

WEBREQ6: Using Purchasing Cards with Agresso

Purchasing Cards are used in the University of Glasgow to allow the user to make purchases with Suppliers that are not on Agresso, or for online purchases. Only university Purchasing Officers will be supplied with Purchasing Cards.

When using the Purchasing Card a requisition must be raised that will go through the approval process and convert into a Purchase order. This then records the Purchase Order as a commitment against the Purchasing Card.

- **Every Agresso User has their own Purchasing Card Supplier (e.g. PC9999IB PC(purchasing card – 4 digits are the last 4 digits of the card – IB – the initials of the card holder)**
- **The Purchase Order will not be sent to the supplier.**
- **Goods received Notes are not required for Purchasing Card Suppliers**

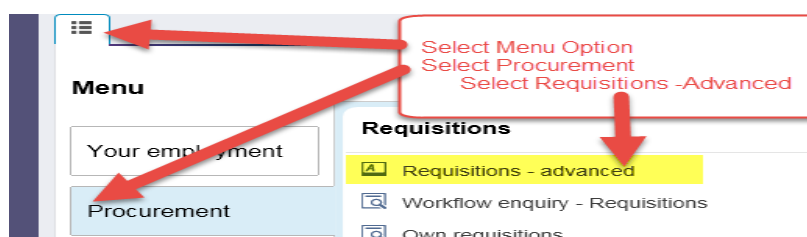
Every month, the Purchasing Card issuer sends a statement to each card holder to reconcile their statements of the transactions on Agresso.

The purchasing card statement lines are recorded against the relevant Purchase Orders on Agresso, thus de-committing the purchase order, closing the Purchase Order and recording the actual expenditure.

Users reconcile their statements to the transactions on Agresso and produce a Purchasing Card Log to be signed by the appropriate person and then send a copy of the Log to the Finance Office.

WEBREQ6.1. Raising a Purchasing Card Requisition

1. The procedure to record a Purchasing Card Transaction as a commitment on Agresso a requisition must be raised. When a purchase is made, the transaction should be recorded as requisition on Agresso, against the appropriate Purchasing Card Supplier. The Purchasing Card should be used in accordance with university regulations.
2. To access the Requisitioning screen:



3. The following screen will appear:

Requisition entry Requisition details Punchout

Requisition number 0

Requisition

* Requisitioner
Ian Brown
155239

* Status
Active

External reference

Message

Default supplier & contract

* Supplier

Contact

Default GL analysis

* Sub-Project Code

* Procurement Process Type

Additional Note

* Invoice Address
X24-01
X24 Finance Office

* Delivery Address for Goods

Punchout

Go shopping Generate to requisition

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

WEBREQ6.2: Requisition Entry Tab

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

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, etc...


N.B. Please note this will not appear on the E-procurement orders


5. Message


This field is optional and can be used to pass on information regarding the

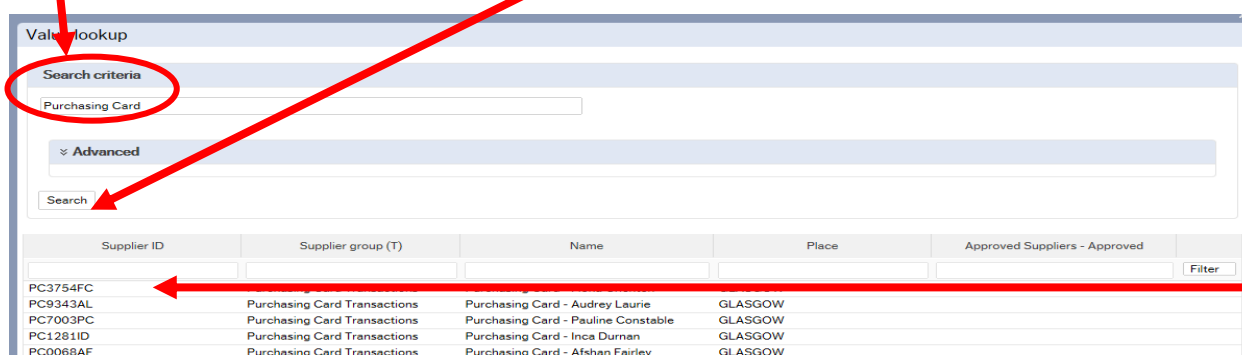
Requisition. This information will not be printed on the Purchase Order.

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



Supplier ID	Supplier group (T)	Name	Place	Approved Suppliers - Approved
PC3754FC				
PC9343AL	Purchasing Card Transactions	Purchasing Card - Audrey Laurie	GLASGOW	
PC7003PC	Purchasing Card Transactions	Purchasing Card - Pauline Constable	GLASGOW	
PC1281ID	Purchasing Card Transactions	Purchasing Card - Inca Durnan	GLASGOW	
PC0068AF	Purchasing Card Transactions	Purchasing Card - Afshan Fairley	GLASGOW	

Approved Supplier Field:

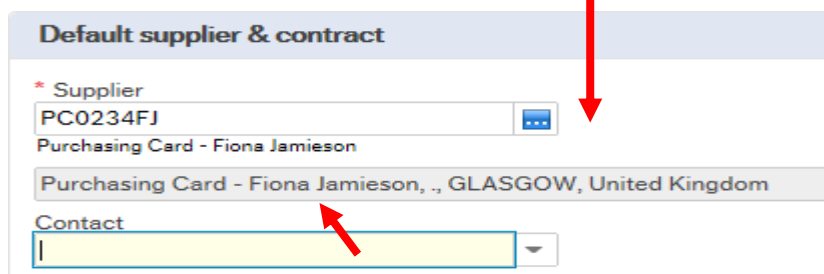
Any supplier available on the Agresso can be used to raise a requisition. This field will display the approval status of a supplier:

Yes: A contract / Framework or Quick Quote exists for the supplier.

No: No contract / Framework or Quick Quote has yet been identified by the Procurement Office. Users must ensure purchases are in line with the Guidance for Procurements less than £25,000 found at: <http://www.gla.ac.uk/services/procurementoffice/procurement/>

Partner: the supplier has been identified as working in partnership with the University of Glasgow.

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



7. Contact

Click on the drop-down box to choose a different address held against the supplier. If there is only one line, and then this will be the default address for the supplier. Once a new address is selected the selected address will be seen on the screen.

* Supplier

23490

JOHN SMITH & SONS BOOKSELLERS

JOHN SMITH & SONS BOOKSELLERS, University of Glasgow The Fraser Building 65 Hillhead Stree

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	* Invoice Address
141744-01	X24-01
FIN OFFICE - SYSTEMS	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	* Delivery Address for Goods
PURCHASING CARD	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

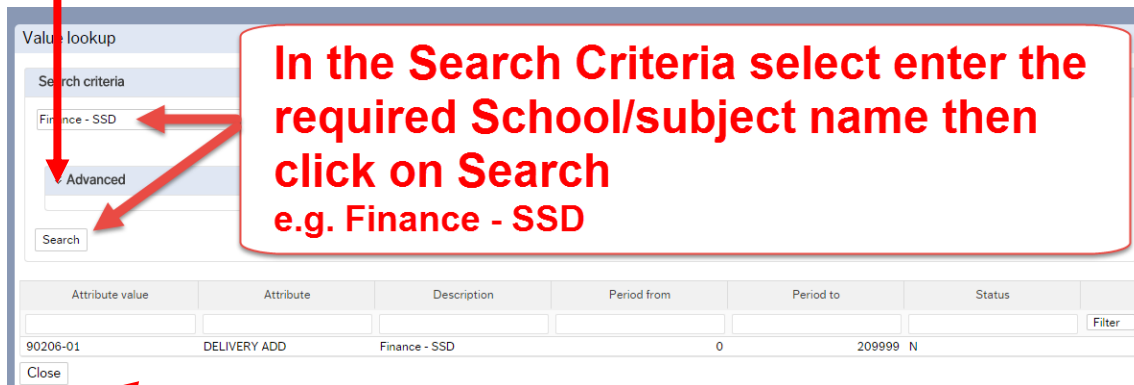
For Purchasing Card Purchases you would select PURCHASING CARD

11. *Delivery Address for Goods

Either enter the delivery address code for the address to which the goods are to be sent (e.g. 90206-01, Finance Office) or click on click on  to open search screen:
N.B. The full address will be printed on the purchase order.

In the Search Criteria select enter the required School/subject name then click on
e.g. Finance - SSD

Search



The results will appear below. Click once on the required individual School/Subject Address, which will then populate the Delivery Address for Goods field and close the search screen.

(For a more advanced Supplier search use the  Advanced option)

Additional Note




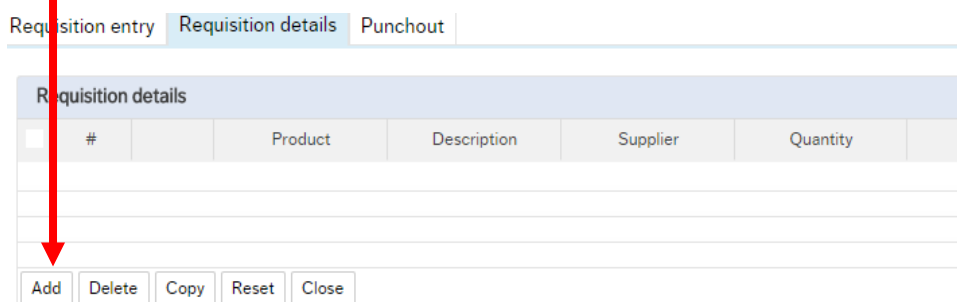
12. Additional Note

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.

WEBREQ6.3 Requisition Details Tab – Mandatory

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


1. Select  to add a row or click on row



2. ***Product Code** Enter a Generic Product Code then press Tab on your keyboard.

See website for more info on generic product codes:

<http://www.gla.ac.uk/services/agresso/financialcoding/productcodes/>

To search for Product Codes on Agresso click on  then select Value lookup

3. **Description** The description must be entered in the following format and include:
 - Initials of the country the suppliers used
 - Supplier Name
 - Details of the purchase
 - The description can be changed to something more appropriate to match the goods required. This field only has 255 characters. See adding further text in step WEBREQ1.2. **Step 9**


PLEASE NOTE - THE INFORMATION ON THIS FIELD IS ALSO PRINTED ON THE PURCHASE ORDER.

12345

The information in the Description Field per row is used when an invoice is automatically matched to the order and will be seen against the transaction details, enquiries and reporting purposes.

4. **Supplier ID** This will automatically be populated with the Supplier Id.
5. **Quantity** Enter the number of goods required. This field must contain a quantity.
6. **Currency** **Do not amend.** Currency Code should remain at defaults to GBP. This is what currency that will be in the statement. For purchases in a foreign currency a currency exchange rate must be used to calculate the price in GBP.
7. **Price** Enter the price of the goods before VAT. If not already specified enter the unit price (cost per unit) for the goods. This field must be populated with a price. If item is free 0.01 should be entered.
8. **Amount** This is the amount in GBP before VAT


Requisition entry	Requisition details	Punchout
-------------------	---------------------	----------

Requisition details										
#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status		
1	* COM4	Adobe - Acrobat Writer software	PC0234FJ Purchasing Card - Fiona Jamieson	1.00	GBP Sterling Pound (GB)	95.00	95.00 N	N		

To add more rows go back up to **6.3. Step 1**

GL Analysis This will show where each row will be charged to.

GL Analysis								
#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount	
1	6530	90206000	141744-01	7400	AS	100.00	95.00	
Σ						100.00	95.00	

Split row 


10. **Account** The Account will automatically be selected from the Product Code to which the goods are to be charged.

11. Costc The Cost Centre to which the Sub_project belongs to.
12. Sub_project The Sub_project to which the goods are to be charged.
13. Tax Code The Tax Code to be used for the goods **will automatically be selected depending on the Product Code.**

- AS** Standard rated – 20.0% on purchases
- AE** Exempt on Purchases (e.g. education courses or conferences)
- AZ** Zero-rated goods (e.g. books)
- EF** Where a VAT 'exemption' certificate has been completed (Equipment used in Medical or Veterinary research, charity, advertising). *If using this code please ensure all the order lines are 'VAT Exemption certificate, if not raise separate orders where lines are not VAT 'exemption' certificate.*
- EU** Foreign order (VAT not charged by supplier but may be charged later)
- A0** Outside the scope of vat. Should be used in the UK where the supplier is not vat registered or the supplier is a private individual and for some expenditure. Might also be used for Student Fees

14. Percentage Percentage of the line to be charged to the Sub-project.

15. Amount Amount of the line to be charged to the Sub-project.

If required the costs can be split over various projects using the  functionality as shown when raising standard requisitions.

WEBREQ6.4: Saving the Requisition

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

Save

Save

Clear

Open

Print preview

Export

Log book

Copy requisition

Start from template

Save as template

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



The requisition is saved with requisition number 2636026

Any errors see details and amend accordingly

! Please correct the following:

- **Delivery Address for Goods:** This field must contain a value.