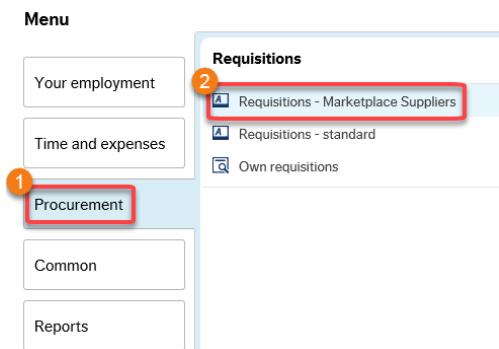


# P2P Marketplace Suppliers User Guide V3

Marketplace Suppliers are suppliers who linked to the Financial System through the Marketplace. Therefore, on the [Financial System](#), when you access the P2P Marketplace and click on the supplier icon, you connect directly with the supplier and start shopping. This makes it possible to get real-time product information such as pricing, quantities in stock, delivery times and placing the product on backorder.

1. Go online to: <https://agresso.nuigalway.ie/agresso/login/login.aspx> and log in using your [Financial Management System \(Agresso\) log in credentials](#).
2. When you initially log in to Agresso the **Home** screen is displayed. From the left-hand menu, click on **Procurement**. From the Requisitions menu click on **Requisitions – Marketplace Suppliers**



3. The **Requisition entry** window will open. Under **Delivery contact**, ensure that your **Delivery address** is selected.

Note: **Delivery attention** you can enter a specific room number or “*For the Attention of*” (if required).

**External reference** enter your Quote number (if applicable).

Click on the mandatory dropdown **Procurement Process Undertaken** and select the relevant [Procurement Process](#) undertaken for this requisition.

Click on the **Marketplace Suppliers** tab.

Requisition entry (1) Requisition details Marketplace Suppliers (4)

**Requisition**

- \* Requisitioner: JOE BLOGGS (012345)
- \* Status: Active
- Period: 201710
- External reference: 12345678-12345678
- Message:
- \* Procurement Process Undertaken: **NUIG Centralised Contract / Framework** (3)

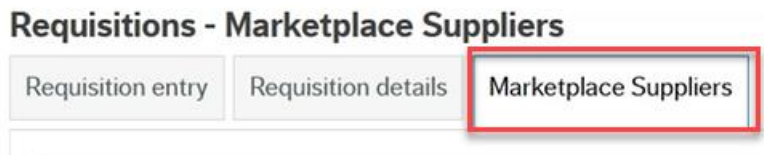
**Delivery contact** (2)

- Delivery date: 09/04/2018
- Delivery contact: JOE BLOGGS (Delivery)
- Delivery address: Information Solutions & Services (ISS), Room ISS123, Ground Floor, Arts & Science Building, South Campus, NUI Galway, Galway City, Galway, H91 CF50, Ireland
- Delivery attention: ATTN: Jahn Smyth - Room ISS121

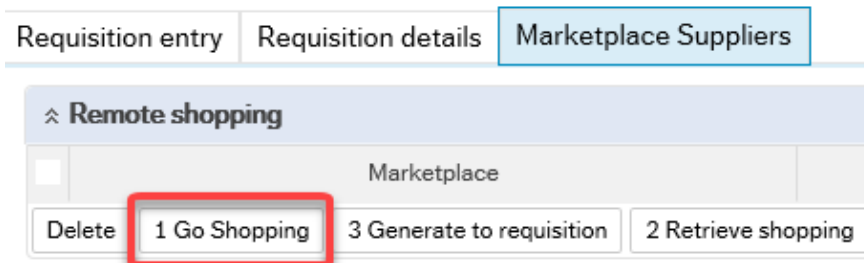
**Important: Procurement Process Undertaken is mandatory.** You must select an option from the dropdown menu. If you do not select from the dropdown menu, you will receive the below error, and you will not be able to proceed with your purchase.

**i** Field must be populated with details of Procurement Process Undertaken.

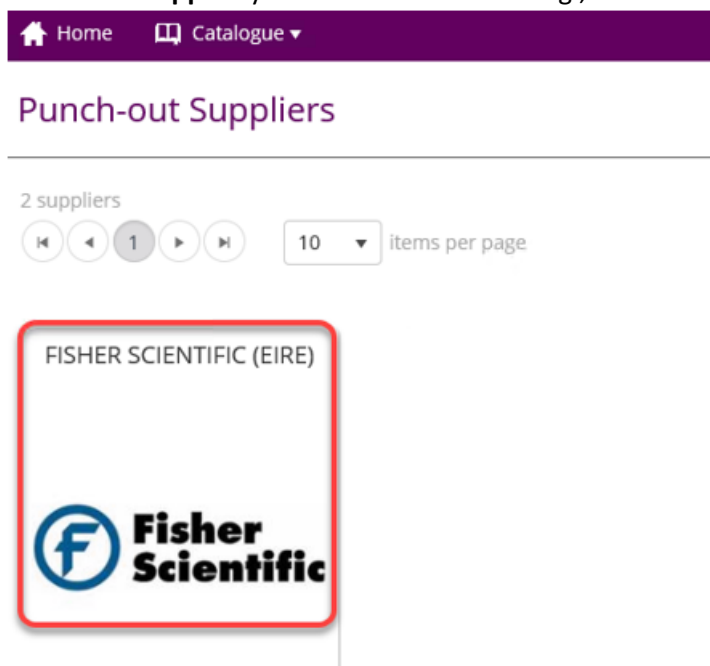
4. Click the **Marketplace Suppliers** tab.



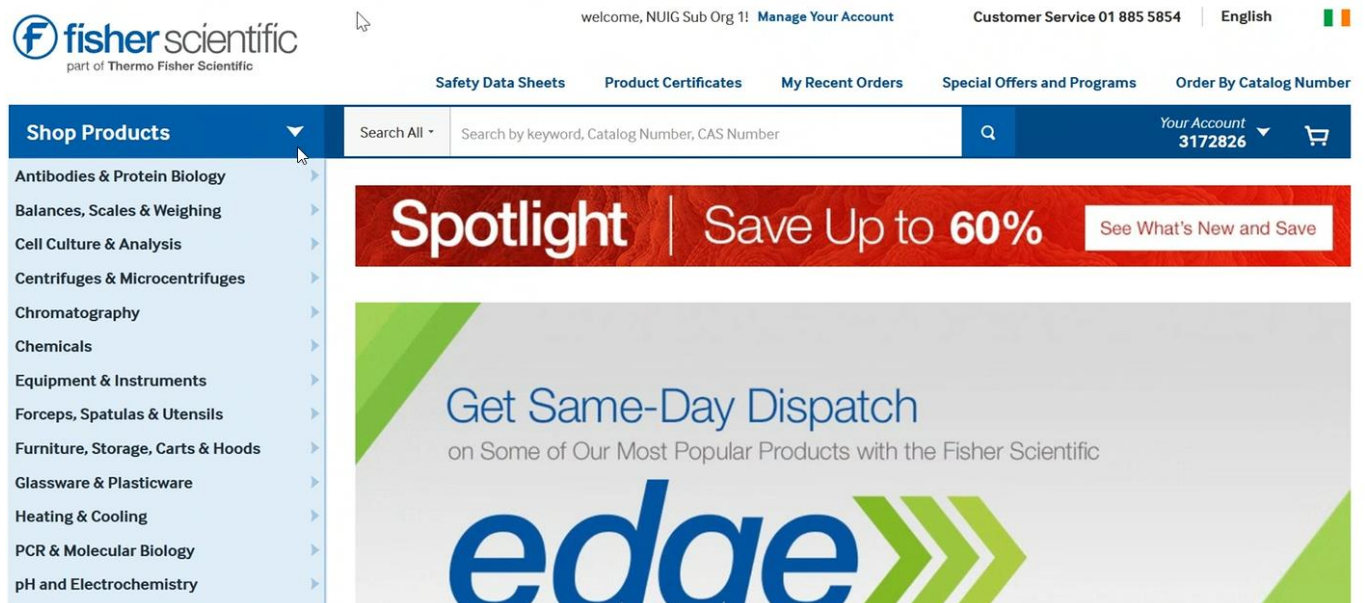
5. Click on **1 Go Shopping**



6. Click on the **supplier** you want to order from e.g., *Fisher Scientific*



7. Each Supplier has its own site and navigation e.g., Fisher Scientific (screen shot below).



8. Search for your product by the left-hand **Shop Products** menu or click into the **Search All** window and search by **key word** or **catalogue number**.

The screenshot shows the 'Shop Products' menu on the left with categories like Antibodies & Protein Biology, Balances, Scales & Weighing, Cell Culture & Analysis, Centrifuges & Microcentrifuges, Chromatography, and Chemicals. The search bar contains 'whatman filter paper'. The search results list three products: 'Whatman products Cytiva Whatman™ Quantitative Filter Paper: Grade 42 Circles' (11392955), 'Whatman products Cytiva Whatman™ Qualitative Filter Papers - Grade 2V' (10596541), and 'Whatman products Cytiva Whatman™ Qualitative Filter Paper: Grade 597½ Pleated Circles' (11355234).

9. Enter the **Quantity** you want and click **Add to Basket**.

The screenshot shows the product page for 'Cytiva Whatman™ Quantitative Filter Paper: Grade 42 Circles'. The product code is 11392955, and the price is 36.68 € / Pack of 100. The quantity is set to 1. The 'Add to basket' button is highlighted with a red box. The 'Additional Details' section shows the weight as 0.09000kg.

10. Click **Continue Shopping** and repeat the steps above for each product you wish to order.

The screenshot shows the shopping cart summary. The subtotal for 1 item is 36.68 €. The 'Continue Shopping' button is highlighted with a red box. The 'View Basket' button is also visible.

11. To proceed to the checkout click **View Basket**.

The screenshot shows the shopping cart summary, identical to the previous one, but with the 'View Basket' button highlighted with a red box.

12. Review your order and click **Return Basket to Purchasing Application** to return to the **Financial System (Agresso)**.

(Note: From your Shopping Basket you can also amend the Quantity or Cancel Purchase)

Shopping Basket

Account: 3172826 UNIVERSITY ROAD Print Share

Item	Price	Qty	Subtotal
X100 FILTER PAPER GR. 42 110MM (1442 110)(PACK OF 100) by Whatman products Cytiva 1442-110 Product Code 11392955	36.68 € / Pack of 100	1	36.68 €

In stock, ready to ship: 7

Delete Save for later

Return Basket to Purchasing Application

Order Summary

Subtotal - 1 items 36.68 €

Order Total 36.68 €

Cancel Purchase

13. Review your baskets contents and quantity and click **Checkout**.

Home Catalogue

Basket

Fields in *Red Italics* are required.

1 item Net €36.68

Fisher Scientific (Eire Test)  (catalogue)	Net price	Qty	UOI	
X100 FILTER PAPER GR. 42 110MM (1442 110)(PACK OF 100)	€36.68	1	Each	
<a href="#">Remove supplier</a>	€36.68	net total for this supplier		

1 item Net €36.68

14. Once you have returned to Agresso, click on **2 Retrieve Shopping** tab

Requisition entry Requisition details Marketplace Suppliers

Remote shopping

Marketplace

Delete 1 Go Shopping 3 Generate to requisition 

2 Retrieve shopping

15. Tick the box next to today's date and time and click on **3 Generate to requisition**

Requisition entry Requisition details Marketplace Suppliers

Remote shopping

Marketplace Last update

EGS-PARAB 05 September 2022 15:53:01

Delete 1 Go Shopping 


3 Generate to requisition

 2 Retrieve shopping

16. To activate the line, click into the Product code

Requisition details				
<input type="checkbox"/>	#	Product	Description	Unit
<input type="checkbox"/>	1	* LAB2016 Laboratory, Small Appartus	X100 FILTER	EA Each

**Important:** Please Do not amend the product or product description here.

17. Using the side scroll bar, scroll down and click on the down arrow **chevron**  beside **GL Analysis**.



18. Click under **Subacc** to active the line. Input your **Cost Centre** and **VAT code**.

**Note:** If you have multiple items, repeat for all lines.

GL Analysis							
<input type="checkbox"/>	#	Funds check	Account	Subacc	Tax code	Percentage	Amount
<input type="checkbox"/>	1		3136 LABORATORY CO...	* D0820	* P2	100.00	36.68

VAT IS ADDED ON TO COST STD RATE

19. Click **Save** to complete



20. Your Requisition is now complete

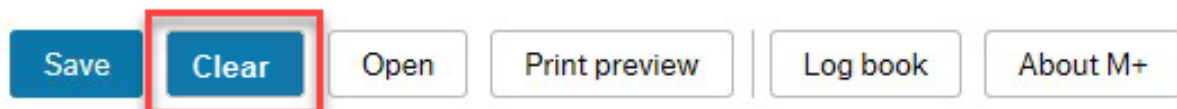
Requisitions - Marketplace Suppliers X

 The requisition is saved with requisition number 70188327

Requisition entry | Requisition details | Marketplace Suppliers

Requisition number: 70188327

21. Click on the **Clear** button



22. Requisitions under €500 will be transmitted via P2P order straight to the Marketplace supplier. Requisitions over €500 will progress into workflow for approval and **once approved** will be transmitted via an P2P order straight to the Marketplace supplier.

23.

**i Important:** You will receive a PDF copy of the P2P order by email. Please DO NOT EMAIL THIS PDF COPY TO THE SUPPLIER as the P2P order has already been transmitted to the Marketplace Supplier.

The email will contain the following notice:

**IMPORTANT:** *Your P2P Order has already been sent to the supplier; copy attached is for info only.*

For full instructions on raising requisitions, please see the user manual for entering Requisitions on our Financial System (Agresso) web pages <http://www.universityofgalway.ie/financialsystem/>