WEBREQ5: Raising Requisitions for Standing Orders

GUIDANCE ON STANDING ORDERS FROM THE PROCUREMENT OFFICE

The normal method of committing and authorising funds under University terms and conditions is to raise a requisition and, once approved, a purchase order for each and every transaction and this should be the default position to be considered before all others. The purchase order, once created is issued to the supplier.

- **A Requisition for Standing Purchase Order approval should be raised only in the exceptional circumstances falling into the example descriptions below.**

- **A standing purchase order is not issued to the supplier.**

- **Should there be other circumstances where Schools wish to use standing purchase orders they should apply a judgement based on the principles outlined in this guidance.**

If challenged, Schools must be able to justify why they have not raised a specific purchase order.

1) Where the supplies/services do not fall into the category of day-to-day business and the amount is known over a particular time period. This is more likely to apply to areas of significant spend and may be over a substantial time. The areas this exception applies to are:
   a) collaborative research Sub-Projects with other HEIs, so that funds are committed for activity with that HEI over the period of the research, GRNs must be raised each time such activity is performed by that HEI -i.e. where they invoice us.
   b) NHS shared activity with the University similar to above.

2) Where a School could not reasonably know the exact volume or spend prior to receipt of the supplies/services. This is more likely to apply to smaller areas of spend and for the **financial year only**. A standing purchase order created from an authorised requisition "sitting" on Agresso recording the future commitment can therefore be raised and invoices "drawn" off the committed amount as they arrive, the GRN recorded as normal to ensure invoices will be paid on time. Examples of areas this exception might currently apply to are:
   a) Taxis
   b) Utilities such as gas, water and electricity
   c) Laboratory gas supplies where cylinders are regularly topped up with indeterminate amounts.
   d) Office water

It will be up to Schools to close the order off at the end of the requirement so any excess funds not used on the standing purchase order will no longer form part of any commitment.

Should GRNs raised against a standing purchase order exceed the order value; the Agresso Purchase Authoriser will be asked for authorisation for further committed funds to complete the transaction.

Once the Requisition has become a Purchase Order a copy can be viewed or printed. 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

Points to Note

- To keep the standing order active, *never* close the order.
- If amount outstanding is not required, the order must be closed,
- The PURCHASE ORDER MUST NOT BE SENT TO THE SUPPLIER. We should see the

WEBREQ5.1: Raising Requisitions for Standing Orders

The most effective way to raise a Requisition for Standing Orders is to enter a row of detail for each invoice that is expected from the supplier. This will allow each goods received note and invoice be matched off against a row on the Standing Order.

- Raise a Requisition as per normal via the Agresso Web until the requisition details are required and follow the instructions below.

- This Requisition will then follow an Approval workflow until it then becomes a Purchase Order, or, the Requisition is rejected and closed.

WEBREQ5.2: Requisition Details for Standing Orders

The requisition is entered as per normal until the requisition details are required.

Requisition Details

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

#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
1	* CAT16 Watercoolers	Watercoolers - Rental Feb 2015	11261 EDEN SPRINGS (UK) LTD	1.00	GBP Sterling Pound (GB)	25.00	25.00	N N
2	CAT16	Watercoolers - Rental Mar 2015	11261	1.00	GBP	25.00	25.00	Active
3	CAT16	Watercoolers - Rental Apr 2015	11261	1.00	GBP	25.00	25.00	Active
4	CAT16	Watercoolers - Rental May 2015	11261	1.00	GBP	25.00	25.00	Active
5	CAT16	Watercoolers - Rental Jun 2015	11261	1.00	GBP	25.00	25.00	Active
6	CAT16	Watercoolers - Rental Jul 2015	11261	1.00	GBP	25.00	25.00	Active

Σ — 150.00

Add Delete Copy Reset Close

1. **Product Code** — **Enter a Generic Product Code.** See website for more info on generic product codes: http://www.gla.ac.uk/services/agresso/financialcoding/productcodes/

2. **Description** — The description can be changed to something more appropriate to match the each row of the standing order.

3. **Supplier ID** — This will automatically be populated with the Supplier Id

4. **Quantity** — **Enter 1.00 as this will reflect the invoice which will be reflected per row.**

5. **Currency** — **Do not amend**. The Currency used is held against the supplier

6. **Price** — Enter or estimate the unit price per Invoice

7. **Curr. Amount** — This is the amount in the selected currency

8. **Amount** — This will show the Quantity multiplied by the Price

9. **Product Text** — **More description**

10. The requisition will then be saved as per any other normal requisition.

WEBREQ5.3: Example of Standing Order for Canon-OCE

For Canon- OCE (photocopier Supplier for the University) a Requisition should be raised to convert into a Standing Order using the instructions below:

1. In the External Ref field enter your Location Code.
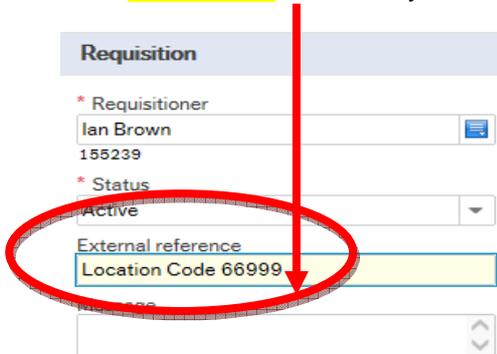
> Your location code is shown on previous purchase invoices from OCE referenced 'Location', or if unsure please contact Canon - OCE

2. In the Requisition Details enter the information per row using the format below:

3. Enter 4 lines for the Rental & Service charges (1 line for each quarter) quoting the quarter, machine model and serial number. This should all be typed in the Description field:

e.g. Rental & Service (Aug 15- Oct 15) Model VL2221 Serial No WW21000877

- The product code for photocopying charges is STA3.

Quantity   The Quantity should be 1.00

Price   Please estimate your quarterly charges based on your previous invoice charges for the previous financial year.

4. Enter another 4 lines for the copy charges (1 line for each quarter) quoting the quarter, machine model and serial number. This should all be typed in the Description field.
    e.g. Copy Charges (Aug 15- Oct 15) Model VL2221 Serial No WW21000877

- The product code for photocopying charges is STA3

Quantity The Quantity should be 1.00

Price Please estimate your quarterly charges based on your previous invoice charges for the previous financial year.

WEBREQ5.4: Example of Standing Order for Temporary Staff

For Temporary Staff a Requisition should be raised to convert into a Standing Order using the instructions below:

1. In the External Ref field enter the name of the temporary staff member.
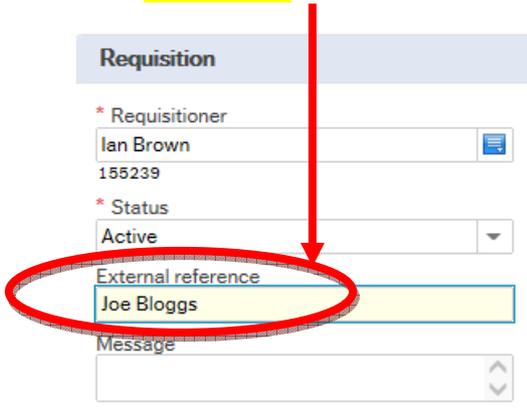
2. In the Requisition Details enter a row for the amount of hours the Temporary staff member works per week information using the format below:

- The product code for Temporary Staff is R9

Quantity The Quantity should be the amount of hours per week

Price Please enter the hourly charges based on the prices quoted by the Temporary staff Supplier used