

**UNIVERSITY COLLEGE CORK**  
**FINANCE OFFICE**  
**Accounts Payable**  
**Agresso Purchase Order Policy**



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You will all be aware that, all goods and services should be procured via an Agresso purchase order issued to the supplier.

Purchase orders should not be re-used, unless they were raised as a blanket purchase order to be used against multiple invoices over a period of time. In some instances purchase orders that have been completely used against a previous invoice are being re-quoted by suppliers on new invoices. These purchase orders are finished on Agresso and therefore cannot be used again.

We have been opening these finished PO's to allow further invoices to be posted but we will be unable to facilitate this in the future.

From 01 December 2013 we will be returning invoices quoting finished PO's to the requisitioner.

These invoices should be signed (in line with the signing authority) and coded and returned to the Accounts Payable office for processing and payment.

A new PO should not be raised for these invoices as the goods/services have already been delivered/received so therefore, the issuing of a new PO could result in the supplier supplying these goods / services a second time.

Please avoid re-using old purchase orders and ensure that new purchase orders are raised, as required.

Also, please avoid putting in a zero value against purchase orders. In instances where the value of the goods / services being purchased is not known, then an estimate should be used. An alert is issued by Agresso to the requisitioner when a zero value PO is raised to advise them to contact Agresso Support to amend the PO and insert a value. If this is not done and the invoice is received in Accounts Payable quoting a PO with a zero value then the invoice will be returned to the requisitioner for signing and coding.

A purchase order should never be raised after the invoice has been issued by the supplier, as this purchase order will email to the supplier and remain open as a commitment on the system after the invoice is posted.

If you have any queries please contact the following:

Invoices /payment queries:	<a href="mailto:ap@ucc.ie">ap@ucc.ie</a>
Procurement or purchase order queries:	<a href="mailto:procurement@ucc.ie">procurement@ucc.ie</a>
Agresso technical support queries	<a href="mailto:agressosupport@ucc.ie">agressosupport@ucc.ie</a>

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All queries on this document to be sent to: [ap@ucc.ie](mailto:ap@ucc.ie)

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