

PROCUREMENT

USER GUIDE

Ordering from internal suppliers

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Overview of Internal Requisitions on Agresso

Introduction

In addition to procurement from external suppliers the Agresso system now also allows departments procure from other UCC departments – (internal suppliers). This is currently being introduced for the initial internal suppliers and will be rolled out to all departments who require such a facility.

Process Overview

The process is identical to requisitioning from external suppliers except for the following.

- Internal suppliers are prefixed with an i
 - e.g. Visitors Centre i0004
- Internal products are prefixed with an I
 - e.g. Visitors Centre – Internal Goods and Services i4856

SupplID	Supplier Name	Product Code	Product Name
i0001	Computer Centre Hardware Purchase	i4849	Internal Computer Centre Hardware Purchase
i0002	Audio Visual	i4850	Internal Audio Visual Goods and Services
i0003	Cork University Press	i4857	Internal CUP Goods & Services
i0004	Visitors Centre	i4856	Internal Visitors Centre Goods & Services
i0005	Computer Centre MCQ Sheets & Contr. Cards	i4858	Internal Computer Centre MCQ Sheets & Contr. Cards
i0006	Library Admin Photocopying, VideoConf	i4851	Internal Charges – UCC Library - Photocopying & Reader Printer
i0006	Library Admin Photocopying, VideoConf	i4859	Internal Charges – UCC Library – Video Conferencing
i0007	Library – Inter Library Loans	i4852	Internal Charges – UCC Library – Inter Library Loans
i0008	BioSciences Institute Imaging Centre	i4860	Internal Charges – UCC BioSciences Institute Imaging Centre (Anatomy)
i0009	General Services Car Parking Vouchers	i4861	Internal Charges – UCC General Services Car Parking
i0010	General Services key & Door Locks	i4862	Internal Charges – UCC General Services Key & Door Locks
i0011	Biological Services Unit	i4854	Internal Charges – BSU Charges
i0012	Cloud Computing Service	i4863	Internal Charges – Cloud Computing Services
i0013	Virtual Servers and Storage	i4864	Internal Charges – Virtual Servers and Storage
i0014	Buildings & Estates Telephone Connection	i4865	Internal Charges – Buildings & Estates Telephone Connection
i0015	Clinical Research Facility Courses	i4867	Internal Charges – Clinical Research Facility Courses
i0016	Student Health Medical Charges	i4866	Internal Charges – Student Health Medical Charges
i0017	Mardyke Sports Facilities	i4868	Internal Charge – Mardyke Sports Facilities
i0018	Irish Translation Unit	i4869	Internal Charge – Irish Language Service
i0019	Pharmacology & Therapeutics	i4870	Internal Charges -Pharmacology & Therapeutics UCC
i0021	Chemistry Department	i4872	Internal Charges -Chemistry Dept Internal Supplies
i0022	CRVB (Vascular Biology)	i4873	Internal Charges -CRVB (Vascular Biology)
i0023	Digital Marketing	i4874	Internal Charges – Digital Marketing

How to Enter an Internal Requisition

1. Navigate to Requisition Standard screen on Agresso. The below Requisition screen will appear. This is the same screen used for entering external requisitions.
2. The **Supplier ID** and **Product Code** will identify the Requisition as **Internal**. Internal Supplier Ids and Internal Product Codes begin with 'i', 'i' stands for Internal.

The screenshot shows the 'UC Requisitions - standard' screen. It is annotated with seven numbered callouts and green boxes providing instructions:

- 1**: Points to the 'Requisition' header area.
- 2**: Points to the 'Supplier' field (I0002) with a note: 'Internal Supplier ID will always begin with the letter i****'.
- 3**: Points to the 'Project code' field (NA) with a note: 'Update Cost Centre and Project Code as needed'.
- 4**: Points to the 'Product' field (I4850) with a note: 'Internal Product code will always begin with the letter i****'.
- 5**: Points to the 'Price' field (150.00) with a note: 'Enter estimated cost of internal requisition including VAT, this can be altered by Supplier at dispatch stage'.
- 6**: Points to the 'Product text' field with a note: 'Enter description of internal requisition under Product Text'.
- 7**: Points to the 'Save' button with a note: 'Final step is to SAVE'.

The 'Requisition details' table is as follows:

#	Product	Description	Supplier	Currency	Price	Amount	Supplier prod...	Supplier product description
1	I4850	Internal Audio Visual Goods...	I0002	EUR	150.00	150.00	I4850	Internal Audio Visual Goods &...

3. The Requesters home cost centre will automatically populate. Enter NA in the Project Code box if the internal charge will be covered by the Department, else enter the Project Number.
4. Enter the **Internal Product code** that corresponds with the **Internal Supplier ID**, this is given in the above table.
5. Enter the estimated amount the internal requisition will cost. Please note this amount must be **inclusive of VAT**. The amount can be changed by the Supplier before they approve and dispatch the goods.
6. In the **Product text box**, enter a detailed description of the internal goods you wish to purchase. This text will be included in the Internal Order File you'll receive by email once the Supplier has dispatched the goods. It is therefore advisable to enter as detailed text as possible.
7. Click the '**Save**' button. A requisition number will be generated, please take note of this number.

How to Approve an Internal Requisition

1. An **email** will be sent to the Supplier alerting them to a new Internal Requisition awaiting approval. The email gives the Requesters Name, the Supplier Name, Requisition Number, Cost Centre to be charged and the Amount.

Requisition 20007718 to be Approved/Amended for Cost Centre 7694and Project NA - Message (HTML)

From: UCC Finance Office
 To: O'Sullivan, Denis (Computer Centre)
 Cc:
 Subject: Requisition 20007718 to be Approved/Amended for Cost Centre 7694and Project NA

For the attention of DENIS O'SULLIVAN,

Please be advised that the following requisitions have been raised and are awaiting your approval/amendment

Entered By	Supplier	Requisition No	Date	Description	Cost Centre Code	Project Code	Currency	Curr Amount
24515 (ABIGAIL LANE)	Computer Centre UCC Internal	20007718	21/02/2011 00:00:00	Internal Computer Dept Goods & Services	7694	NA	EUR	1

Please login to Agresso at the following address <http://www.ucc.ie/en/agresso> to amend/approve or reject.

Your prompt attention to this request is appreciated.

If you have any questions please contact the support desk at Aggressosupport@ucc.ie or by telephone at 021 4902907

Regards,
 Agresso Support
 Finance Office

2. When the Internal Supplier logs in they will see the full details of the Requisition entered.

My tasks
 Workflow tasks: IO = Internal Order, IO Dispatch (2), Missing Req Supplier (4)

Requisition technical approval (UC) Click Approve once order is ready to Dispatch, this will generate the journal automatically

Approve Reject Advanced mode

Sort by: Ascending

Requisition information:
 Resource: ABIGAIL LANE
 RequisitionNo.: 20002744 Updated: 25/02/2011

Can enter comment

Can change amount

Map	Product	Product description	Unit description	SupplierID	Responsible	Delivery date	Currency	Price	Curr. amount
I	4850	Internal Audio Visua...	Each	I0002		25/02/2011	EUR	150.00	150.00

GL Analysis

Map	Status	Account	Costc	Project	Budh	Compy	Percentage	Amount
I		4850	7691	NA	BUDGET	UC	100.00	150.00

Can add to text

Product text: Sample internal order for the procedure note

Agresso Business World TPO011 1548 UC

3. The Supplier can –

- Change the Amount
- Enter a Comment in the Comment text box
- Add to the text in the Product text box

4. The Internal Requisition will be approved **only** when the Internal Supplier is ready to dispatch the goods.

Journal Generated and PDF file emailed

- Once the Supplier approves the Internal Requisition the journal is generated to **pay** the Suppliers Internal Income Account code and **charge** the Requesters Internal charges account code.

UC Browse Accounts Advanced

Add field Add/change expression Add relation Add flexi-field Add tree Expand base Delete field Delete all fields Search conditions Column format

1 - Setup 2 - SearchC 3 - Results

Internal A/C codes **Transaction Type = 'BI'**

	Account	Account(T)	CostC	Project	RESNO	Cat5	TC	Trans Type	Amount	TransNo
1	1806	Internal Income - Computer Centre	8309	NA			XX	BI	-1.00	190013673
Σ1	1806	Internal Income - Computer Centre							-1.00	
3	4849	Internal Charges - UCC Computer Centre	7694	NA			XX	BI	1.00	190013673
Σ1	4849	Internal Charges - UCC Computer Centre							1.00	

- An email is sent to both Supplier and Requester with a PDF file attached detailing the Internal Requisition.

Internal Order dispatch note for Requisition 20007716

UCC Finance Office

Sent: Tue 22/02/2011 11:09

To: Lane, Abigail

Cc: O'Sullivan, Denis (Computer Centre)

Message | ioa_1_42.PDF (39 KB)

Please see attached file for Internal Order charges for requisition 20007716

- This is a copy of PDF file attached to email and is available on the System for record purposes

Internal Order University College Cork



Supplied By: Computer Centre UCC Internal
DENIS O'SULLIVAN

Requested by: Abigail Lane

Req Number, Order No and Order Date

Internal Requisition No:	20007716
Internal Order No:	91000002
Order Date:	21/02/2011

A journal has been generated to complete Internal Requisition Number 20007716

The details of the approved charge are outlined below

Account and Cost Centre Charged

Requisition Detail	Cost Centre	Project	Amount
14849 Internal Computer Dept Goods & Services	7694 AGRASSO FMS Support and Development	NA	1.00

This is a test internal order for €1 - testing email alerts and PDF attachment going to internal Supplier and internal Requisitioner.

Product Text