

E-Procurement – Online Purchasing via Agresso

Steps to complete a 'Punch-Out' requisition (See diagram)

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 'Punchout' tab
5. On the Punchout tab select 'Go Shopping'.
6. You will 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 suppliers*) or the Punchout Suppliers tab (*for the larger suppliers*) *

The image displays two screenshots from the Agresso e-procurement system. The top screenshot shows the 'Requisitions - standard' form with the 'Punchout' tab selected. The form includes fields for 'Requisition entry' (4), 'Requested by' (AGRESSO), 'Status' (Active), 'Period' (201604), 'Default supplier & contract' (Supplier: leave blank), 'Default GL analysis' (Cost centre (CC): 7694, Project code: NA), and 'Delivery contact' (Delivery date: 24/02/2016, Contact: Delivery Address (Delivery) (1)). The bottom screenshot shows the 'Supplier Directory' page with a search bar and a 'Search' button. The page also features the 'eqs clever commerce' logo and a 'Basket (0 Item(s) - €0.00)' indicator.

7. In this example we select Punch-out Suppliers. Select the supplier you wish to use (by clicking on the tile) to navigate to the Suppliers' website and browse for products as normal. Add these to your shopping cart and checkout as directed by the website.

egs clever commerce

Catalogue Basket (0 Item(s) - €0.00)

Catalogue Search **Punch-Out Suppliers** 7 er Directory Basket History

PUNCH-OUT SUPPLIERS

Product browsing is done on the supplier's site

5 Suppliers Sort by: -- Sort By -- View as:

Punchout Suppliers

Click on the tile to select supplier and navigate to their website

CODEX OFFICE SOLUTIONS

Details

DELL CORPORATION LTD

Details

FARNELL

Details

RADIONICS

SIGMA ALDRICH IRELAND LTD

8. You will be returned to the Agresso Checkout area, if you are satisfied that you have completed the shopping, click 'Checkout'

BASKET 8

1 item(s) : €464.00 Expand all Collapse all Find alternatives **Checkout**

Add Supplier + VAT code bulk update Empty basket

Dell Corporation (catalogue) (EUR)	Net price	Qty	UOI	Action
HEC OptiPlex 7010 MT: Base,OptiPlex 7010 MT : Standard base Mini-Tower Chassis	€464.00	1	Each	<input type="button" value="Remove"/>

Dell Corporation (non-catalogue) (EUR)

Net price Qty UOI Action

9. You will then be returned to Agresso. Select 'Retrieve Shopping' and tick the square box located besides your shopping. The basket/cart will be retrieved with the description 'EGS Parabillis Marketplace'. (If more than one shopping basket then you can identify most recent items by checking the dates/times) and select 'Generate to Requisition'.

10. When finished save the requisition by clicking 'Save'.

The screenshot displays the UNIT4 Agresso interface for managing requisitions. The main title is 'Requisitions - standard', with sub-tabs for 'Requisition entry' and 'Punchout'. The interface is organized into several sections:

- Remote shopping (row 9):** This section contains a table with a checkbox, the text 'Marketplace', and four action buttons: 'Delete', 'Go shopping', 'Generate to requisition', and 'Retrieve shopping'. A purple double-headed arrow indicates a relationship between the 'Generate to requisition' and 'Retrieve shopping' buttons.
- Workflow log (row 0):** This section is currently empty.
- GL Analysis (row 10):** This section contains a table with a checkbox, a '#' column, and an 'Account' column. Below the table is a 'Split row' button.

At the bottom of the interface, there are four buttons: 'Save', 'Clear', 'Open', and 'Print p'. A purple arrow points to the 'Save' button.

***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