

Helpful Hand out for Agresso Web Requisition Training Course

Roles and Responsibilities of Agresso Users

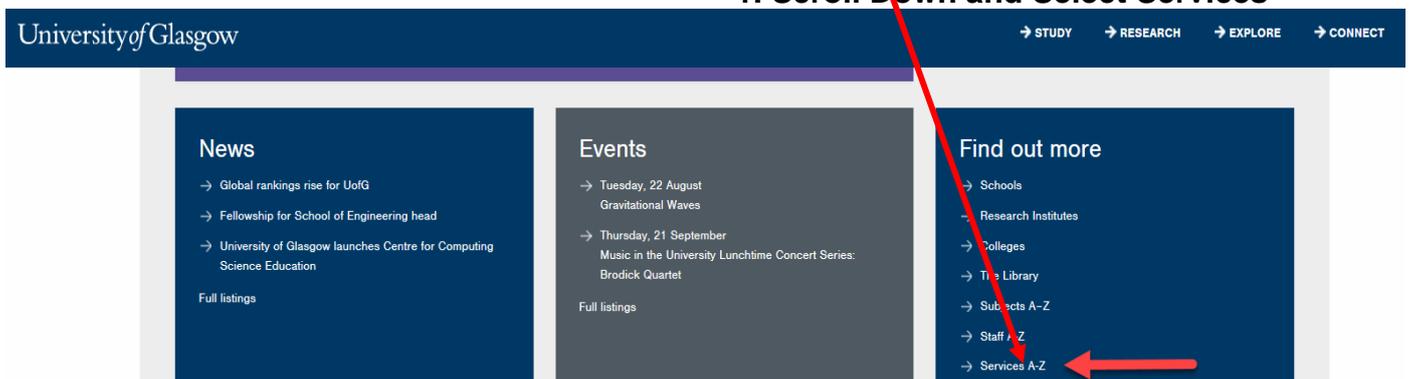
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Agresso helpdesk: https://www.gla.ac.uk/helpdesk	

Roles and Responsibilities of Agresso Users

Title	Responsibilities
Requisitioner	<ul style="list-style-type: none">• Confirm budget holder has approved the expenditure in advance of raising the requisition• Requisitions are raised in line with the Procurement Policy and Financial Regulations• The requisition must include a reference number, such as, PURCHXXXX, PPEXXXX, or Partner or 3 quote process referenced in the description of the requisition or insert this information in the product text box if the requisition raised is against an E-Procurement Supplier• Requisitioners are responsible for ensuring that all required documentation is attached to the requisition i.e., Signed Capex/investment approval form• You MUST NOT raise a requisition upon receipt of an invoice – the invoice should be returned to the supplier until such times a valid requisition is raised, and the Purchase Order Number can be provided to the supplier

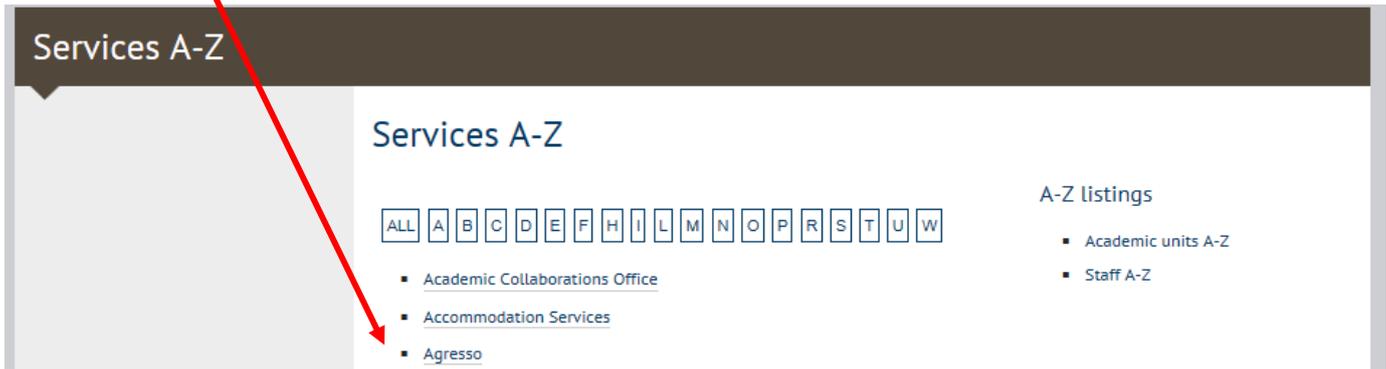
GO TO THE University Website

1. Scroll Down and Select Services



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2. Select Agresso (<http://www.gla.ac.uk/services/agresso/>)



The screenshot shows the 'Services A-Z' page. At the top, there is a dark header with 'Services A-Z' in white. Below the header, the page title 'Services A-Z' is displayed. A navigation bar contains buttons for letters: ALL, A, B, C, D, E, F, H, I, L, M, N, O, P, R, S, T, U, W. Below this, a list of services is shown, including 'Academic Collaborations Office', 'Accommodation Services', and 'Agresso'. To the right, under 'A-Z listings', there are links for 'Academic units A-Z' and 'Staff A-Z'. A red arrow points from the top left towards the 'Agresso' link in the list.

3. Select Online Manuals

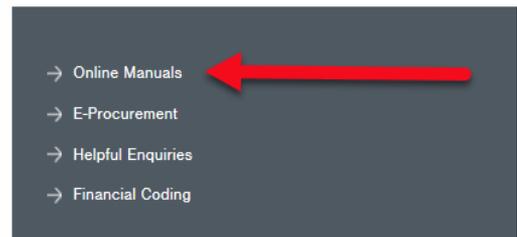
AGRESSO

Agresso is the University of Glasgow's central finance system. It is administrated, maintained and developed by the Finance Office.

If you have any feedback or questions, please contact the [Agresso Support Desk](#).



A dark grey box containing a list of links with right-pointing arrows: 'Agresso Access', 'Online Access Forms', 'Training Courses', and 'Agresso Passwords'. A red arrow points from the right towards the 'Online Manuals' link in the adjacent box.



A dark grey box containing a list of links with right-pointing arrows: 'Online Manuals', 'E-Procurement', 'Helpful Enquiries', and 'Financial Coding'. A red arrow points from the right towards the 'Online Manuals' link.

4. Select Web Requisitioning Manual

AGRESSO

USER MANUALS

Please make a selection from the list below based on what access you have and your role:
All manuals are in pdf format and can be viewed with Adobe Acrobat version 4 or higher. There are also on format.

REQUISITIONING AND APPROVALS MANUALS

Web Requisitioning Manual

This is for those users who will use the Agresso Website to raise Requisitions to Suppliers/University Stores.

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See below for list of Helpful Training Manuals/Videos available.

Requisitioner User Manual

Please make a selection from the list below:

Options	Manual	Video
For Raising requisitions, <ul style="list-style-type: none">Selecting SupplierSelect Sub_ProjectDelivery AddressProduct codesSplitting requisition costs	WEBREQ1	Requisitions Advanced Video
Own Requisitions- <ul style="list-style-type: none">To view any requisition raised by the user and the details	WEBREQ9	
Amend/Closing Requisitions <ul style="list-style-type: none">How to close off a requisition that is rejected back to you.	WEBREQ10	
<ul style="list-style-type: none">Copying Requisitions	WEBREQ11	
Workflow Enquiry – Requisitions <ul style="list-style-type: none">How to view where in the approval process your requisition is	WEBREQ12	
Template Requisitions <ul style="list-style-type: none">How to set up template requisitions which then can be used to raise new requisitions	WEBREQ13	
Attaching Documents <ul style="list-style-type: none">How to attached additional documents to a requisitions. <i>N.B. These will not be sent out with final Purchase Order</i>	WEBREQ14	
Financial Coding <ul style="list-style-type: none">Product CodesTax Codes	APPENDIX1	

Marketplace Requisitions

Information [E-PROCUREMENT](#)

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Home / MyGlasgow / Agresso / ... / E-procurement

AGRESSO

E-PROCUREMENT OPTIONS

E-Procurement

Within E-procurement there are two options when raising requisitions depending on the supplier selected.

- The Punchout Suppliers are ones when raising a requisition you will need to go to the Suppliers Website via the Marketplace to select your items to Purchase.
- The Catalogue Suppliers are ones when raising a requisition you will need to go to the Marketplace via hosted Catalogues to select your items to Purchase

Check the Supplier list below and make a selection to take you to the relevant webpage for more information:

<u>E-procurement - Punchout suppliers</u>		<u>E-procurement Catalogue suppliers</u>	
Punchout Supplier	Supplier ID	Catalogue Supplier	Supplier ID
DELL	29999	BOC	15101
RS COMPONENTS	15409	BIO-RAD	12739

Select Supplier and options

Training Materials	
1. Online Video Example - Lyreco Example	Training Manual E-Procurement Punch-out
Manual - Training Manual - Catalogue Requisition	
Free Text option1 - For only ordering items that are Non-catalogue/one off/quotes	
2. Online Video Example - Fisher Scientific Example	WEBREQ19
Free text Option2 - for ordering where items that can be found both on the Supplier e-procurement website and ordering items that are Non-catalogue/one off/quotes.	
3. Online Video Example - Misco Example	WEBREQ20

Approval Process

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AMOUNT	Under £1000	Between £1000 and £25K	Between £25K and £50K	Between £50K and £100K	Between £100K and £500K	Over £500K
First APPROVER	Cost centre Purchasing Officer					
Second APPROVER		Sub_Project Approver	Procurement Category Manager	Procurement Category Manager	Head of Procurement	Head of Procurement
Third APPROVER			Sub_Project Approver	Sub_Project Approver	Sub_Project Approver	Sub_Project Approver
Fourth APPROVER				Head of College Finance	Head of School	Head of School
Fifth APPROVER					Head of College Finance	Head of College Finance
Sixth APPROVER						Head of College
Seventh APPROVER						Director of Finance

* Additionally the Head of Finance to approve expenditure >£10K **ONLY** for College of Arts and College of Social Sciences

SUPPLIERS

- Only one Supplier can be used per requisition.
- When searching for a Supplier it will show you if the Supplier has a contract with the University of Glasgow.

SuppID	Supplier grou...	Name	Address	PostalNo	Place	Approved Suppliers -...
11119	Creditor - O...	JOHN SMITH & SON GLAS...	ACCOUNTS RECEIVABLE DEPT ASH HOUSE HEADLANDS BUSINESS PARK	BH24 3PB	RINGWOOD	YES
11119	Creditor - O...	JOHN SMITH & SON GLAS...	GLASGOW UNIVERSITY THE JOHN MCINTYRE BUILDING UNIVERSITY A...	G12 8PP	GLASGOW	YES

- **Yes:** An existing current, valid signed contract / Framework Agreement or Quick Quote is available for the supplier selected.
<https://www.gla.ac.uk/myglasgow/procurementoffice/contracts/>
- **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.
- **New Suppliers can be added using online Form:**
<http://www.gla.ac.uk/services/finance/downloadform/requestforanewsupplieraccount/index.html>

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PROCUREMENT PROCESS TYPE

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.

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).

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.

SUB-PROJECT

- You will need to know the Sub-Project Code where the goods are going to be paid from when Raising a Requisition
- More than one Sub-project can be used when raising requisitions
- Costs can be split for one item over various sub-projects
- Each Sub-Project has an approver
- Each Sub-Project approver can have substitute in place if they are unavailable to approve a requisition.

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DELIVERY ADDRESSES

- Each requisition can only have one Delivery Address
- All Schools/Subjects/Departments have addresses set up against them on the system.
- New Delivery addresses can be added onto Agresso when required.

PRODUCT CODES

- Whenever raising a Requisition a Product Code must be used. This is to determine what type of expenditure used for reporting purposes.
- Each Product Code is automatically linked to an Account code for reporting purposes
- Each Product Code is linked into a VAT Code – though this can be amended depending on the purpose for purchase required.
- See website for more info on products

<http://www.gla.ac.uk/services/agresso/financialcoding/productcodes/>

TAX CODES

The Tax code is associated to the Product code. The tax code should only be changed when a VAT Exemption certificate is required.

Tax codes:

- AS Standard rated – 20% 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)

WHEN USING EF TAX CODE NO OTHER TAX CODE CAN BE USED ON THE REQUISITION/ORDER.

- 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.

See online page with helpful Tax codes for Purchases:

http://www.gla.ac.uk/media/media_88513_en.pdf