreement/ Tender/Quote/ Procurement Policy Exception form.

QUOTE PROCESS

Process for Quotes under £25k has been followed as per the university [Procurement Process less than £25K](#).

Value of Purchase*	Requirement
£0 to £999	1 verbal quotation
£1,000 to £2,999	1 written quotation
£3,000 to £4,999	2 written quotations
£5,000 to £24,999	3 written quotations
£25,000 +	Contact Procurement Office

If quotes are available they can be attached to the requisition if required. See Requisitioner User Manual – [WEBREQ14 – Attaching Documents to a requisition](#).

PPE

A Procurement Policy Exception form has been completed and approved. (See [Procurement Website](#) for form and guidance).

PURCHASING CARD

This will be selected for Purchasing card Supplier Purchases.

STAFF COST

This would be used to identify Staff Costs such as temporary staff, External Partners Staff costs, sub-contracted labour costs, non-university salaries.

CHEMISTRY STORES

Stores Order - Chemistry School Internal Order Only – This will be only used by the Chemistry School for Raising requisitions against the Chemistry Stores.

If you have any queries about what option you should select when using this field please contact a member of the School's Procurement Team in the Finance Office (A4-04).

11. *Delivery Address for Goods *For all orders within the School of Chemistry, the delivery address should be STORES2*

Additional Note



12. Additional Note

This field is optional and can be used to print extra information on the Purchase Order. Click on drop-down arrow to view the available options.

See an example of how screen could look:

☰ P1 Requisitions - advanced ×

Requisition entry | Requisition details | Punchout

Requisition number: 0

Requisition

* Requisitioner
Ian Brown
155239

* Status
Active

External reference:

Message

Default supplier & contract

* Supplier
23490
JOHN SMITH & SONS BOOKSELLERS
JOHN SMITH & SONS BOOKSELLERS, University of Glasgow The Fraser Building 65 Hillhead Street

Contact
University of Glasgow

Default GL analysis

* Sub-Project Code
141744-01
FIN OFFICE - SYSTEMS

* Procurement Process Type
VALID CONTRACT/Framework
Current, valid signed Contract/Framework Agreeeme...

* Invoice Address
X24-01
X24 Finance Office

* Delivery Address for Goods
90206-01
Finance - SSD - Tay House

Additional Note

WEBREQ1.3: Requisition Details Tab – Mandatory

The following fields must be populated on this screen **(highlighted fields are most relevant):**

1. **Select** **to add a row or click on row**

Requisition entry Requisition details Punchout

Requisition details							
#	Product	Description	Supplier	Quantity	Currency	Price	Amount


2. ***Product** In the product box, enter a Generic Product Code then press Tab on your keyboard.

Product codes can be found here:

https://www.gla.ac.uk/media/Media_147248_smxx.xlsx

For most orders within the School of Chemistry, use a product code starting with 'LAB', e.g. LAB33 is the code for Laboratory Consumables

To search for Product Codes on Agresso click on  then select

 Value lookup

3. **Description** After entering the generic product code above, the 'Description' box will automatically populate itself with the description of the product code. You need to delete this text and enter specific information about the item you wish to order.

IF POSSIBLE PLEASE ENTER BOTH THE SUPPLIER'S CATALOGUE CODE AND A DESCRIPTION IN THIS FIELD.

PLEASE NOTE - THE INFORMATION ON THIS FIELD IS ALSO PRINTED ON THE PURCHASE ORDER.

The information in the Description Field per row is used when an invoice is automatically matched to the order and will be seen against the transaction details, enquiries and reporting purposes.

4. **Supplier ID** This will automatically be populated with the Supplier ID.
5. **Quantity** Enter the number of goods required. This field must contain a quantity.
6. **Currency** The Currency is automatically added depending on the supplier used.
7. **Price** Enter the price of the goods before VAT. If not already specified enter the unit price (cost per unit) for the goods. This field must be populated with a price. If item is free 0.01 should be entered.
8. **Amount** This is the amount in GBP before VAT

Requisition entry Requisition details Punchout

Requisition details										
#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status		
1	* LIB2	12345 - Training Books	23490 JOHN SMITH & SONS BOOKSELLERS	2.00	GBP Sterling Pound (GB)	15.00	30.00	N		

9. Product Text **More detail can be entered in the Detail Information option**

Click to expand section

⌵ Detailed information

Product information

Supplier product LIB2	Supplier product description BOOKS
Product text Agresso Support Desk finsup@glasgow.ac.uk	

To add more rows go back up to **WEBREQ1.2. Step 1**

GL Analysis This will show where each row will be charged to.

#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount
1	6110	90206000	141744-01	7400	AZ	100.00	30.00
Σ						100.00	30.00

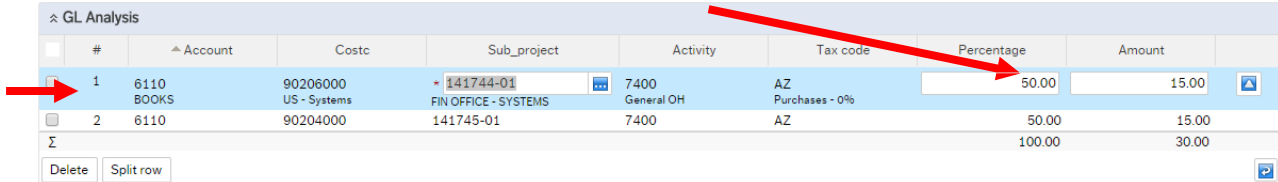
- 10. Account** The Account will automatically be selected from the Product Code to which the goods are to be charged.
- 11. Costc** The Cost Centre to which the Sub-project belongs to.
- 12. Sub_project** The Sub-project to which the goods are to be charged.
- 13. Tax Code** **The Tax Code to be used for the goods** will automatically be selected depending on the Product Code.
 - AS** Standard rated – 20.0% on purchases
 - AE** Exempt on Purchases (e.g. education courses or conferences)
 - AZ** Zero-rated goods (e.g. books)
 - EF** Where a VAT 'exemption' certificate has been completed (Equipment used in Medical or Veterinary research, charity, advertising). *If using this code please ensure all the order lines are 'VAT Exemption certificate, if not raise separate orders where lines are not VAT 'exemption' certificate.*
 - EU** Foreign order (VAT not charged by supplier but may be charged later)
 - A0** Outside the scope of vat. Should be used in the UK where the supplier is not vat registered or the supplier is a private individual and for some expenditure. Might also be used for Student Fees
- 14. Percentage** Percentage of the line to be charged to the Sub-project.
- 15. Amount** Amount of the line to be charged to the Sub-project.

WEBREQ1.4: Splitting Costs per Sub-project

Certain Purchase Orders costs will be split between different Sub-projects. Agresso Web allows order lines to be split, on a percentage basis or amount, over different Sub-projects.


If you wish to split the costs over more than one Sub-project please follow the following instructions:

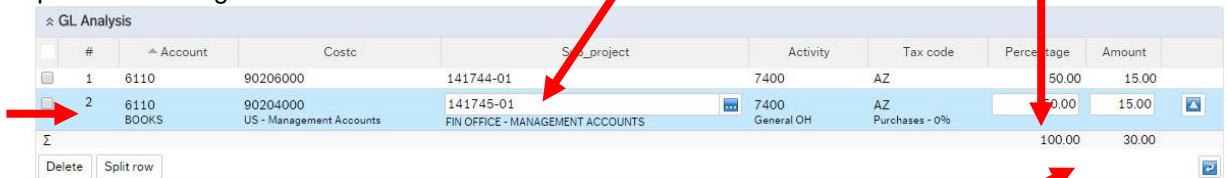
Click on the first line and enter the percentage of the line or the amount to be charged to the Sub-project.



#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount
1	6110 BOOKS	90206000 US - Systems	141744-01 FIN OFFICE - SYSTEMS	7400 General OH	AZ Purchases - 0%	50.00	15.00
2	6110 BOOKS	90204000 US - Management Accounts	141745-01 FIN OFFICE - MANAGEMENT ACCOUNTS	7400 General OH	AZ Purchases - 0%	50.00	15.00
Σ						100.00	30.00

Click on **Split row** This will expand this option by adding another row

Select the second row by clicking on it to enter the Sub-project for the next Sub-project for costs to be split accordingly. Enter the percentage of the line or the amount to be charged to the Sub-project. Select  to update the changes made.



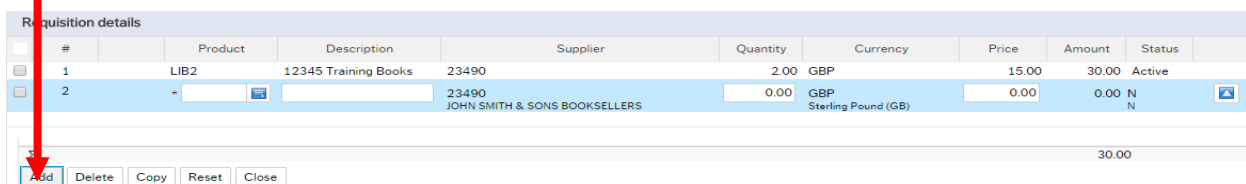
#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount
1	6110 BOOKS	90206000 US - Systems	141744-01 FIN OFFICE - SYSTEMS	7400 General OH	AZ Purchases - 0%	50.00	15.00
2	6110 BOOKS	90204000 US - Management Accounts	141745-01 FIN OFFICE - MANAGEMENT ACCOUNTS	7400 General OH	AZ Purchases - 0%	50.00	15.00
Σ						100.00	30.00

The Total Percentage must equal 100, if not the Requisition will not save.


To keep on splitting costs by more than two Sub-projects select **Split row** to add more rows.

WEBREQ1.5: Adding/Amending/Deleting Rows

To add a row select **Add**




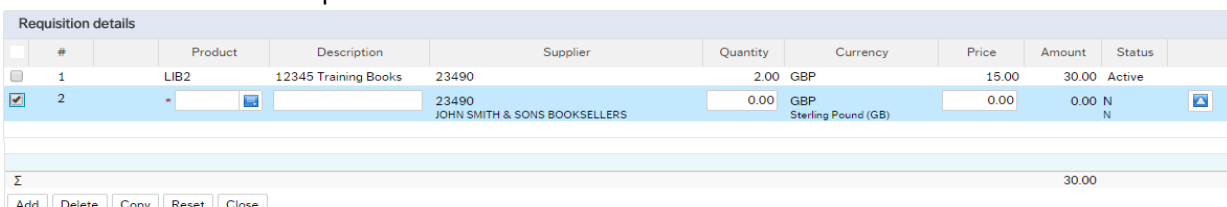
#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
1	LIB2	12345 Training Books	23490 JOHN SMITH & SONS BOOKSELLERS	2.00	GBP	15.00	30.00	Active
2	* LIB2	Books	23490 JOHN SMITH & SONS BOOKSELLERS	0.00	GBP Sterling Pound (GB)	0.00	0.00	N
Σ							30.00	

To amend a row click on the required row (should change colour). Make the required changes then select  to update the changes made



#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
1	LIB2	12345 Training Books	23490 JOHN SMITH & SONS BOOKSELLERS	2.00	GBP	15.00	30.00	Active
2	* LIB2	Books	23490 JOHN SMITH & SONS BOOKSELLERS	2.00	GBP Sterling Pound (GB)	10.00	20.00	N
Σ							30.00	

To Delete a row  the required row then Select **Delete**

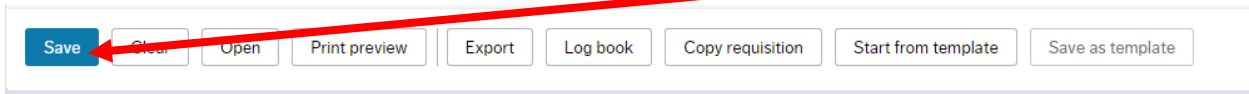


#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
1	LIB2	12345 Training Books	23490 JOHN SMITH & SONS BOOKSELLERS	2.00	GBP	15.00	30.00	Active
<input checked="" type="checkbox"/>	* LIB2	Books	23490 JOHN SMITH & SONS BOOKSELLERS	0.00	GBP Sterling Pound (GB)	0.00	0.00	N
Σ							30.00	

WEBREQ1.6: Saving the Requisition

To Save the Requisition Click on the Save button at the bottom of the screen

Save



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

Once saved the user will get a requisition number. This will then go for approval.

✓ The requisition is saved with requisition number 2636026

You will get an email from Stores staff when your order has arrived and is ready to be picked up.

Any errors see details and amend accordingly

! Please correct the following:
• **Delivery Address for Goods:** This field must contain a value.