

E-Procurement – Online Purchasing via Agresso: Kylesmore SG

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 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 suppliers) or the Punchout Suppliers tab (for the larger suppliers) *

Requisitions - standard

Requisition entry **Punchout** 4

Requisition Requested by: AGRESSO Agresso Milestone 6 test user Status*: Active Period: 201604	Default supplier & contract Supplier: leave blank	Delivery contact Delivery date: 24/02/2016 Contact*: Delivery Address (Delivery) 1
Default GL analysis Cost centre (CC): 7694 AGRESSO FMS Support and Development		Project code*: NA Departmental

Requisitions - standard

Requisition entry **Punchout**

Remote shopping

Marketplace	Last update
5 Go shopping	Generate to requisition
	Retrieve shopping

UCC Punchin (Punch In) LIVE My Account Help Checkout with empty basket



Catalogue Basket (0 Item(s) - €0.00)

Catalogue Search Punch-Out Suppliers Supplier Directory Basket History

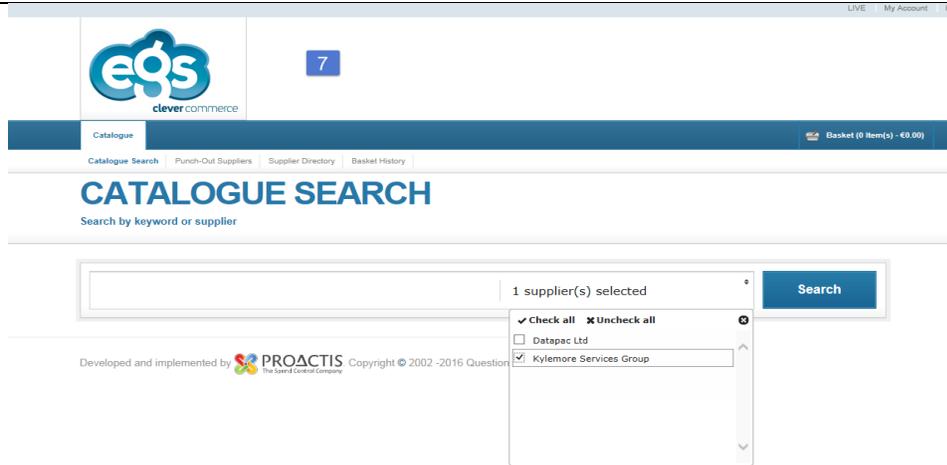
6 **SUPPLIER DIRECTORY**
Search for a supplier or view them all

Search for a supplier... Optional Postcode Search

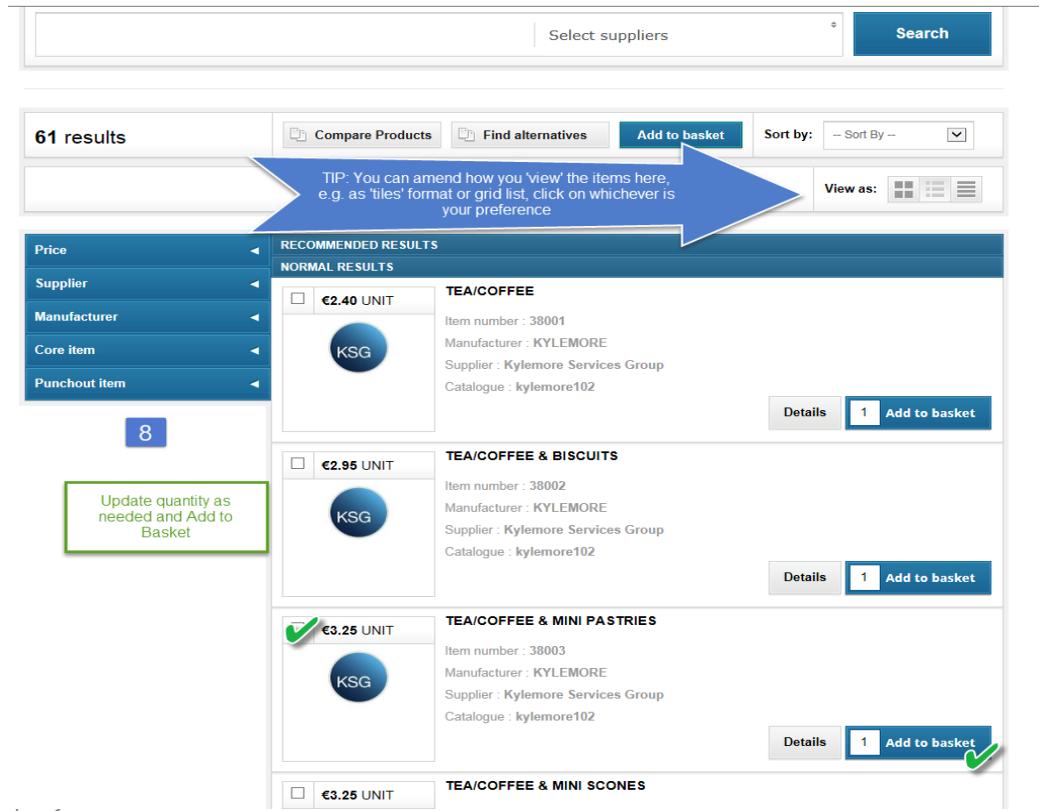
Include disabled suppliers

Category description Find category

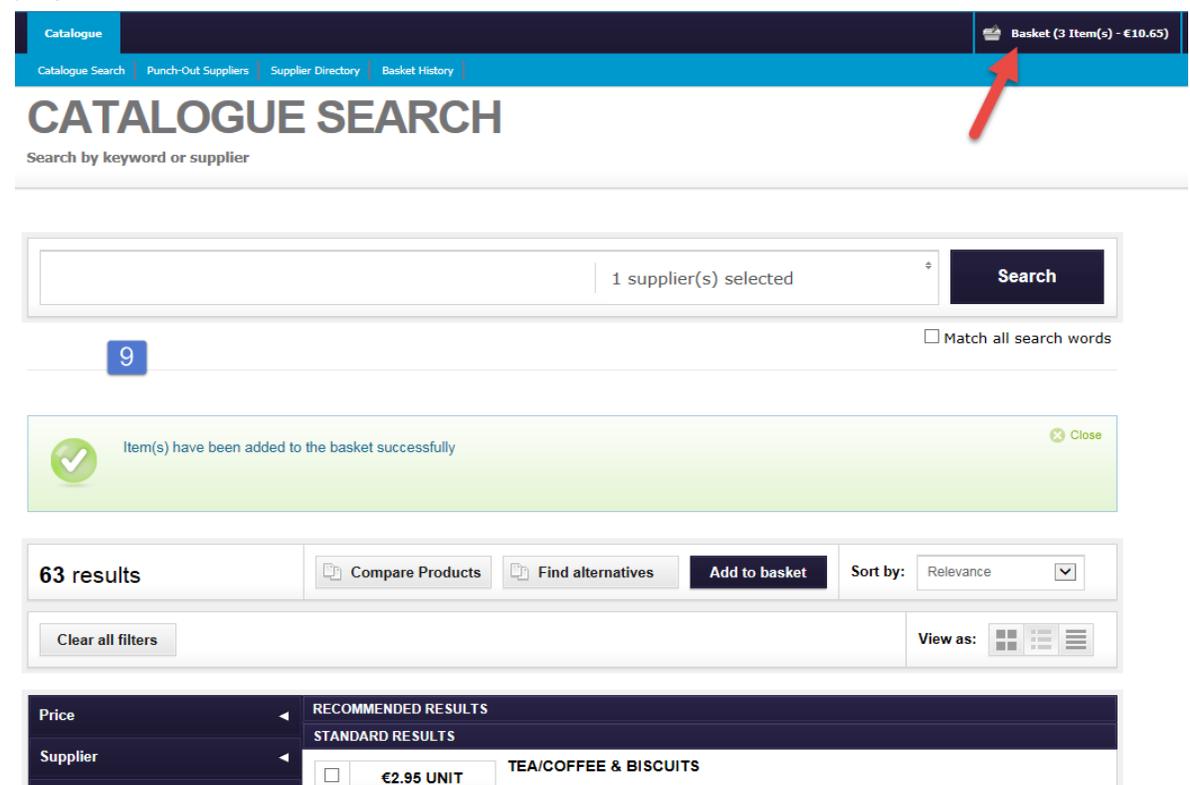
7. In this example we select 'Catalogue Search' then pick the Supplier we wish to use, e.g. Kylemore SG. Click on Search to view menu.



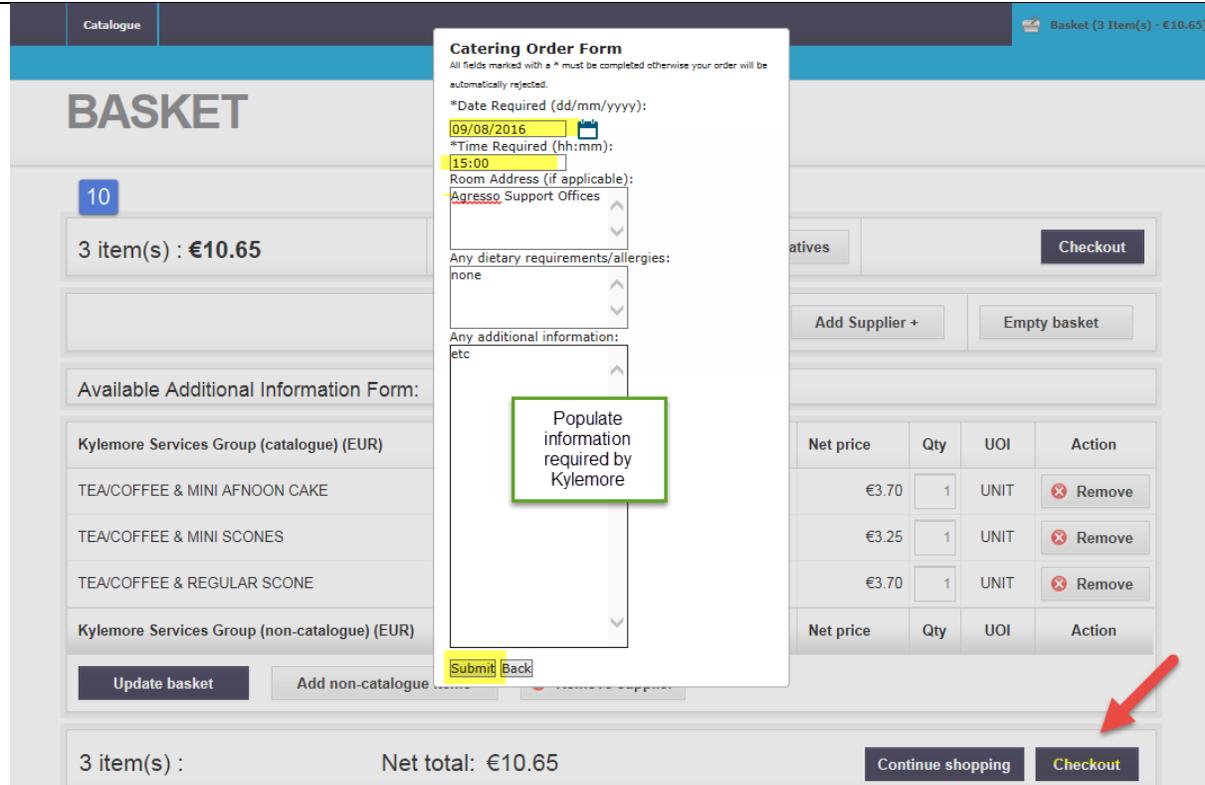
8. Add the product(s) to the basket, a message will appear onscreen advising that it has been added.



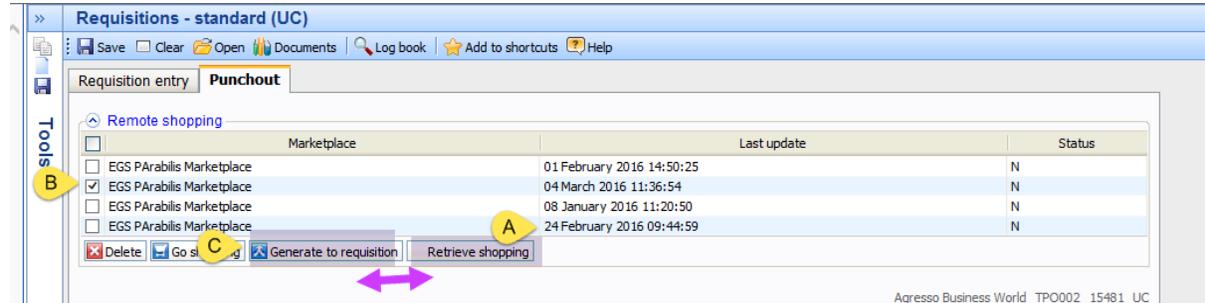
9. Click to add items and update the quantity as required before adding to basket. The shopping cart/basket appears at the top right corner of the page. Scroll to the top of the page to view the entire Basket and click on it to access the checkout.



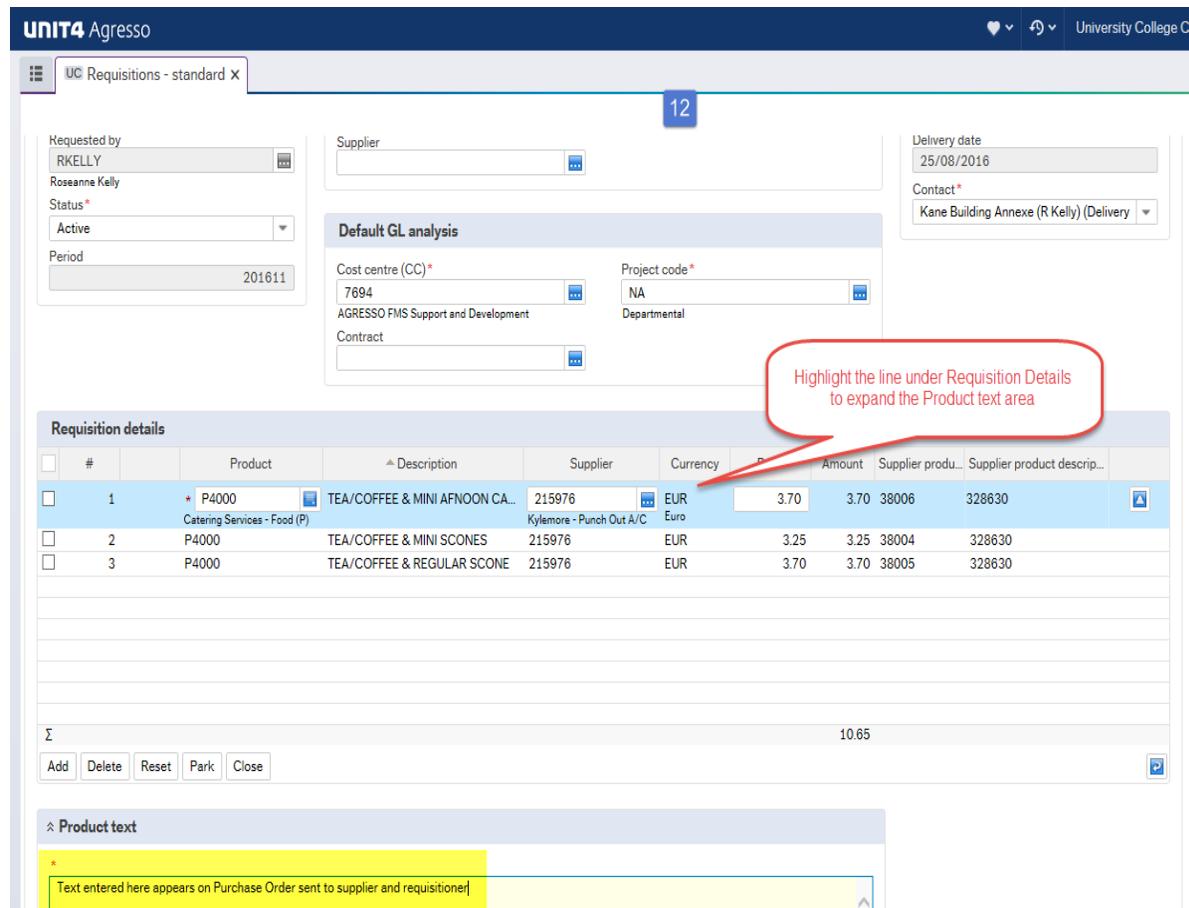
10. When shopping is completed & you click on the shopping basket you will be brought to the checkout area. Click on Checkout and then a pop-up form appears for you to populate, this is where you can specify the date/time/address of the order and this information is sent to Kylemore directly. Click on Submit after completing the required fields & you will then be returned back to Agresso.



11. 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.



12. An optional step, but it may be worth adding text to the Product text area at this stage (this will be visible to the approver when they approve the invoice and



helps to distinguish where they may have to approve a large number of catering orders).

13. When finished save the requisition by clicking 'Save' at the bottom of the requisition entry form.

Requisition details

<input type="checkbox"/>	#	Product	Description	Supplier	Current
<input type="checkbox"/>	1	* P4000 Catering Services - Food (P)	TEA/COFFEE & MINI AFNOON CA...	215976 Kylemore - Punch Out A/C	EUR Euro
<input type="checkbox"/>	2	P4000	TEA/COFFEE & MINI SCONES	215976	EUR
<input type="checkbox"/>	3	P4000	TEA/COFFEE & REGULAR SCONE	215976	EUR

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Add Delete Reset Park Close

Product text

*
Text entered here appears on Purchase Order sent to supplier and requisitioner

Save Clear Open Print preview Export Log book Copy requisition Start fr

***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