Helpful Hand out for Agresso Web Requisition Training Course

Roles and Responsibilities of Agresso Users

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Title	Responsibilities
Requisitioner	- 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
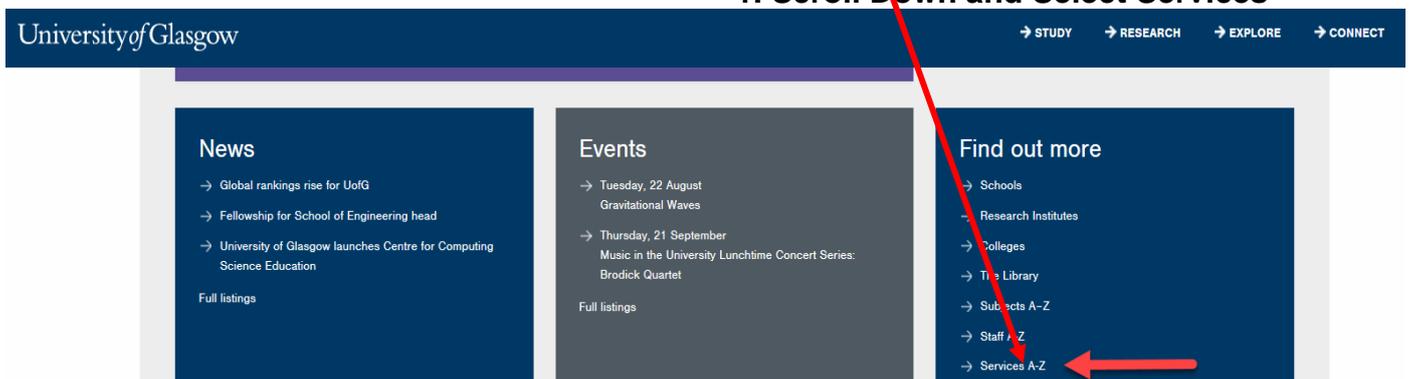
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2. Select Agresso (http://www.gla.ac.uk/services/agresso/)

3.Select Online Manuals

4. Select Web Requisitioning Manual

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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, • Selecting Supplier • Select Sub_Project • Delivery Address • Product codes • Splitting requisition costs	WEBREQ1	Requisitions Advanced Video
Own Requisitions- • To view any requisition raised by the user and the details	WEBREQ9	
Amend/Closing Requisitions • How to close off a requisition that is rejected back to you.	WEBREQ10	
• Copying Requisitions	WEBREQ11	
Workflow Enquiry – Requisitions • How to view where in the approval process your requisition is	WEBREQ12	
Template Requisitions • How to set up template requisitions which then can be used to raise new requisitions	WEBREQ13	
Attaching Documents • How to attached additional documents to a requisitions. *N.B. These will not be sent out with final Purchase Order*	WEBREQ14	
Financial Coding • Product Codes • Tax Codes	APPENDIX1	

Marketplace Requisitions

Information E-PROCUREMENT

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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	Cost centre Purchasing Officer	Cost centre Purchasing Officer	Cost centre Purchasing Officer	Cost centre Purchasing Officer	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.**

- **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.**

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- **New Suppliers can be added using online Form:**
  http://www.gla.ac.uk/services/finance/downloadaform/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 the to attach 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