# P2P Marketplace
# Catalogue Suppliers User Guide V2.1

**Catalogue Suppliers** are suppliers who have uploaded their product catalogue onto the P2P Marketplace. The catalogue includes product information such as product code, product description and pricing. It is not possible to get real-time product information such as 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.



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

4. Click on **1 Go Shopping**
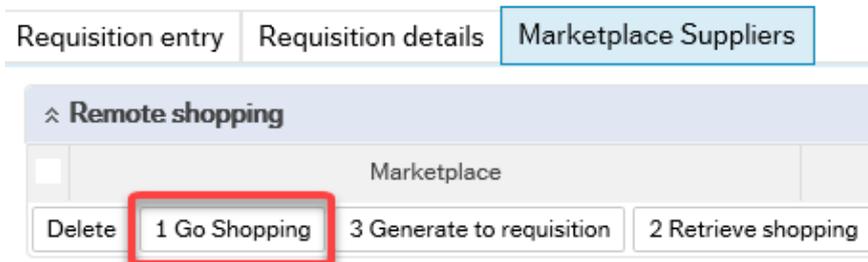


5. From the toolbar at the top of the screen, click **Catalogue**.
   From the dropdown menu click **Catalogue search.**
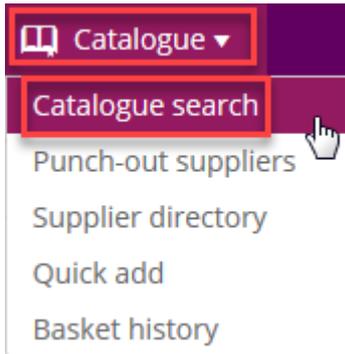


6. The **Catalogue Search** will now open.
   In the search window, click the dropdown and click the box beside the suppliers' name.
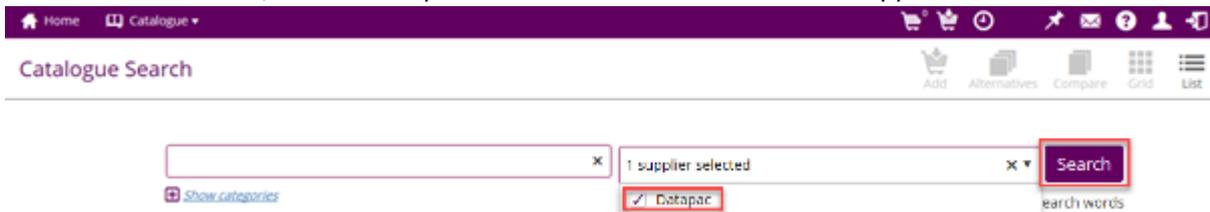


7. Start entering the product code (it will autofill) and when it appears, select it and click on **Search**.

> ⓘ   **Note:** Before beginning your product search ensure **Match all search** words are ticketed.



8. Once you have entered the product detail, click **Search**.

9. The search results will show the product, update the quantity and click **Add to basket.**

1 results found

◄ 1 ► | 10 ▼ | items p

Standard results

☐ €100.75 EA ⓘ
🕐



| 1 | Add to basket |

10. If the product code does not appear leave the search box empty and click on **Search, this will return everything on the catalogue;** you can click Manufacturer to filter the catalogue for your product. Alternatively, you can search for your product by entering the printer series.
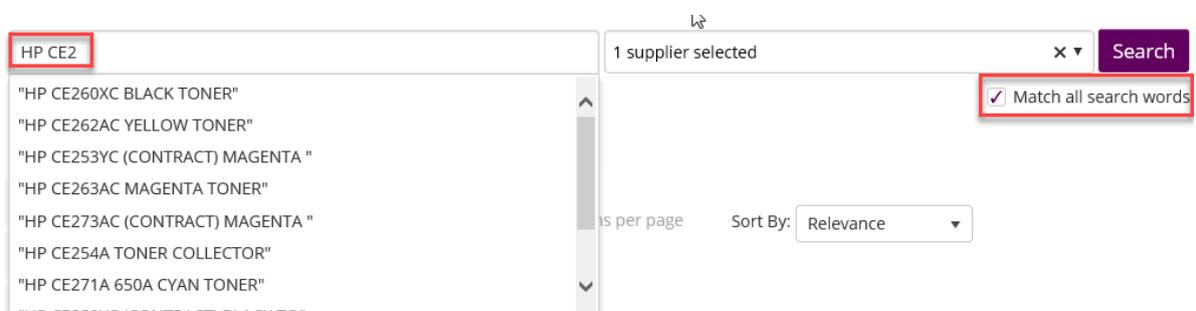
Catalogue Search

🛒 Add | Alternatives | Compare | Grid | List

| | 1 supplier selected | × ▼ | Search |

⊕ Show categories | ☐ Match all search words

Clear all filters

1,376 results found

◄ 1 2 3 4 … ► | 10 ▼ items per page | Sort By: Relevance ▼

Price ▼
Supplier ▼
Manufacturer ▼
Core item ▼
Punchout item ▼
Printer Series ▲

Standard results

☐ €106.00 EA ⓘ  ☐ €11.60 EA ⓘ  ☐ €84.75 EA ⓘ  ☐ €160.46 EA ⓘ

> ⓘ **Note:** If you can't find the product code contact supplier – see Supplier Contact Information at the end of the document. It takes 24 hours to update the catalogue.

11. Once you are finished catalogue shopping, click your basket icon.

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▦ Grid ≡ Text

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



13. Click **Yes** to close this tab
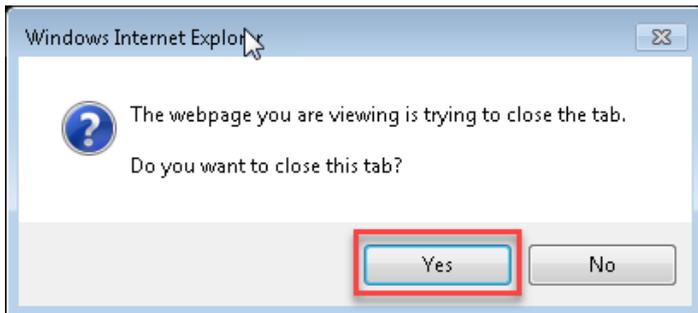


14. Once you have returned to Agresso, click on **2 Retrieve Shopping** tab



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



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

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

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



18. Click under **Subbacc** to active the line.  Input your **Cost Centre** and **VAT code**.
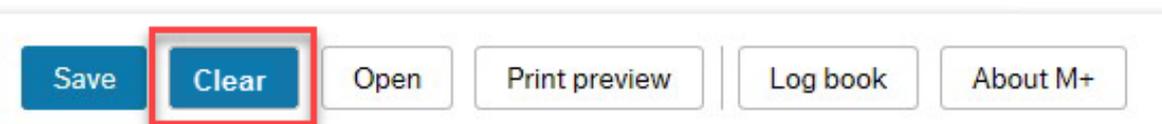    **Note:** If you have multiple items, repeat for all lines.



19. Click **Save** to complete



20. Your Requisition is now complete



21. Click on the **Clear** button



22. The requisition will go automatically go into workflow and **once approved** Agresso will transmit an electronic order straight to the supplier.  You will receive a PDF copy of the order via email.

> ℹ **Important:**  A copy of the purchase order will be emailed to the requisitioner, but it must not be sent to the supplier as the purchase order is automatically sent to the Marketplace.
>
> The following notice will accompany the purchase order:
> *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 www.nuigalway.ie/financialsystem/**

## Supplier Contact Information

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