

**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
- The list of **Internal Suppliers** and corresponding **Internal Product Codes** set up on Agresso to date are:

SuppID	Supplier Name	Product Code	Product Name
I0001	Computer Centre Hardware Purchase UCC Internal	I4849	Internal Computer Centre Hardware Purchase
I0002	Audio Visual UCC Internal	I4850	Internal Audio Visual Goods and Services
I0003	Cork University Press UCC Internal	I4857	Internal CUP Goods & Services
I0004	Visitors Centre UCC Internal	I4856	Internal Visitors Centre Goods & Services
I0005	Computer Centre MCQ Sheets & Contr. Cards UCC Internal	I4858	Internal Computer Centre MCQ Sheets & Contr. Cards
I0006	Library Admin Photocopying, VideoConf UCC Internal	I4851	Internal Charges – UCC Library - Photocopying & Reader Printer
I0006	Library Admin Photocopying, VideoConf UCC Internal	I4859	Internal Charges – UCC Library – Video Conferencing
I0007	Library – Inter Library Loans UCC Internal	I4852	Internal Charges – UCC Library – Inter Library Loans
I0008	BioSciences Institute Imaging Centre UCC Internal	I4860	Internal Charges – UCC BioSciences Institute Imaging Centre (Anatomy)
I0009	General Services Car Parking Vouchers – UCC Internal	I4861	Internal Charges – UCC General Services Car Parking
I0010	General Services key & Door Locks – UCC Internal	I4862	Internal Charges – UCC General Services Key & Door Locks
I0011	Biological Services Unit – UCC Internal	I4854	Internal Charges – BSU Charges
I0012	Cloud Computing Service – UCC Internal	I4863	Internal Charges – Cloud Computing Services
I0013	Virtual Servers and Storage - UCC Internal	I4864	Internal Charges – Virtual Servers and Storage
I0014	Buildings & Estates Telephone Connection – UCC Internal	I4865	Internal Charges – Buildings & Estates Telephone Connection

- Other Suppliers will be added as required

## How to Enter an Internal Requisition

1. Log into Agresso and navigate to Procurement – ‘Requisition – Standard’ tab. 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 'Requisitions - standard (UC)' interface. The left sidebar contains a navigation menu with 'Requisitions - standard' highlighted. The main form includes the following fields and tables:

- Requisition entry:** Requisition number (0), Requested by (BCROWLEY), Delivery date (21/03/2011), Period (201103), Supplier ID (I0002), Cost centre (7980), Status (Active), Delivery address (University College Cork (General)), Project code (NA).
- Requisition details table:**

#	Product	Description	Currency	Price	Amount	Supplier product	Supplier product description
1	I4850	Internal Audio Visua...	EUR	150.00	150.00	I4850	Internal Audio Visual Goods and Ser...
Σ					150.00		
- GL Analysis table:**

#	Account	Costc	Project	Budh	Compy	Percentage	Amount	
1	4850	7980	NA	BUDGET	UC	100.00	150.00	
Σ							100.00	150.00
- Product text:** A text area for 'TEXT FOR PROCEDURE NOTE'.

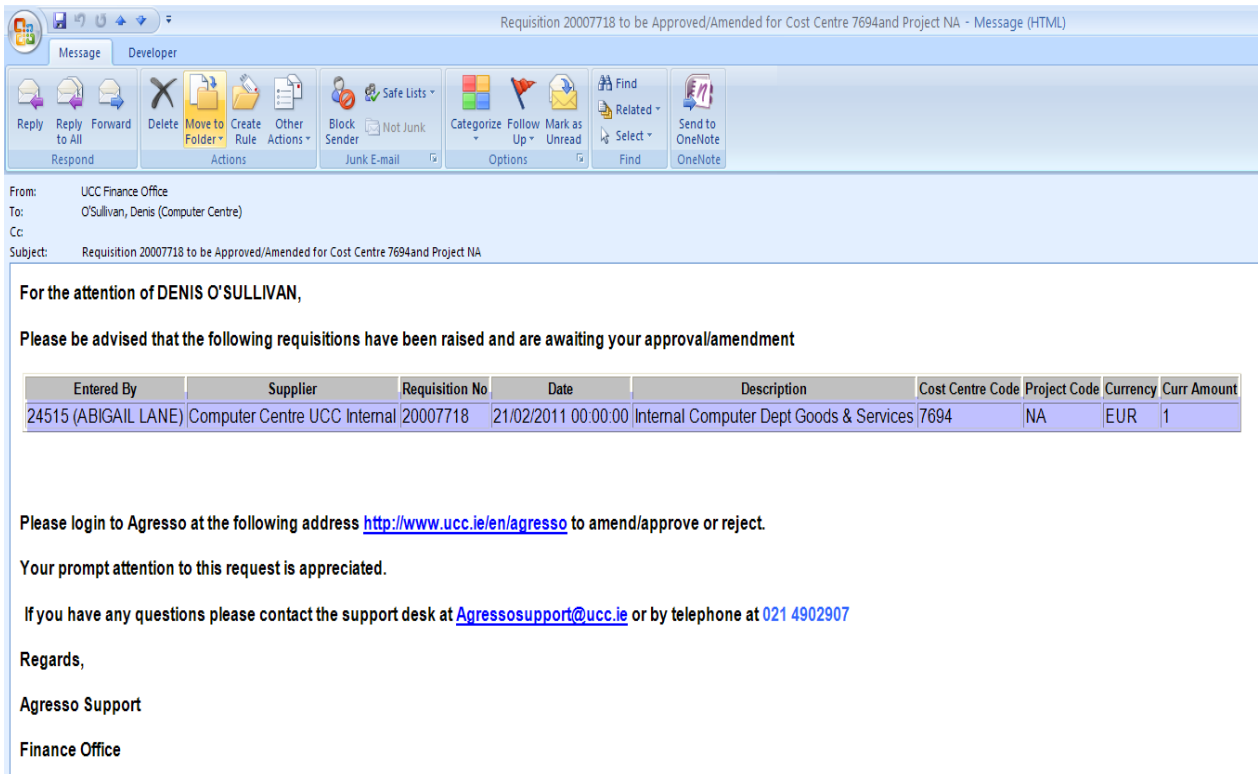
Numbered callouts in the image provide the following instructions:

1. Click here (referring to the 'Procurement' link in the sidebar).
2. Click here (referring to the 'Requisitions - standard' link in the sidebar).
3. Internal Supplier ID will always begin with I\*\*\*\* (referring to the Supplier ID field).
4. NA for Department or Project Code (referring to the Project code field).
5. Internal Product Code will always start with an I\*\*\*\* (referring to the Product code field).
6. Enter Estimate Cost of internal requisition this can be altered by Supplier at Dispatch stage (referring to the Price field).
7. GL Analysis is automatically populated (referring to the GL Analysis table).
8. Enter description of Internal requisition here. can be as long as required (referring to the Product text field).

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

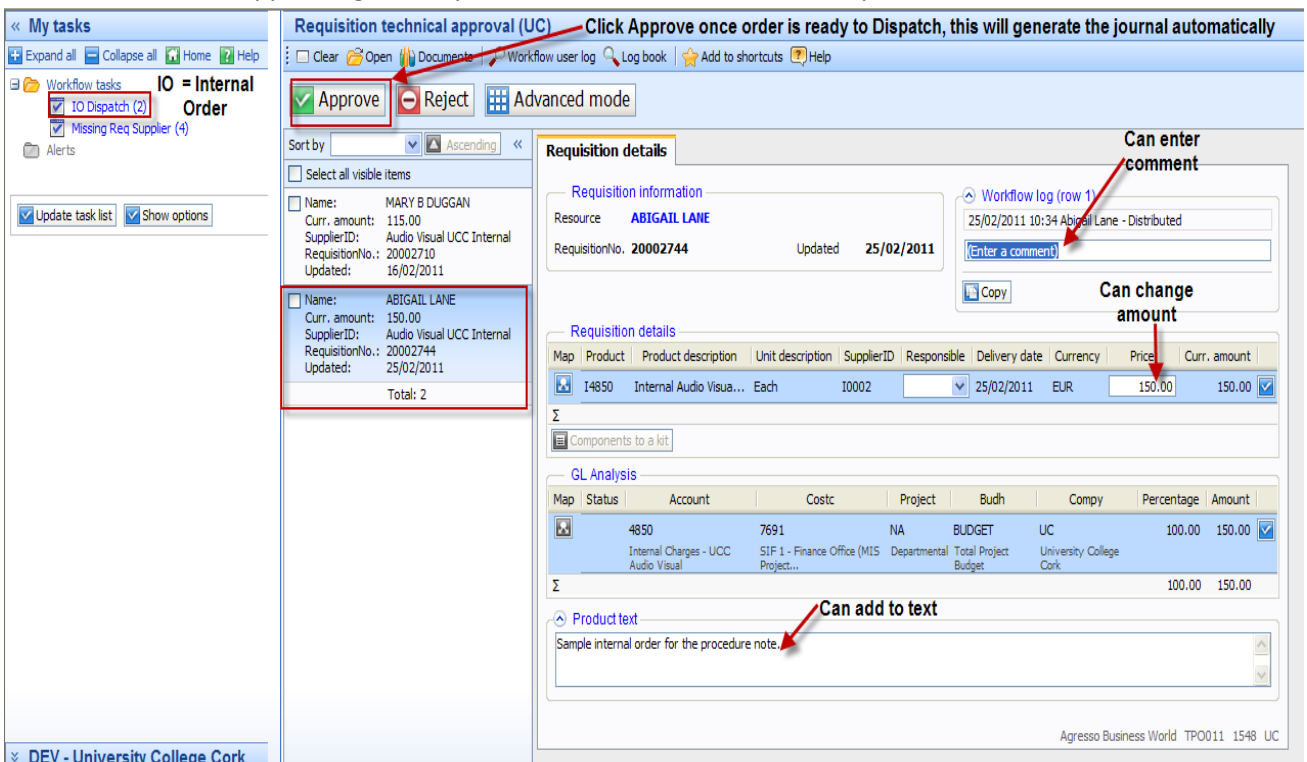
Please login to Agresso at the following address <http://www.ucc.ie/en/agresso> to amend/approve or reject.

Your prompt attention to this request is appreciated.

If you have any questions please contact the support desk at [Aggressosupport@ucc.ie](mailto: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

Select all visible items

Name: MARY B DUGGAN  
Curr. amount: 115.00  
SupplierID: Audio Visual UCC Internal  
RequisitionNo.: 20002710  
Updated: 16/02/2011

Name: ABIGAIL LANE  
Curr. amount: 150.00  
SupplierID: Audio Visual UCC Internal  
RequisitionNo.: 20002744  
Updated: 25/02/2011

Total: 2

**Requisition details**

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

Can enter comment  
Workflow log (row 1)  
25/02/2011 10:34 Abigail Lane - Distributed  
[Enter a comment]  
Copy

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	
		Internal Charges - UCC	SIF 1 - Finance Office (MIS	Departmental	Total Project	University College			
		Audio Visual	Project...	Budget	Budget	Cork			
							Σ	100.00	150.00

Product text  
Sample internal order for the procedure note

Can add to text

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**

<b>Internal Requisition No:</b>	20007716
<b>Internal Order No:</b>	91000002
<b>Order Date:</b>	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**