

## Internal Ordering Quick Guide

Departments can procure goods or services from other departments within UCC. The ordering process is similar to requisitioning for external suppliers, but you must select the internal *supplier* and the corresponding internal *product*.

The following departments are set up on Agresso as internal suppliers. (Supplier IDs shown below, with product numbers to be used)

**Please note that supplier and product code start with the letter ‘ i ’**

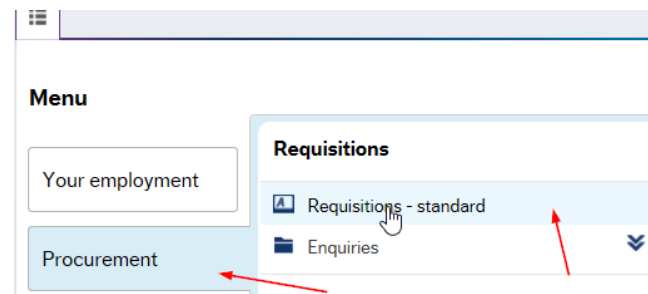
SupplID	Supplier Name	Product Code	Product Name
i0001	Computer Centre Hardware Purchase	i4849	Internal Computer Centre Hardware Purchase
i0002	Audio Visual	i4850	Internal Audio Visual Goods and Services
i0003	Cork University Press	i4857	Internal CUP Goods & Services
i0004	Visitors Centre	i4856	Internal 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
i0020	Cork Cancer Research	i4871	Internal Charges -Cork Cancer Research 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
i0024	Career Services	i4875	Internal Charges -Career Services
i0025	Infant Research Centre	i4876	Internal Charges -Infant Research Centre

## Process Overview

1. Agree goods / service and price with internal supplier
2. Enter requisition on the system – screen shots on how to do this below
3. Requisitions in excess of €250 will require authorisation by budget holders
4. Email will be sent to internal supplier once requisition is approved
5. When goods are delivered the supplier will approve the requisition
6. Agresso will send (via Outlook) an internal invoice to the ordering department with a copy to the supplier
7. Agresso will post the accounting transaction automatically
8. The 'invoice' is available as a pdf document on Agresso as with other orders/invoices

## How to enter a Requisition on Agresso

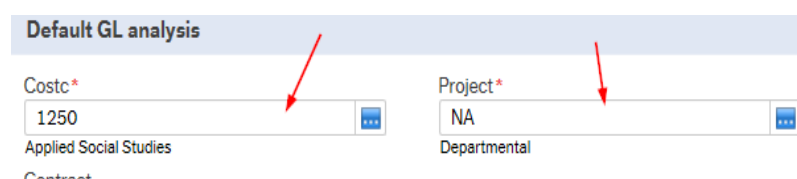
### 1. Select Procurement – Requisition - standard



### 2. Select Supplier – this will always starts with the letter 'i' for Internal



### 3. Enter cost centre and project code – this where the item will be charged to



4. Select the internal supplier product code - this always starts with the letter 'I'  
Type in internal and the below drop down list is available to select

Product	Description	Supplier
internal		I0024
I4850	Internal Audio Visual Goods & Services	
I4851	Internal Charges - UCC Library - Photocopying & Reader Pri	
I4852	Internal Charges - UCC Library - Inter Library Loans	
I4854	Internal Charges - BSU Charges	
I4856	Internal Visitors Centre Goods and Services	
I4857	Internal CUP Goods and Services	
I4858	Internal Computer Centre MCQ Sheets & Contr. Cards	
I4859	Internal Charges - UCC Library - Video Conferencing	
I4860	Internal Charges - UCC BioSciences Institute Imaging Centri	
I4861	Internal Charges - UCC General Services Car Parking Vouch	
I4862	Internal Charges - UCC General Services - Key & Door Lock	
I4863	Internal Charges - Cloud Computing Services	

5. Enter the price inclusive of vat – this is the price agreed with the internal supplier  
Should the final price be different the internal supplier can amend the value of the requisition

Currency	Price	Amount
EUR	1	0.00
Euro		

6. Enter description

Product text

enter the description

7. Save

GL Analysis

Save Clear Open

Requisitions less than €250 are forwarded to the relevant supplier department automatically

Requisitions over €250 require budget holder's approval first