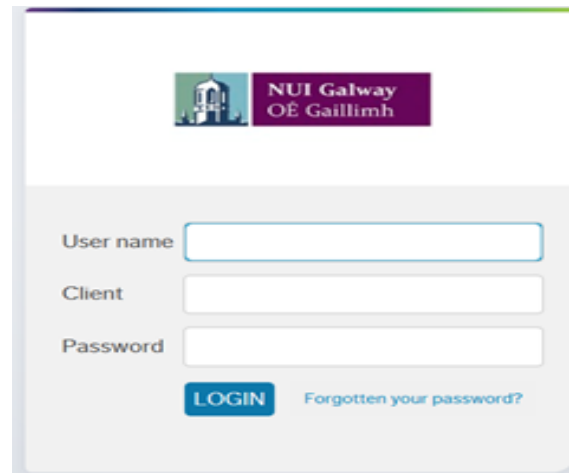


# Quick Guide to entering requisitions on the web

## To Enter a Requisition please complete the following steps:

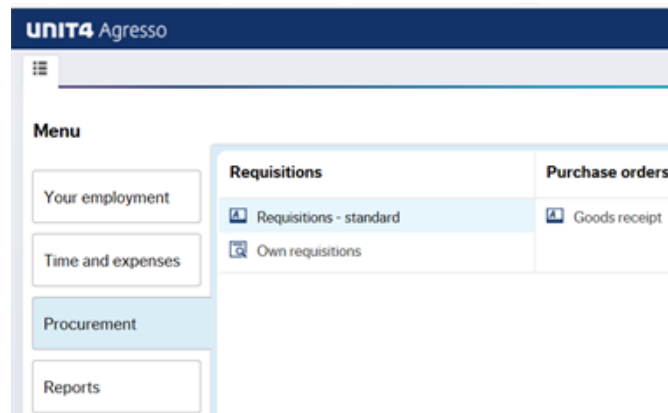
1. **Log in** to Agresso, Using your name & Password
2. Choose **Procurement** from the menu on the bottom left of the screen
3. **Choose Requisition – Requisition Standard** from the top left of the screen this opens your requisition.
4. Complete the following fields on the Requisition screen
  - **Supplier Name** – Type or use search facility
  - **Requisition details** – Choose the **product** you wish to order eg. Stationery. Choose add if more than one product is being ordered.
  - **Description** – Type over the text with the product information eg. Folders
  - **Quantity & Price** – (not including VAT)
  - **Product Text** – Enter text relevant to the order – eg. Quote Ref etc
  - **GL Analysis – Sub analysis** section needs to be completed Eg. OfrTyp. Type or use search facility.
  - 
  - **Save** – This saves the order & sends it to the Cost Centre Budget Holder for approval.  
Press Clear Screen before entering next requisition



**User name:** Enter your six digit payroll number

**Client:** Enter U1

**Password:** Enter your Agresso password



UNIT4 Agresso

Requisitions - standard X

Requisition entry Product explorer

**Requisition**

\* Requisitioner  
TRINA O'NEILL  
108950

\* Status  
Active

Period  
201502

External reference

**Default supplier & contract**

\* Supplier  
100463  
KELLY OFFICE SUPPLIES LTD

\* Fixed supplier

**Default GL analysis**

Contract

**Delivery contact**

Contact  
NUI GALWAY M4 DRY 06.11.2015 (Gene)

Delivery address  
UNIVERSITY ROAD  
GALWAY  
IRELAND

**Requisition details**

#	Product	Description	Unit	Supplier	Responsible	Delivery date	Quantity	Currency	Price	Curr. amount	Amount	Status
1	STAT03 Paper - A3 (White)	Office Paper	EA Each	100463 KELLY OFFIC.		03/12/2015	10.00	EUR Euro	50.00 Price - Mandatory	500.00	500.00 N	N

**Product text**

Sundry cust./suppliers

**GL Analysis**

#	Account	Subacc	Budacc	Tax code	Percentage	Amount
1	3145 PHOTOCOPIING PAPER				100.00	500.00
Σ					100.00	500.00

Save Clear Open Print preview Export Log book About M+ FAQ for Agresso Copy requisition More actions

## To Enter a Requisition please complete the following steps:

\* **needs to be completed**

- **Supplier Name**- Type or use the Search Facility

- **Requisition Details** - Choose the **product** you wish to order e.g. Stationary.

- **Description** - Type over the text with the product information e.g. Headed paper.

- **Quantity and Price** - Enter no and price(not including VAT)

- **Product Text**- Enter text relevant to the order e.g. quote ref no.

- **GL Analysis**- this indicates the cost centre to be charged and the VAT code to be used. Information on VAT codes is available **on the Agresso FAQ.**

### Notes \*\*\*\*\*

If the supplier you wish to purchase goods from is not available on Agresso you will need to complete a Supplier set up form. See the Procurement web page.

Username

You can attach documents for example quotations which will be for internal use only.

Add or delete lines from your order

Sub-Analysis section – Type value or use search facility

### **What happens next?**

Once saved the cost centre manager will receive an e-mail informing them they have a requisition to approve.

The approver must log in to Agresso to approve the requisition. Once approved the system will generate an electronic Purchase Order (PO) and will e-mail it to the supplier.

Requisitioners will be advised once the PO has been sent to the supplier.

If we do not have an e-mail address for the supplier on Agresso the PO will be sent to the Requisitioner.(Who will forward PO on to Supplier)

The supplier will issue an invoice once the goods/services have been sent/provided to MIC.

Accounts payable will process the invoice and an e-mail will be sent to the requisitioner requesting them to approve the invoice.

Approving the invoice means that you are certifying that the goods/services have been received and are in order for payment.

### **Notes \*\*\*\*\***

If the supplier you wish to purchase goods from is not available on Agresso you will need to complete a Supplier set up form. See the Agresso web page.