

NUI Galway Agresso Web Purchasing

Qualification and Application Procedure

NUI Galway would like to encourage Colleges, Schools and Department to use Agresso Web purchasing to process Purchase Orders. This will allow the originator of the PO to input the PO onto the Agresso Financial System, obtain approval, conclude budget checking and produce a hardcopy PO, which can be sent directly to the supplier.

New Subaccounts (Department, Research, Capital)

Where Agresso Web Purchasing has already been set up, to add another Subaccount requires an email from the account owner (the person that receives the monthly reports) to Finance to confirm that the account owner approves the applicants request for access to Web Purchasing from their account. This will be forwarded to Information Solutions and Services who will contact the applicant upon enabling Agresso Web Purchasing for the Subaccount.

Qualification

Where the applicant does not have Agresso Web Purchasing set up, it is first necessary to establish the level of activity. There are only a limited number of licences available and extensive training is required to become competent in Agresso Web Purchasing. In these circumstance, it only considered economic, to grant Agresso Web Purchasing to those areas that generate high volumes. The cut off point is 100 POs generated per annum. These POs could relate to a single College, School or Department (D*) code or to multiples. In addition, POs relating to Research (R*) or Capital (C*) accounts should be included in the 100 cut off.

Application Procedure

The stages in the application procedure are as follows:-

1. The applicant should be able to demonstrate that
lea00 POs per annum
vaom the account owner
2. The applicant then forwards the request to Finance.
3. The application is then presented at the next ISS/Finance meeting for consideration.

If the criteria are fulfilled, then Information Solutions and Services will contact the applicant. If the criteria are not fulfilled, the Finance will contact the applicant.