

Steps to complete a requisition

1. Login to Agresso, go to the Procurement option and select Requisitions Standard to open the screen. Input the Supplier ID. Note the search button, can search by text.
2. Choose delivery address if more than one registered on the system
3. Update Cost Centre if required.
4. Input departmental code NA or research project / Capital / Activity / Minor work codes as appropriate
5. Click on Add to enter the requisition details
6. Input UCC product code e.g. 4255 (note search button, use lookup value)
7. Input price of goods or service **Net of Vat** (system will add VAT)
8. Input product text that will appear on the Purchase Order sent to Supplier
9. Select Save and you will see the requisition number on the screen

What happens next?

- * <€250 a PO is automatically generated and emailed to the supplier. The HoD or Project Manager is notified that expenditure has taken place
- * > €250 the Budget approver will receive an email asking them to login to Agresso and approve
- * Supplier receives PO, they provide goods/service and then they issue an invoice
- * Invoices are first processed in the Finance Office before electronic approval via Agresso is requested of the requisitioner and then the budget approver

UC Requisitions - standard x

Requested by: AGRESSO
Agresso Milestone 5 test user
Status*: Active
Period: 201604

Supplier: 206567
Macxchange Ltd T/A Compu b

Delivery date: 24/02/2016
Contact*: Delivery Address (Delivery)

Default GL analysis
Cost centre (CC)*: 7694
AGRESSO FMS Support and Development
Project code*: NA
Departmental
Contract:

Requisition details

#	Product	Description	Supplier	Currency	Price	Amount	Supplier pro...	Supplier product description
1	4255	Desktop Computer (PCs) P...	206567	EUR	1,150.00	1,150.00	4255	Desktop Computer (PCs) P...
		Desktop Computer (PCs) Purcha...	Macxchange Ltd T/A Comp...	Euro				
Σ						1,150.00		

5 Add Delete Reset Park Close

Product text 8

9

Save Clear Open Print preview Export Log book Copy requisition Start from template Save as template Edit template