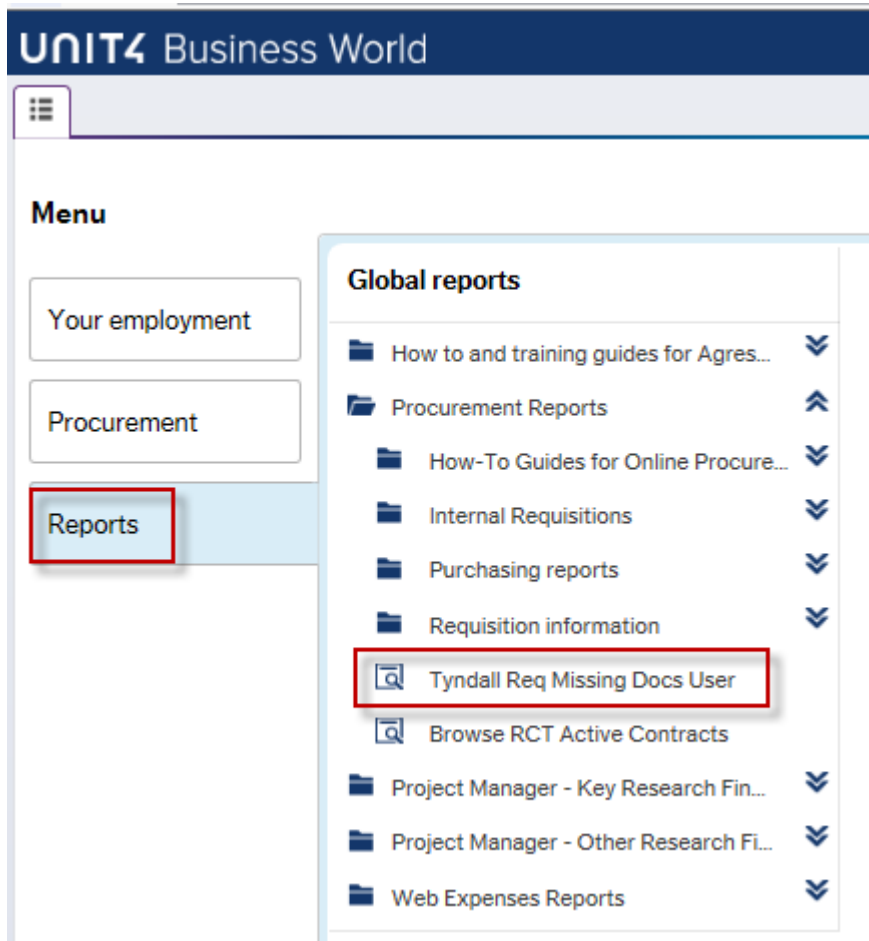


## How to Assist in Understanding which Document Attachment is Missing

- Many TNI requisitions will require an attachment (Quote, and/or Technical, and/or Capital) before the requisition can progress through workflow. The requirements depend on the item being requisitioned and on the value.
- Where an item does not have the correct attachments, the requisition will revert back to the requisitioner.
- A separate Guide on Agresso Purchase Requisitioning, available on the TNI website, details the specific requirements.
- If a requisition is reverted back to the requisitioners there are two reports that can assist in determining which attachments are missing – one is self service for the requisitioner, the second is for Support to help other requisitioners.

### **Self Service Report on the Web:-**

This is available within Reports / Procurement Reports



The screenshot displays the UNIT4 Business World web interface. At the top, the header reads "UNIT4 Business World". Below the header is a navigation menu with three main categories: "Your employment", "Procurement", and "Reports". The "Reports" category is highlighted with a red border. To the right of the menu is a "Global reports" section containing a list of reports. The report "Tyndall Req Missing Docs User" is highlighted with a red border. Other reports in the list include "How to and training guides for Agres...", "Procurement Reports", "How-To Guides for Online Procure...", "Internal Requisitions", "Purchasing reports", "Requisition information", "Browse RCT Active Contracts", "Project Manager - Key Research Fin...", "Project Manager - Other Research Fi...", and "Web Expenses Reports".

Report Name	Icon
How to and training guides for Agres...	Folder icon
Procurement Reports	Folder icon
How-To Guides for Online Procure...	Folder icon
Internal Requisitions	Folder icon
Purchasing reports	Folder icon
Requisition information	Folder icon
<b>Tyndall Req Missing Docs User</b>	Search icon
Browse RCT Active Contracts	Search icon
Project Manager - Key Research Fin...	Folder icon
Project Manager - Other Research Fi...	Folder icon
Web Expenses Reports	Folder icon

# How to Assist in Understanding which Document Attachment is Missing

## Tyndall Req Missing Docs User

Selection criteria

Tyndall Workflow Document not empty

OrderNo like	20211050
Requested by like	JBARTON
Company like	UC

Enter the requisition number in this box

The missing document types are returned

Results

Search Detail level All levels Copy to clipboard

#	ResID	Requested by	OrderNo	Ap/Ar ID	Status	Tyndall Workflow Document
1	9832	JBARTON	20211050	200924	N	Missing Quote
2	9832	JBARTON	20211050	200924	N	Missing Technical Document

Time executed 09/12/2016 14:45:32 Number of rows 2