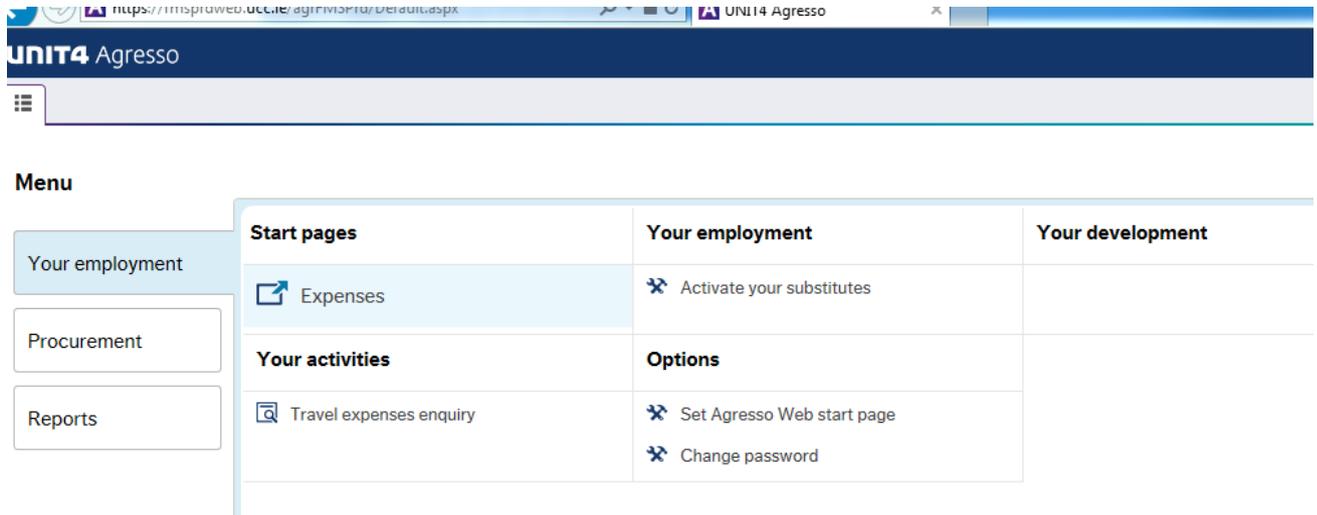


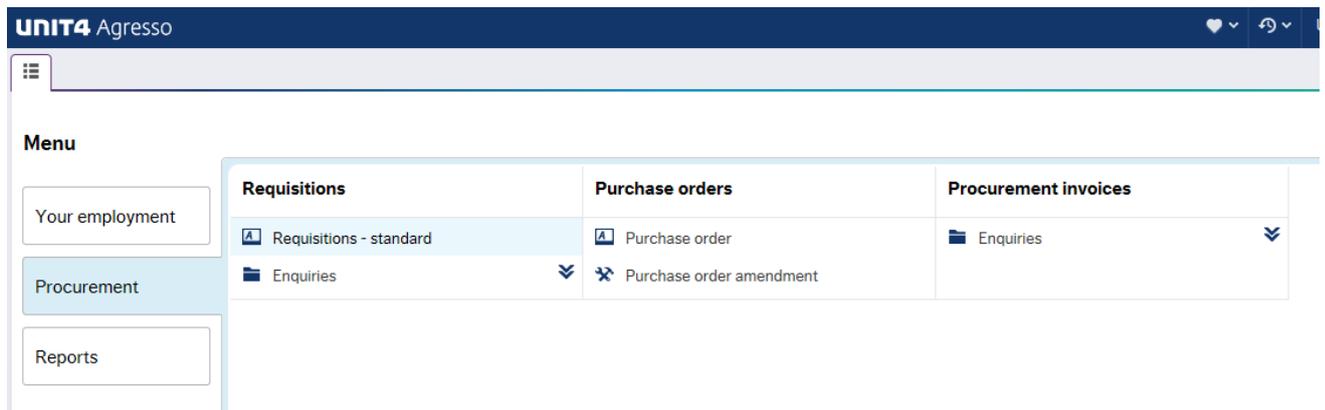
Requisitioning TDS Access Control Contractor Cards through Agresso

Procedure

1. Log into Agresso (now using SSO Single Sign On)
2. Click **Procurement**



3. Click the '**Requisitions – standard**' tab.



- Enter **I0028** in the **SupplierID** Field. All internal suppliers are prefixed with “I”. The supplier name is “B&E Access Control Cards – Internal Supplier”. The Requesters home cost centre will automatically populate.

UNIT4 ERP

UC Requisitions - standard x

Requisitions - standard

Requisition entry | Punchout

Requisition

Requested by: [Redacted]

Status*: Active

Period: 202209

External reference: [Empty]

Default supplier & contract

Supplier: I0028
B&E Access Control Cards - Internal Supplier

Default GL analysis

Costc*: 7821
Buildings Office (Mechanical and Electrical)

Project*: NA
Departmental

Contract: [Empty]

- Enter **NA** in the Project Code box if the internal charge will be covered by the Department, else enter the Project Code.

Costc*: 7821
Buildings Office (Mechanical and Electrical)

Project*: NA
Departmental

- Enter **I4881** as the product code. The description for this is “**Internal Charges – B&E Access Control Cards**”. You must also enter an amount here. Contractor Cards are €5 each. You should enter the total amount here. This can be changed by Access Control Support Team in Buildings and Estates if the amount is incorrect.
 - In the product text box, please fill in the number of contractor cards required. If these are to be posted, the postal address should be entered here.

Requisition details										
<input type="checkbox"/>	#	Product	Description	Supplier	Currency	Price	Amount	Supplier pro...	Supplier product descri...	
<input type="checkbox"/>	1	* I4881 Internal Charges - B&E Access Cont...	Internal Charges - B&E... B&E Access Control Cards - Intern...	I0028	EUR Euro	50.00	50.00	I4881	Internal Charges - B&E ...	
Σ							50.00			

Product text

10 Contractor Cards at €5.00 each

Please deliver to: Joe Bloggs, Department 'X', Room Number 'X', Building 'X', UCC

7. Click the 'Save' button. A requisition will be generated.

Workflow log (row 1)

8. When the order has been completed, an email will be sent to you. The subject will be "Internal Order dispatch note for Requisition XXXXXXXX"