## Section 2: Requisitions

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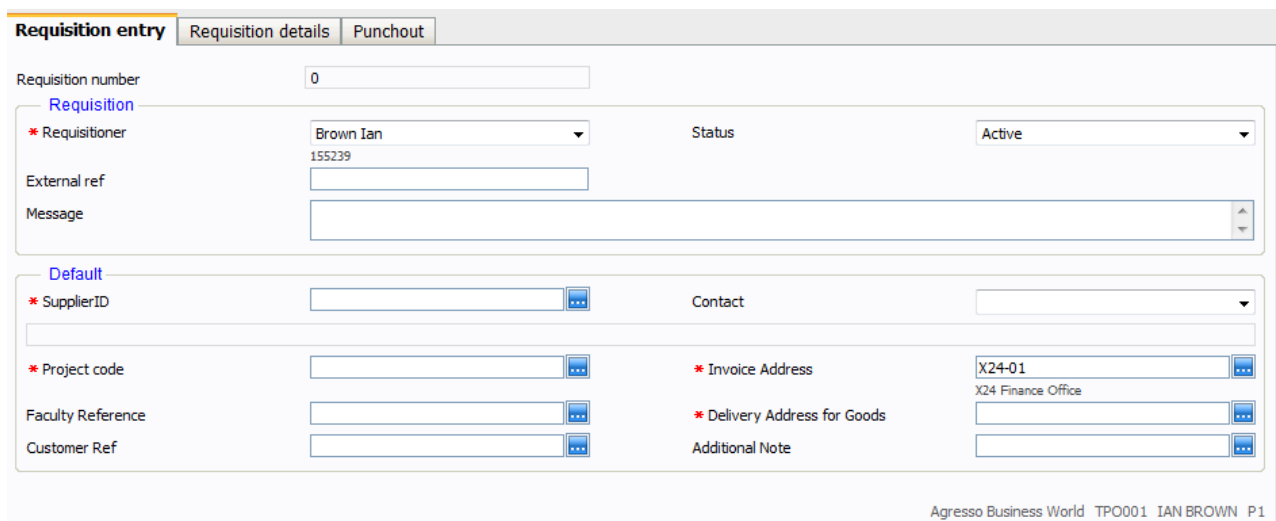
Once the Requisition has become a Purchase Order, and depending who the supplier is, it will be automatically emailed/faxed, or printed off and sent to the supplier. The Purchase Order will also record a commitment against the appropriate Cost Centre and Project until all items on the Purchase Order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

Section 2.1: Raising a Requisition

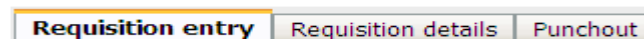1. To access the Requisitioning screen:

    From the Menu Select Procurement

    📂 Requisitioning
        🅰 Requisition Entry – Advanced
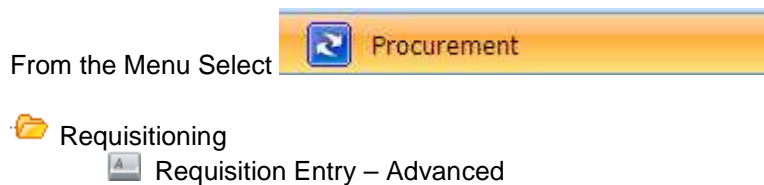
The following screen will appear:

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

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

    The Punchout Tab is used for E-Procurement Order - See University Agresso website for more details.

Section 2.1.1: Requisition Entry Tab – Mandatory

The following fields must be populated on this screen **(highlighted fields are most relevant)**:
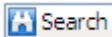
1. Requisition Number — This appears once all the Requisition details have been entered and the Requisition has been saved.

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 – Will not go to be approved
   Template – The requisition is used for templates.
   Finished – The requisition has been converted to a Purchase Order

4. External Ref — 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…

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 — *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 🔍 Search

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 ⌄ Advanced option

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

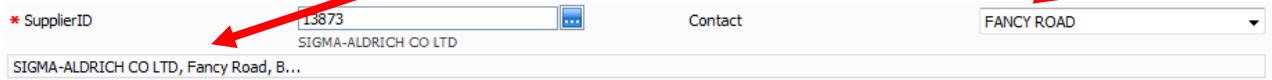|	
7. Contact	Click on the drop-down box to choose the address to which the order is to be sent. If there is only one line, then this will be the default address for the supplier.
	Once a new address is selected the selected address will be seen on the screen.

* SupplierID	13873	Contact	FANCY ROAD ▼
	SIGMA-ALDRICH CO LTD		
SIGMA-ALDRICH CO LTD, Fancy Road, B...			

|	
8. Project Code	**Enter the a project code that costs of the purchase will be allocated against. This can be split against different projects at a later stage.**
9. FacRef	If your requisition is all against one Facref, it can be entered here. If not the Facref can be entered at a later stage against each line of the required goods. **NB: This field is only used by specific Schools. If your Schools does not use them you do not need to fill out this field.**
10. 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
11. Delivery Address for Goods	**Either enter the delivery address code for the address to which the goods to be sent (e.g. X24-01, Finance Office) or click on click on [...] to open search screen:** **N.B. The full address will be printed on the purchase order.**

In the Search Criteria field enter the required School name e.g Finance Office.
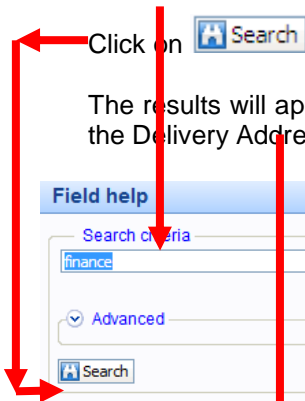
Click on 🔍 Search

The results will appear below. Click once on the required School Address, which will then populate the Delivery Address for Goods field and close the search screen.

Field help ⊠

Search criteria

finance

⌄ Advanced

🔍 Search

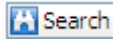| Attr.value	Attribute	Description	Per from	Per to	S	
						🔲 Filter
300-01	DELIVERY ADD	300 Accounting and Finance	0	209999	N	
40101-01	DELIVERY ADD	Accounting & Finance	0	209999	N	
40299-02	DELIVERY ADD	Finance & Infrastructure	0	209999	N	
40301-01	DELIVERY ADD	Crichton - Finance	0	209999	N	
90201-01	DELIVERY ADD	Finance - Directorate	0	209999	N	
90202-01	DELIVERY ADD	Finance - Procurement	0	209999	N	
90203-01	DELIVERY ADD	Finance - Payroll	0	209999	N	
90204-01	DELIVERY ADD	Finance - Mgmt Accounts	0	209999	N	
90205-01	DELIVERY ADD	Finance - General Ledger	0	209999	N	
90205-02	DELIVERY ADD	Finance - Cash	0	209999	N	

|< < 1 2 3 > >|

For a more advanced Supplier search use the ⌄ Advanced option

12. Customer Ref   If your requisition is all against one Customer Ref, it can be entered here. If not the Facref can be entered at a later stage against each line of the required goods.
<u>**NB: This field is only used by specific School. If your School does not use them you do not need to fill out this field. Click on**</u> [...] <u>**to open search screen to find relevant**</u>

13. Additional Note   This field is optional and can be used to print extra information on the Purchase Order. Click on [...] to open search screen, Click on Search to see available options

See an example of how screen could look:

Section 2.1.2: Requisition Details Tab – Mandatory

Requisition Details

The following fields must be populated on this screen **(highlighted fields are most relevant):**
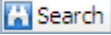
Product Code   This field can be used in three different ways:

1. **Enter the Suppliers Product/Catalogue Code. For some of the suppliers that the University of Glasgow has a contract with, their product codes for agreed items are on Agresso E.g. VWR, Adecco, Invitrogen, etc…**

2. **Enter a Generic Product Code. These are used when there are no Supplier specific product codes/catalogue codes on Agresso.**
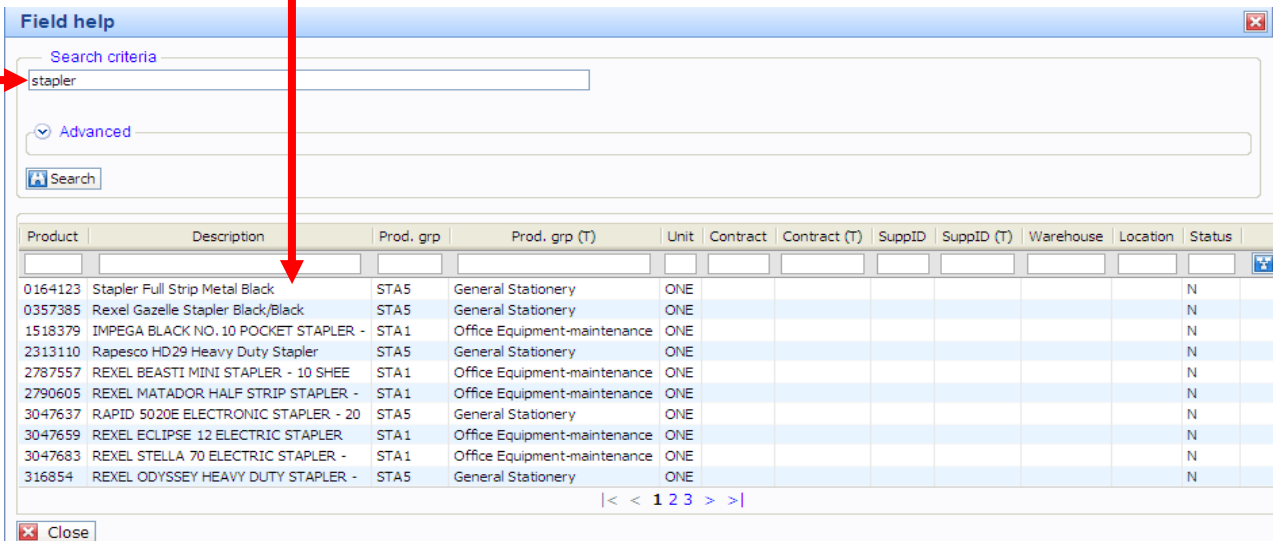
See website for more info on generic product codes:
http://www.gla.ac.uk/services/finance/staff/ssd/cfs/appsuppliers.htm

3. **To search for Product Codes click on** [⋯] **:**

In the Product Search Criteria field enter the name of required product. Click on [Search]

The results will appear below. Click once on the required Product, which will then populate the Product Code field and close the search screen.

Product	Description	Prod. grp	Prod. grp (T)	Unit	Contract	Contract (T)	SuppID	SuppID (T)	Warehouse	Location	Status
0164123	Stapler Full Strip Metal Black	STA5	General Stationery	ONE							N
0357385	Rexel Gazelle Stapler Black/Black	STA5	General Stationery	ONE							N
1518379	IMPEGA BLACK NO. 10 POCKET STAPLER -	STA1	Office Equipment-maintenance	ONE							N
2313110	Rapesco HD29 Heavy Duty Stapler	STA5	General Stationery	ONE							N
2787557	REXEL BEASTI MINI STAPLER - 10 SHEE	STA1	Office Equipment-maintenance	ONE							N
2790605	REXEL MATADOR HALF STRIP STAPLER -	STA1	Office Equipment-maintenance	ONE							N
3047637	RAPID 5020E ELECTRONIC STAPLER - 20	STA5	General Stationery	ONE							N
3047659	REXEL ECLIPSE 12 ELECTRIC STAPLER	STA1	Office Equipment-maintenance	ONE							N
3047683	REXEL STELLA 70 ELECTRIC STAPLER -	STA1	Office Equipment-maintenance	ONE							N
316854	REXEL ODYSSEY HEAVY DUTY STAPLER -	STA5	General Stationery	ONE							N

|< < 1 2 3 > >|

4. Description   **The description must only be changed when a Generic Product Code is used. The description can be changed to something more appropriate to match the goods required. This field only has 255 characters. See adding further text in step** Step 17.
WE RECOMMEND ENTERING 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 r enquiries and reporting purposes.

5. Supplier ID   This will automatically be populated when the Supplier was selected in the Requisition Entry Tab. Do not amend.
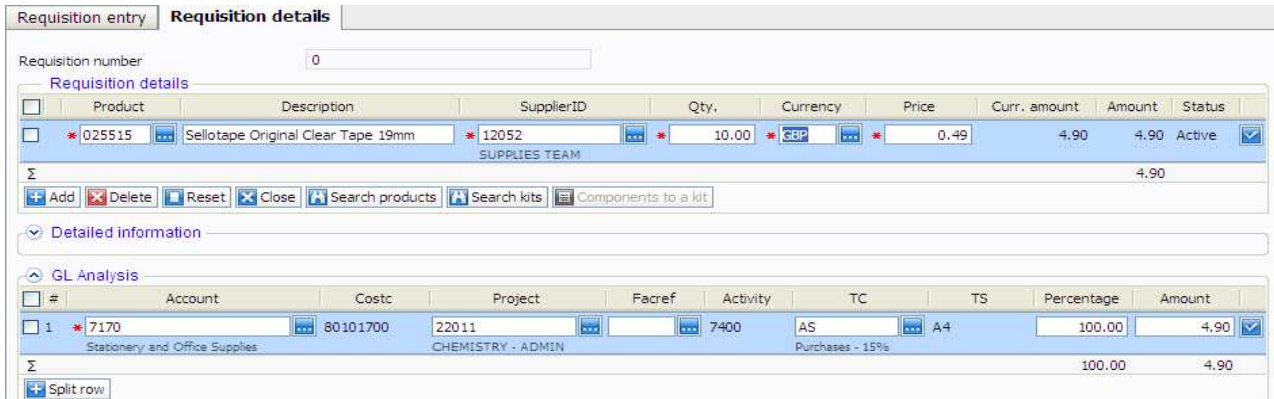
7. Number **Enter the number of goods required**

8. Currency **If not already specified enter the Currency Code (defaults to GBP) for the goods.**

9. Price **If not already specified enter the unit price (cost per unit) for the goods**

Curr. Amount This is the amount in the selected currency

Amount This is the amount in GBP

10. Account The Account will automatically be selected from the Product Code to which the goods are to be charged. Do not amend.

11. Costc The Cost Centre will be back filled when the Project is entered.

12. Project **If not already specified enter the Project to which the goods are to be charged.**

13. Tax Code **If not already specified enter the Tax Code to be used for the goods.**

AS Standard rated – 15.0% 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 or not VAT 'exemption' certificate*.
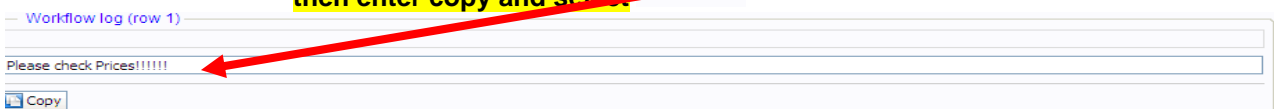**EU** Foreign order (VAT not charged by supplier but may be charged later)
A0 Outside the scope of vat should be used in the UK where the supplier is not vat registered or the supplier is a private individual and for some expenditure like also be used for Student Fees

14. Percentage **Percentage of the line to be charged to the project.**

15. Amount **Amount of the line to be charged to the project.**

16. Workflow log **To enter a comment for the approver to view please enter a comment in the available field. If this comment is to be repeated for all rows enter all rows, then enter copy and select**

2.1.2.1 ADDING IN MORE DESCRIPTION TO ORDER ROWS

If a larger description or more information is required it can be added to each line of the order line

17. Click on **Detailed information and this will expand this option. This icon ⌄ will minimize it.**

18. Enter the additional description or information in the product text field. This information will appear on the Purchase Order.

2.1.2.2 ADDING/AMENDING/DELETING ROWS

19. Each time a new row is required Select ⊞ Add and a new row will appear
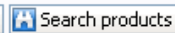
20. To amend a row Click on the required row (should change colour). Make the required changes then select ☑ to update the changes made.
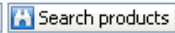

21. To delete a row tick ☑ the required row then Select ☒ Delete

2.1.2.3 SPLITTING COSTS PER PROJECT

Certain Purchase Orders costs will be split between different Projects. Agresso Web allows order lines to be split, on a percentage basis or amount, over different General Ledger Codes. If you wish to split the costs over more than one project:

22. Click on ◀ Split **and this will expand this option by adding another row.**

Click on the first line and amend the GL coding (Account/Project/Tax Code) accordingly. Enter and the percentage of the line or the amount to be charged to the project. Select ☑ **to update the changes made.**

| #	Account	Costc	Project	Facref	Activity	TC	TS	Percentage	Amount	
1	* 7170	X0205700	41744		7400	AS	A4	50.00	2.45	☑
	Stationery and Office Supplies		FIN OFFICE - SYSTEMS			Purchases - 15%				
2	7170	80101700	22011		7400	AS	A4	0.00	0.00	
Σ								50.00	2.45	

23. Select the second row by clicking on it to enter the GL coding (Account/Project/Tax Code) for the next project for costs to be split accordingly. Enter the percentage of the line or the amount to be charged to the project. Select ☑ **to update the changes made.**

#	Account	Costc	Project	Facref	Activity	TC	TS	Percentage	Amount	
1	7170	X0205700	41744		7400	AS	A4	50.00	2.45	
2	* 7170	X0200700	14564		7400	AS	A4	50.00	2.45	☑
			FINANCE OFFICE - DIRECTORATE							
Σ								100.00	4.90	

NB. To keep on splitting costs by more than two projects follow Step 22, the Total Percentage must equal 100. If nor Requisition will not save.

Section 2.1.3: Saving the Requisition

1. Once all the details for the Requisition have been entered the user can then Save 💾 Save **the Requisition.**

Once saved the user will get a requisition number.

🟢 The requisition is saved with requisition number 2005773

Requisition entry | Requisition details

Requisition number   2005773

Once saved the Requisition will then follow a workflow to the approval process until it then becomes a Purchase Order, or, the Requisition is rejected.

2. Any errors see details (Select Click to see them all) and amend accordingly:

🔴 Your changes were NOT saved! Please correct the errors and try again.
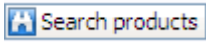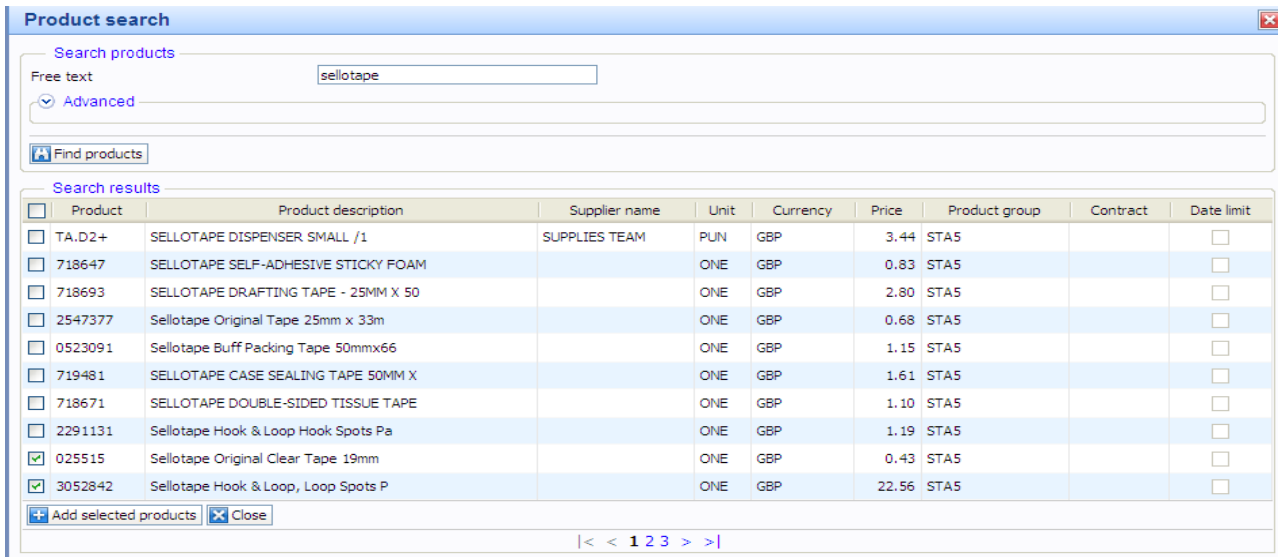
List of validation errors:

Tab	Section	Field	Error
Requisition entry	Default	Delivery Address for Goods	Value cannot be blank.

Hide this list.

Section 2.1.4: Product Search Optional

The Product Search button allows the user to search for Products to be used when ordering goods. Once the Products have been located the user can select the required products and Agresso Web will automatically transfer them to the Requisition Details Tab (See Step 2.12).

1. Click on **Search products**

2. In the Free Text field enter a description of the product required. e.g. *sellotape*.

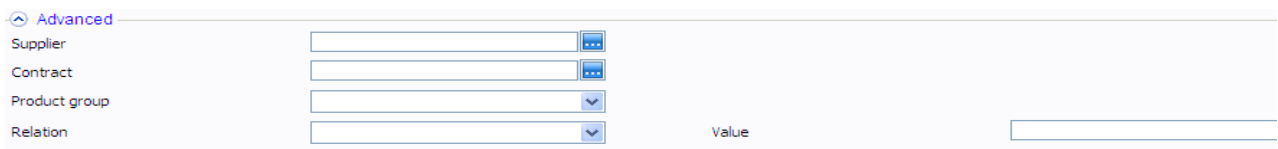3. Then Click on **Find products** and a list of products will appear.

	Product	Product description	Supplier name	Unit	Currency	Price	Product group	Contract	Date limit
☐	TA.D2+	SELLOTAPE DISPENSER SMALL /1	SUPPLIES TEAM	PUN	GBP	3.44	STA5		☐
☐	718647	SELLOTAPE SELF-ADHESIVE STICKY FOAM		ONE	GBP	0.83	STA5		☐
☐	718693	SELLOTAPE DRAFTING TAPE - 25MM X 50		ONE	GBP	2.80	STA5		☐
☐	2547377	Sellotape Original Tape 25mm x 33m		ONE	GBP	0.68	STA5		☐
☐	0523091	Sellotape Buff Packing Tape 50mmx66		ONE	GBP	1.15	STA5		☐
☐	719481	SELLOTAPE CASE SEALING TAPE 50MM X		ONE	GBP	1.61	STA5		☐
☐	718671	SELLOTAPE DOUBLE-SIDED TISSUE TAPE		ONE	GBP	1.10	STA5		☐
☐	2291131	Sellotape Hook & Loop Hook Spots Pa		ONE	GBP	1.19	STA5		☐
☑	025515	Sellotape Original Clear Tape 19mm		ONE	GBP	0.43	STA5		☐
☑	3052842	Sellotape Hook & Loop, Loop Spots P		ONE	GBP	22.56	STA5		☐

Product search — Free text: sellotape — Advanced — Find products — Search results — Add selected products — Close — |< < **1** 2 3 > >|

4. Tick ☑ the products that are required for the Requisition and Select **Add selected products**. This will then transfer the selected products to the Requisition Details Tab (See Step 2.1.2)

5. For advanced search select **Advanced** and this will give the user additional fields to search with.
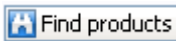
Advanced
Supplier
Contract
Product group
Relation   Value

6. Supplier   Select a Supplier to Search with

7. Contract   NOT USED

8. Product Group   Can be helpful when looking for Generic Product Group or related products

9. Relation   Should be used for Schools who have a store room (FBLS, Chemistry)
                     Select WAREH from drop down menu. Enter WAREH Value in Value field. I.e.
                     PHSC for Chemistry, IBLS for Life Sciences

10. Then Click on **Find products** and a list of products will appear.

Tick ☑ the products that are required for the Requisition and Select **Add selected products**. This will then transfer the selected products to the Requisition Details Tab (See Step 2.1.2).