

E-Procurement – Online Purchasing via Agresso: Catalogue Shopping

1. Delivery address defaults to home delivery as advised to Agresso Support office
2. Enter cost centre code (defaults to home cost centre)
3. **NB: Enter project code (NA if departmental)**
4. Click on the 'Punch-Out' tab
5. On the Punch-Out tab, we select 'Go Shopping'. Please note any pop-up-blocker messages that may appear on the screen (*depending on your browser settings*) as these will prevent you from entering the Shopping Area.
6. We are then be presented with the Supplier Directory page which hosts all of our online suppliers. The suppliers are located **either** within the Catalogue Search tab (*for our smaller/ medium*

The image shows two screenshots of the Agresso e-procurement system. The top screenshot is the 'Requisitions - standard' page, 'Requisition entry' tab. It features several input fields: 'Requested by' (AGRESSO), 'Agresso Milestone 5 test user', 'Status' (Active), 'Period' (201604), 'Default supplier & contract' (leave blank), 'Default GL analysis' (Cost centre (CC) 7694, Project code * NA), and 'Delivery contact' (Delivery date 24/02/2016, Contact * Delivery Address (Delivery)). Blue callout boxes with numbers 1 through 4 highlight these fields. The bottom screenshot is the 'Requisitions - standard' page, 'Punchout' tab. It shows a 'Remote shopping' section with a 'Go shopping' button (highlighted with a blue callout box 5) and buttons for 'Generate to requisition' and 'Retrieve shopping'. Below this is a navigation bar with 'Catalogue Search', 'Punch-Out Suppliers', 'Supplier Directory', and 'Basket History'. The 'Supplier Directory' page is highlighted with a blue callout box 6. It features a search bar for suppliers, an optional postcode field, and a 'Search' button. There is also a checkbox for 'Include disabled suppliers' and a 'Find category' button. The footer of the page includes the text 'Developed and implemented by PROACTIS The Shared Central Company Copyright © 2002 -2016 Questions? Comments? Please give us your feedback.'

suppliers) or the Punchout

Suppliers tab (for the larger

suppliers) *

7. In this example we select 'Catalogue Search' then pick the Supplier we wish to use, type in the product in the search field and click on Search.

8. Add the product to the basket, a message will appear onscreen advising that it has been added. Go to the shopping cart/basket to checkout. The shopping cart/basket appears at the top right corner of the page.

9. When shopping completed, click on the shopping basket and you will be brought to the checkout area. Click Checkout & you will then be returned back to Agresso.

The screenshot shows the 'CATALOGUE SEARCH' interface. At the top, there's a search bar with the text 'Enter Product you wish to purchase here e.g. toner, HP1234'. Below it, a list of suppliers is shown, including 'Datapac Ltd' and 'Kylemore Services Group'. A green message box at the top states 'Item(s) have been added to the basket successfully'. The search results show 276 results, with a 'select item' callout pointing to a product card for 'HP CE740A BLACK TONER'. A blue callout box provides a tip: 'TIP: You can amend how you 'view' the items here, e.g. as tiles format or grid list, click on whichever one is your preference'. The 'BASKET' section at the bottom shows '1 item(s) : €75.09' and a 'Checkout' button with a red arrow pointing to it. A table below the basket shows the item details: 'Datapac Ltd (catalogue) (EUR)', 'HP CE740A BLACK TONER', 'Net price €75.09', 'Qty 1', 'UOI 1', and an 'Action' button with a 'Remove' icon.

egs clevercommerce

Catalogue 7 Basket (0 Item(s) - €0)

CATALOGUE SEARCH

Search by keyword or supplier

Enter Product you wish to purchase here e.g. toner, HP1234

Select suppliers

Check all Uncheck all

Datapac Ltd

Kylemore Services Group

Developed and implemented by PROACTIS The Speed Control Company Copyright © 2002 -2016 Question

Item(s) have been added to the basket successfully

Message appears at the top of the screen when item has been added to the basket

276 results

Compare Products Find alternatives Add to basket Sort by: -- Sort By --

TIP: You can amend how you 'view' the items here, e.g. as tiles format or grid list, click on whichever one is your preference

View as:

Price

Supplier

Manufacturer

Core item

Punchout item

8

Update quantity as needed and Add to basket

RECOMMENDED RESULTS

NORMAL RESULTS

select item

HP CE740A BLACK TONER

Details 1 Add to basket

Details 1 Add to basket

Details 1 Add to basket

€124.99 1

€68.98 1

BASKET

1 item(s) : €75.09

Expand all Collapse all Find alternatives Checkout

Add Supplier + Empty basket

Datapac Ltd (catalogue) (EUR)	Net price	Qty	UOI	Action
HP CE740A BLACK TONER	€75.09	1	1	Remove

Datapac Ltd (non-catalogue) (EUR)

Net price	Qty	UOI	Action
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Update basket Add non-catalogue items Remove supplier

1 item(s) : Net total: €75.09

Continue shopping Checkout

10. On the Agresso screen, select 'Retrieve Shopping' and tick the square box located besides your shopping. The basket/cart will be retrieved with the description 'EGS Parabillis Marketplace'. Select 'Generate to Requisition', you will be able to view order details on requisition details. When finished save the requisition by clicking 'Save' at the bottom of the requisition entry form.

The screenshot displays the UNIT4 Agresso software interface. At the top, the header reads 'UNIT4 Agresso'. Below it, a breadcrumb trail shows 'UC Requisitions - standard x'. The main content area is titled 'Requisitions - standard' and features two tabs: 'Requisition entry' (selected) and 'Punchout'. A table lists requisition items, with one item highlighted: 'Remote shopping' with a quantity of '10' and a description of 'Marketplace'. Below the table, there are four buttons: 'Delete', 'Go shopping', 'Generate to requisition', and 'Retrieve shopping'. A purple double-headed arrow is positioned between the 'Generate to requisition' and 'Retrieve shopping' buttons, indicating a relationship or flow between these two actions.

***Note: Difference between Catalogue and Punch-out Suppliers**

The Catalogue is a list of items a Supplier offers for sale but are not necessarily in stock at the time you are shopping, whereas the Punchout Suppliers is a link to the particular suppliers **live** website so items that are out of stock will not be available for purchase but you will be advised of alternatives or an expected date for the item to be available