

**Note - Before you can place an order using Agresso you must complete the following steps:**

1. Undergo Agresso Web Requisitioning Training. More information, including details of how to sign up for a training session, is available at <https://www.gla.ac.uk/myglasgow/agresso/informationforusers/trainingcourses/#agressowebrequisitioning>
2. Fill out this form to let the finance team know which budget codes you intend to make purchases from – they will then allow you access to these budgets through Agresso <https://www.gla.ac.uk/myglasgow/agresso/gettingstarted/applyingforaccess/apply/>
3. Once you have completed the Agresso training and been granted access to spend from your budgets, you will be able to place orders using Agresso

## WEBREQ3: Requisitions E-Procurement

The purpose of this section is to introduce the user to how to raise an E-Procurement Requisition via the Agresso Web out to the Marketplace and the specific Supplier websites. This Requisition will then follow an Approval workflow until it then becomes a Purchase Order or the Requisition is rejected and closed.

### Features of E-Procurement

- E-Procurement is the option of ordering goods via a supplier website from Agresso
- The goods ordered will then convert into a purchase order after going through the approval process
- The purchase order will be electronically sent to the supplier
- The supplier will e-mail the requisitioner confirming the purchase order
- A copy can be viewed/printed/saved if required

### E-Procurement - Marketplace

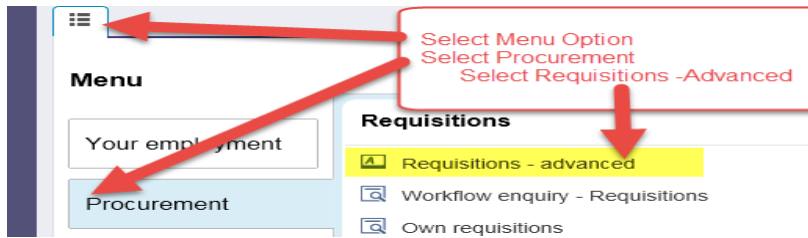
- From Agresso the user will be able to Punch-Out to what is known as a Marketplace website
- The Marketplace website used by the University of Glasgow is Parabilis
- The Marketplace website will allow the user to select which supplier is required
- Marketplace will connect the user to a selected supplier dedicated to the University of Glasgow
- The Marketplace will also bring back the details ordered on the Suppliers website and transfer them to the Agresso Requisition after being confirmed by the user

### E-Procurement - Supplier

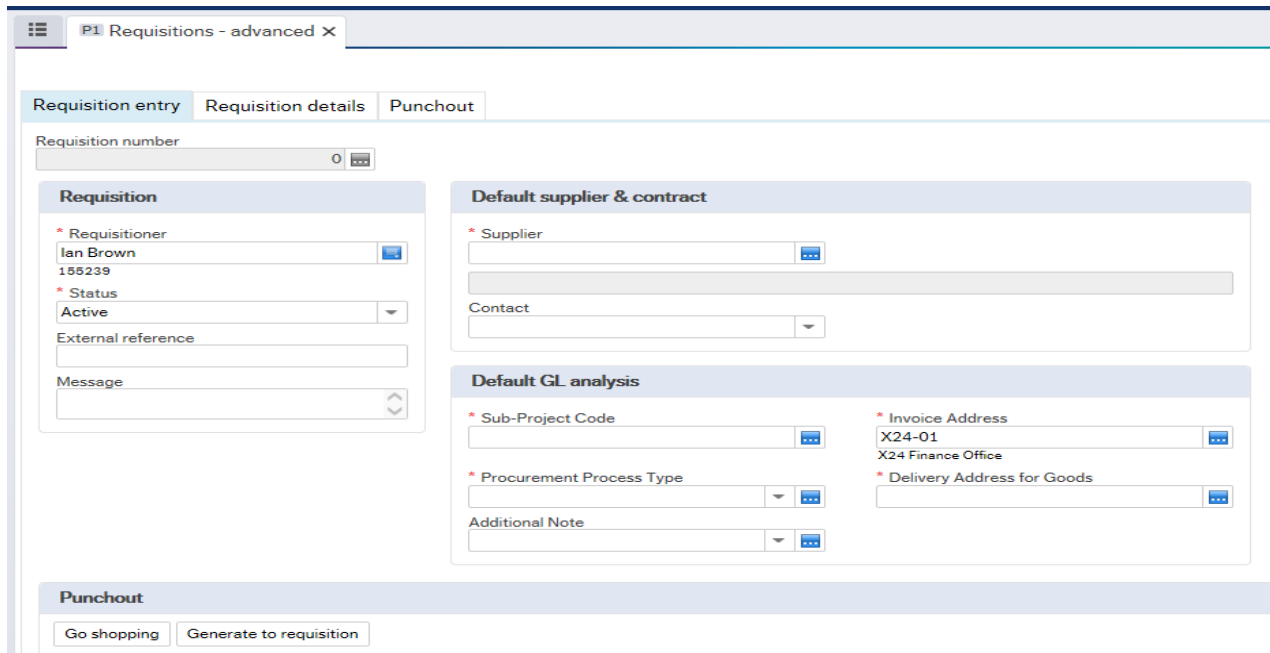
- The Supplier website will be one dedicated to the University of Glasgow contract with specific products and prices
- On the Supplier website the user will select the products required, create a basket and create a requisition. This will take the details back to the Marketplace.
- The Supplier's website should hold the contracted products and also an option to view and select from the Suppliers catalogue (though this may be restricted depending on the contract with the supplier)
- Some suppliers will have the ability to add products if requested
- The Agresso Support Desk has no control over supplier websites

## WEBREQ3.1: Raising a Requisition

1. To access the Requisitioning screen:



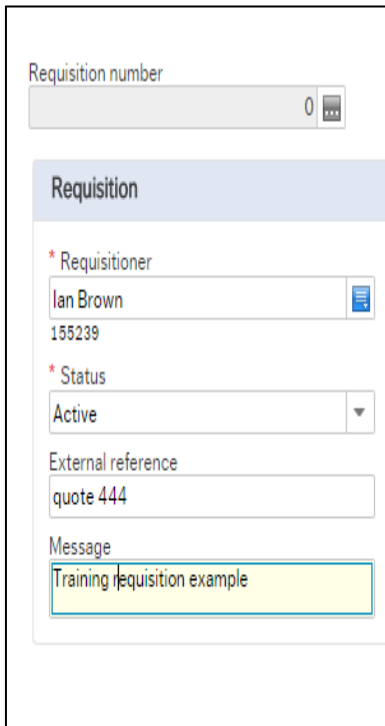
The following screen will appear:



**The red star \* indicates required fields that must be used when raising a requisition**

## WEBREQ3.2: Requisition Entry Tab – Mandatory

The following fields must be populated on this screen **(highlighted fields are most relevant)**:



Requisition number

0

**Requisition**

\* Requisitioner  
Ian Brown  
155239

\* Status  
Active

External reference  
quote 444

Message  
Training requisition example

1. Requisition Number

This appears once all the Requisition details have been entered and the Requisition has been saved.

2. Requisitioner

This will automatically populate with the Staff ID and Name of the person raising the Requisition. This will appear on the Purchase Order as 'Our Reference'.

3. \*Status

This will show the Status of the Requisition:  
Active – The requisition is currently being raised or processed.  
Closed – The Requisition has been manually closed.  
Parked – The requisition has been parked – It will not go for approval.

4. External Reference


**N.B. Please note this will not appear on the E-procurement orders** This field is optional and will be appear printed in 'Your Reference' field on the Purchase Order.

Enter the required information that you would like to appear on the Purchase Order e.g. quote number, supplier customer reference/number/contact,

5. Message

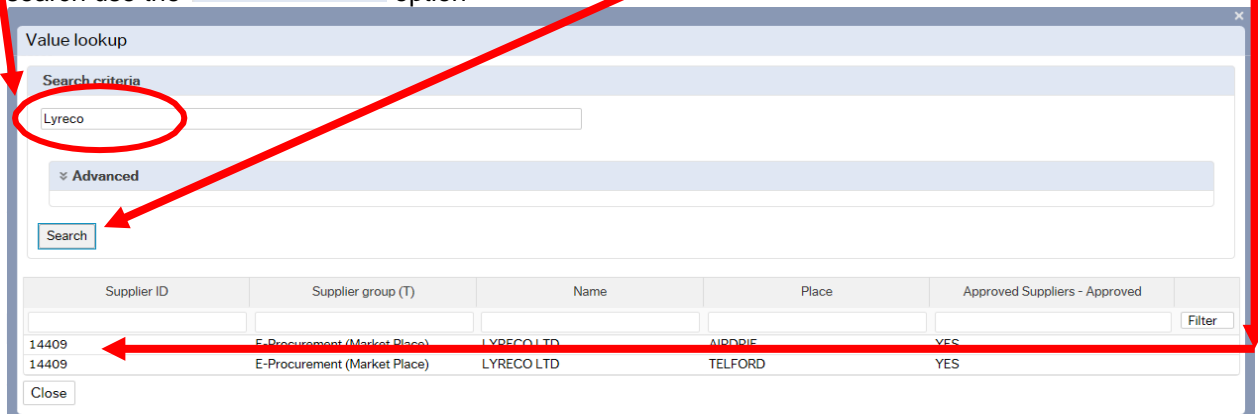
**This field is optional and can be used to pass on information regarding the Requisition. This information will not be printed on the Purchase Order.**

6. \*Supplier ID

**Only ONE supplier is used per requisition. *Either* enter in the Supplier ID required or click on  to open the search screen.**

In the Search Criteria enter the name of required Supplier. Then click on

The results will appear below. Click once on the required Supplier, which will then populate the Supplier ID field and close the search screen. For a more advanced Supplier search use the  option



Value lookup

Search criteria  
Lyreco

Supplier ID	Supplier group (T)	Name	Place	Approved Suppliers - Approved
14409	E-Procurement (Market Place)	LYRECO LTD	AIRDRIE	YES
14409	E-Procurement (Market Place)	LYRECO LTD	TELFORD	YES

Once the Supplier is selected the address for the supplier will be populated on the screen.

**Default supplier & contract**

\* Supplier  
 14409  
 LYRECO LTD  
 LYRECO LTD, MOTHERWELL STREET, ML6 7HU AIRDRIE, United Kingdom

8. **\*Sub-Project Code** Enter the Sub-Project code that costs of the purchase will be allocated against. This can be split against different Sub-Projects at a later stage.

**Default GL analysis**

\* Sub-Project Code: 141744-01  
 FIN OFFICE - SYSTEMS

\* Invoice Address: X24-01  
 X24 Finance Office

9. **\*Invoice Address** This is the address to which the invoices will be sent. This will automatically default to the Finance Office. This cannot be amended

10. **\*Procurement Process Type** From the drop down list you will select the Procurement Policy followed when selecting the supplier and purchase required:

\* Procurement Process Type: [Dropdown menu]  
 \* Delivery Address for Goods: 90206-01

VALID CONTRACT/Framework	Current, valid signed Contract/Framework Agreement available
NON-COMPLIANT	Non-compliant to Procurement Policy
QUOTE PROCESS	Process for Quotes under £25k followed, quotes available to att...
PPE	Procurement Policy Exception form approved
PURCHASING CARD	Purchasing card transaction
STAFF COST	Staff Costs
CHEMISTRY STORES	Stores Order - Chemistry School Only

Procurement Process Type Options

Description

**VALID CONTRACT /FRAMEWORK**

An existing Current, valid signed Contract/Framework Agreement is available for the supplier selected. This can be checked if the supplier is approved in Step 6 or by visiting the [Procurement Website](#) to check Supplier contracts. **Note – most Punchout orders are Valid Contract/Framework orders**

NON-COMPLIANT

Non-compliant with Procurement Policy – Purchase is **NOT** supported by a valid Contract/Framework Agreement/ Tender/Quote/ Procurement Policy Exception form.

QUOTE PROCESS

Process for Quotes under £25k has been followed as per the university [Procurement Process less than £25K](#).

Value of Purchase*	Requirement
£0 to £999	1 verbal quotation
£1,000 to £2,999	1 written quotation
£3,000 to £4,999	2 written quotations
£5,000 to £24,999	3 written quotations

£25,000 +	Contact Procurement Office
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If quotes are available they can be attached to the requisition if required. See Requisitioner User Manual – [WEBREQ14 – Attaching Documents to a requisition](#).

- PPE A Procurement Policy Exception form has been completed and approved. (See [Procurement Website](#) for form and guidance).
- PURCHASING CARD This will be selected for Purchasing card Supplier Purchases.
- STAFF COST This would be used to identify Staff Costs such as temporary staff, External Partners Staff costs, sub-contracted labour costs, non-university salaries.
- CHEMISTRY STORES Stores Order - Chemistry School Internal Order Only – This will be only used by the Chemistry School for Raising requisitions against the Chemistry Stores.

**11. \*Delivery Address for Goods** *For all orders within the School of Chemistry, the delivery address should be STORES2*

Additional Note

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**12. Additional Note**

This field is optional and can be used to print extra information on the Purchase Order. Click on drop-down arrow to view the available options.

See an example of how the screen could look:

Requisition entry | Requisition details | Punchout

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Requisition number

**Requisition**

\* Requisitioner  
Ian Brown  
155239

\* Status  
Active

External reference

Message

**Default supplier & contract**

\* Supplier  
14409  
LYRECO LTD  
LYRECO LTD, MOTHERWELL STREET, ML6 7HU AIRDRIE, United Kingdom

Contact

**Default GL analysis**

\* Sub-Project Code  
141744-01  
FIN OFFICE - SYSTEMS

\* Procurement Process Type  
VALID CONTRACT/Framework  
Current, valid signed Contract/Framework Agreeeme...

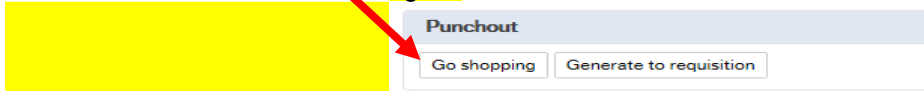
Additional Note

\* Invoice Address  
X24-01  
X24 Finance Office

\* Delivery Address for Goods  
90206-01  
Finance - SSD - Tay House

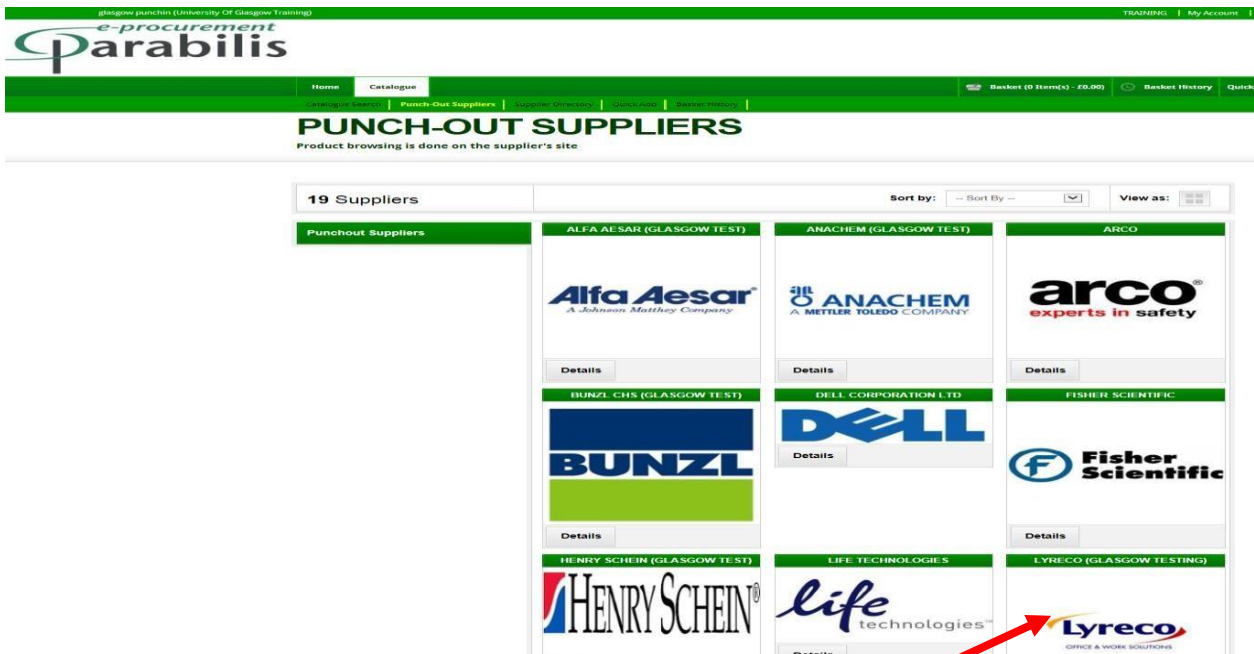
### 13. Go Shopping

This field will allow the user to go the Marketplace to be able to select the required Supplier for E-Procurement requisition. *NB. If asked for password in Marketplace close marketplace website and select GO SHOPPING to try again.*



The Marketplace website will open:

## WEBREQ3.3: Marketplace – Mandatory



1. The user will select the Supplier required to order the goods from.

2. This will take the User to the selected dedicated Supplier Website.

- Select the items required and add them to your basket
- Once you have added everything you need to your basket, go to your basket and click Checkout
- This will bring you to a Parabilis page (see example below)



## BASKET

Save your basket to preserve the contents and give it a name

3 item(s) : £56.55 Expand all Collapse all Find alternatives Save basket Checkout

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Add Supplier + VAT code bulk update Empty basket

Lyreco (Glasgow Testing) (catalogue) (GBP)	Net price	Qty	UOI	Action
PUKKA WHITE A4 RECYCLED WIREBOUND PADS (RULED/MARGIN) - PACK OF 5 (5X55 SHEETS) ◀	£26.45	1.00	BX	<input type="checkbox"/> Remove
LYRECO WHITE A4 PAPER 90GSM - BOX OF 5 REAMS (5 X 500 SHEETS OF PAPER) ◀	£18.10	1.00	BX	<input type="checkbox"/> Remove
LYRECO GRIP GEL INK BLACK PENS 0.5MM LINE WIDTH - BOX OF 12 ◀	£12.00	1.00	BX	<input type="checkbox"/> Remove

Lyreco (Glasgow Testing) (non-catalogue) (GBP)

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

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3 item(s) : Net total: £56.55 VAT total: £11.31 Gross total: £67.86 Continue shopping Checkout

3. Click Checkout again on this page

4. This will close the Marketplace website and take the user back into the Agresso.

5. Click the Retrieve shopping button - a row of information will be added to the screen (EGS-PARAB, date and time, Available for requisition). Click the tick box next to EGS-PARAB and then click the Generate to Requisition button.

**Punchout**

Go shopping  Generate to requisition

### WEBREQ3.4: Requisitions Detail Tab – Mandatory

6. This will take the details of the ordered goods into the Requisition Details tab

Requisition details											
#	Product	Description	Supplier	Quantity	Currency	Price	Curr. amount	Amount	Status		
<input type="checkbox"/> 1	STA5 General Stationery	PUKKA WHITE A4 RECYCLED WIREBOU	14409 LYRECO LTD	1.00	GBP	26.45	26.45	26.45	N		
<input type="checkbox"/> 2	STA5	LYRECO WHITE A4 PAPER 90GSM - BOX...	14409	1.00	GBP	18.10	18.10	18.10	Active		
<input type="checkbox"/> 3	STA5	LYRECO GRIP GEL INK BLACK PENS 0.5...	14409	1.00	GBP	12.00	12.00	12.00	Active		

7. To view more details on any order line click on the required row

8. The price should not be amended as this comes from the supplier website

9. The Tax code can be amended in the GL Analysis if required

GL Analysis										
#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount			
<input type="checkbox"/> 1	7170 STATIONERY AND OFFICE SUPPLIES	90206000 US - Systems	141744-01 FIN OFFICE - SYSTEMS	7400 General OH	AS Purchases - Std Rated VAT	100.00	26.45			
Σ							100.00	26.45		

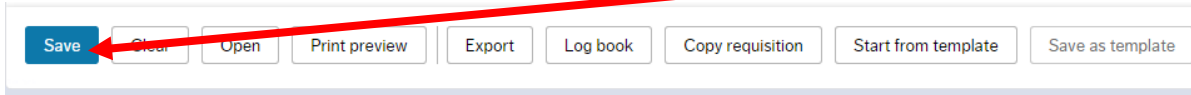
10. PLEASE NOTE YOU WILL NOT BE ABLE TO ADD ADDITIONAL ROWS AT THIS STAGE TO YOUR REQUISITION IF THE INFORMATION HAS NOT COME BACK FROM THE MARKETPLACE. YOU WILL GET AN ERROR MESSAGE WHEN YOU SAVE THE REQUISITION AND LOSE YOUR DETAILS.

11. The option on how to split the costs of the row can also be used as per normal. See online manual for this option

## WEBREQ3.6: Saving the Requisition

To Save the Requisition Click on the Save button at the bottom of the screen

Save



Once saved the user will get a requisition number. This will then go for approval.

✓ The requisition is saved with requisition number 2636026

You will get an email from Stores staff when your order has arrived and is ready to be picked up.

Any errors see details and amend accordingly

! Please correct the following:  
• **Delivery Address for Goods:** This field must contain a value.