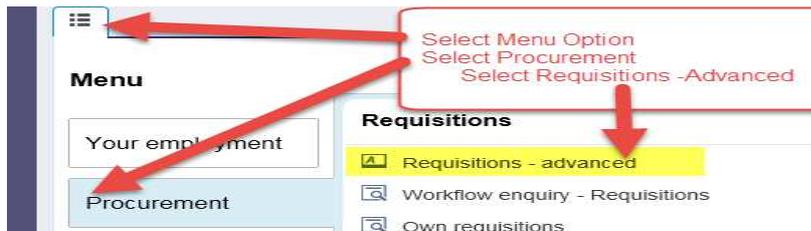


WEBREQ7: Chemistry Stores - Requisitions Advanced

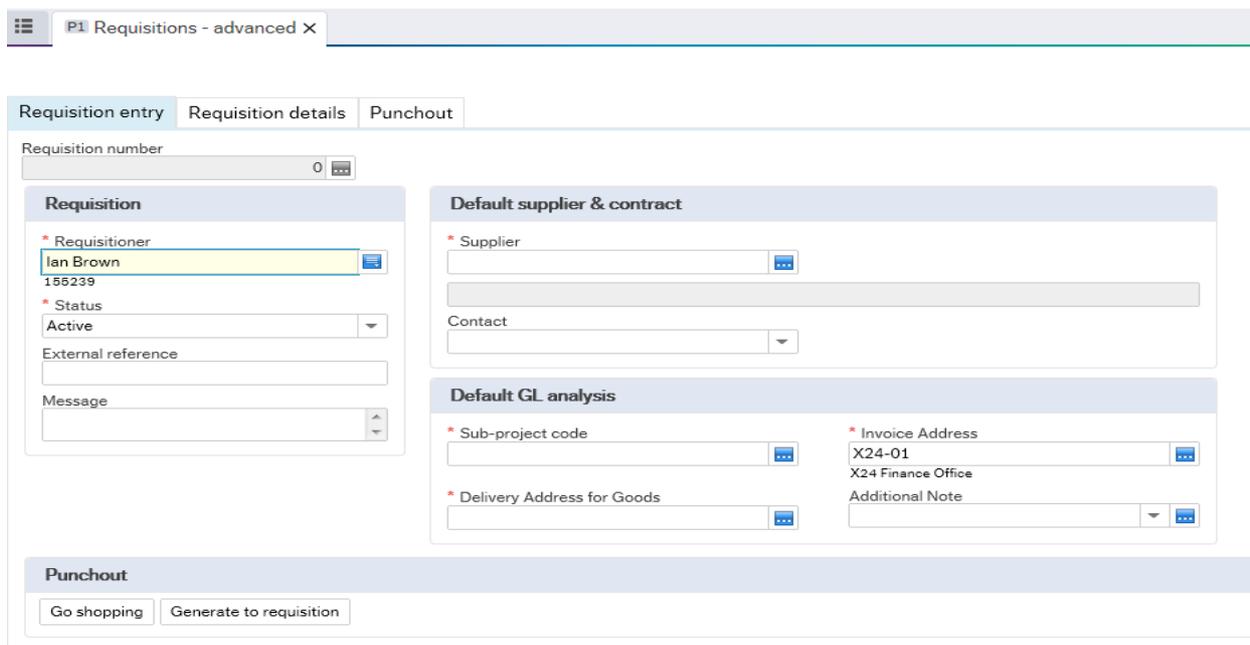
The purpose of this section is to introduce the user how to raise a Requisition via the Agresso Web for items within the Chemistry Stores. This Requisition will then follow an Approval workflow until it then becomes a Purchase Order, or, the Requisition is rejected.

WEBREQ7.1: Raising a Requisition

- To access the Requisitioning screen:

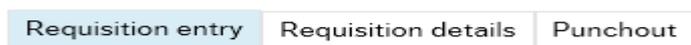


The following screen will appear:



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

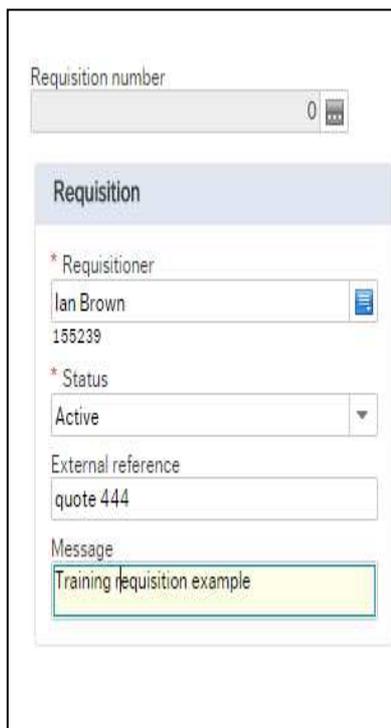
- There are three Tabs on this screen, the first two Tabs will be used to enter the details of the Requisition



The Punchout Tab is used for E-Procurement Orders - See University Agresso website for more details.

WEBREQ7.2: Requisition Entry Tab – Mandatory

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



Requisition number:

Requisition

* Requisitioner:
155239

* Status:

External reference:

Message:

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

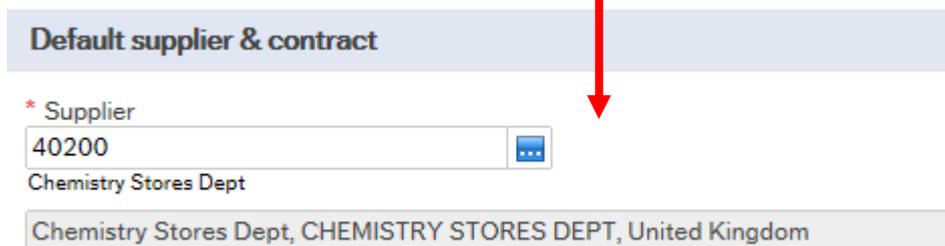
This field is optional and will be appear printed in 'Your Reference' field on the Purchase Order. Enter the required information that you would like to appear on the Purchase Order e.g. quote number, supplier customer reference/number/contact, etc...
N.B. Please note this will not appear on the E-procurement 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

For CHEMISTRY STORES Supplier enter 40200



Default supplier & contract

* Supplier:
Chemistry Stores Dept

Chemistry Stores Dept, CHEMISTRY STORES DEPT, 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.

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.

Default GL analysis

<p>* Sub-Project Code <input type="text" value="141744-01"/> ... FIN OFFICE - SYSTEMS</p> <p>* Delivery Address for Goods <input type="text" value="STORES2"/> ... Chemistry Stores</p>	<p>* Invoice Address <input type="text" value="X24-01"/> ... X24 Finance Office</p> <p>Additional Note <input type="text" value=""/> ▼ ...</p>
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10. *Delivery Address for Goods For CHEMISTRY STORES enter Stores2

Additional Note
 ▼ ...



11. 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 screen could look:

Requisition entry | Requisition details | Punchout

Requisition number ...

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Requisition</p> <p>* Requisitioner <input type="text" value="Ian Brown"/> ... 155239</p> <p>* Status <input type="text" value="Active"/> ▼</p> <p>External reference <input type="text"/></p> <p>Message <input type="text"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Default supplier & contract</p> <p>* Supplier <input type="text" value="40200"/> ... Chemistry Stores Dept <input type="text" value="Chemistry Stores Dept, CHEMISTRY STORES DEPT, United Kingdom"/></p> <p>Contact <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Default GL analysis</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>* Sub-Project Code <input type="text" value="141744-01"/> ... FIN OFFICE - SYSTEMS</p> <p>* Delivery Address for Goods <input type="text" value="STORES2"/> ... Chemistry Stores</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>* Invoice Address <input type="text" value="X24-01"/> ... X24 Finance Office</p> <p>Additional Note <input type="text" value=""/> ▼ ...</p> </td> </tr> </table> </div>	<p>* Sub-Project Code <input type="text" value="141744-01"/> ... FIN OFFICE - SYSTEMS</p> <p>* Delivery Address for Goods <input type="text" value="STORES2"/> ... Chemistry Stores</p>	<p>* Invoice Address <input type="text" value="X24-01"/> ... X24 Finance Office</p> <p>Additional Note <input type="text" value=""/> ▼ ...</p>
<p>* Sub-Project Code <input type="text" value="141744-01"/> ... FIN OFFICE - SYSTEMS</p> <p>* Delivery Address for Goods <input type="text" value="STORES2"/> ... Chemistry Stores</p>	<p>* Invoice Address <input type="text" value="X24-01"/> ... X24 Finance Office</p> <p>Additional Note <input type="text" value=""/> ▼ ...</p>		

WEBREQ7.3: Requisition Details Tab – Mandatory

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

1. Select Add to add a row or click on row

Requisition entry | Requisition details | Punchout

Requisition details

	#	Product	Description	Supplier	Quantity	

Add
Delete
Copy
Reset
Close



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

These can be found in the following webpage:
<http://www.chem.gla.ac.uk/local/stores/index.php>

3. Description **The description will come from the product code selected.**

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 **The Currency is automatically added depending on the supplier used.**

7. Price **The price is automatically added depending on the product code selected.**

8. Amount **This is the amount in GBP before VAT**

Requisition entry Requisition details Punchout

Requisition details											
#	Product	Description	Supplier	Quantity	Currency	Price	Curr. amount	Amount	Status		
1	*1003WA/05	Cotton Lab Coat, Small. (C1)	90009 B O C LTD	1.00	GBP Sterling Pound (GB)	11.71	11.71	11.71	N	N	

To add more rows go back up to **WEBREQ7.3. 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	6110	90206000	141744-01	7400	AZ	100.00	30.00		
Σ						100.00	30.00		

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.**

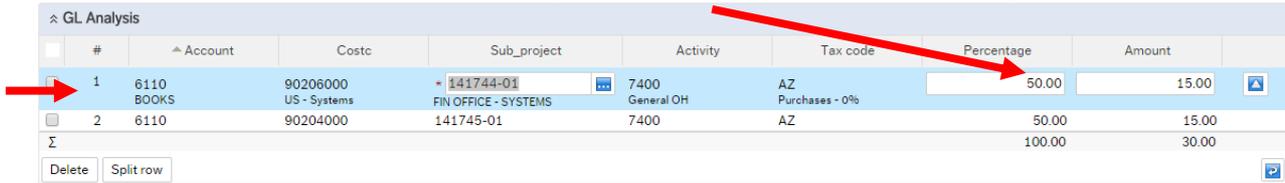
15. Amount Amount of the line to be charged to the Sub-project.

WEBREQ1.4: Splitting Costs per Sub-project

Certain Purchase Orders costs will be split between different Sub-projects. Agresso Web allows order lines to be split, on a percentage basis or amount, over different Sub-projects.

If you wish to split the costs over more than one Sub-project please follow the following instructions:

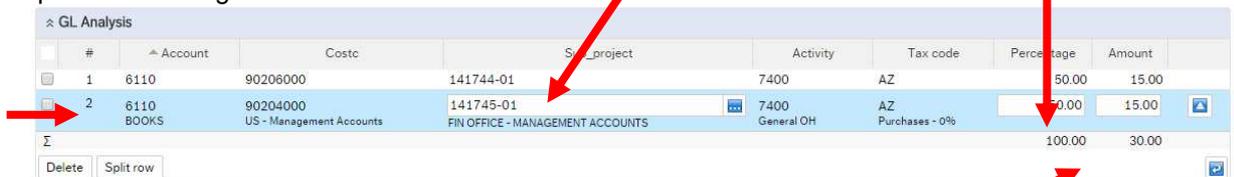
Click on the first line and enter the percentage of the line or the amount to be charged to the Sub-project.



#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount
1	6110 BOOKS	90206000 US - Systems	141744-01 FIN OFFICE - SYSTEMS	7400 General OH	AZ Purchases - 0%	50.00	15.00
2	6110	90204000	141745-01	7400	AZ	50.00	15.00
Σ						100.00	30.00

Click on **Split row** This will expand this option by adding another row

Select the second row by clicking on it to enter the Sub-project for the next Sub-project for costs to be split accordingly. Enter the percentage of the line or the amount to be charged to the Sub-project. Select  to update the changes made.



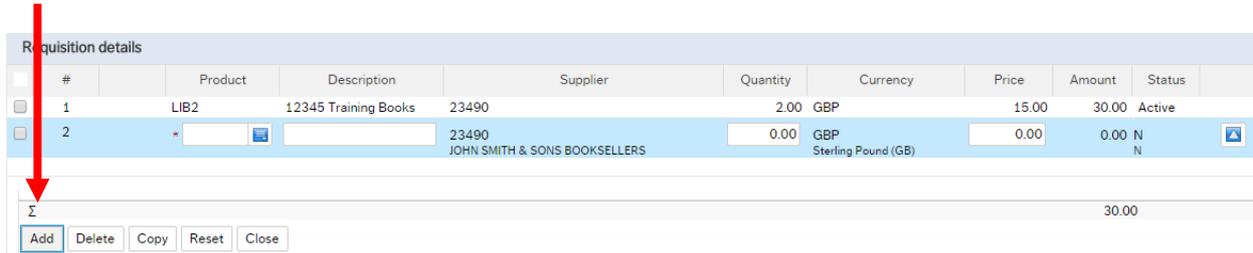
#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount
1	6110	90206000	141744-01	7400	AZ	50.00	15.00
2	6110 BOOKS	90204000 US - Management Accounts	141745-01 FIN OFFICE - MANAGEMENT ACCOUNTS	7400 General OH	AZ Purchases - 0%	50.00	15.00
Σ						100.00	30.00

The Total Percentage must equal 100, if not the Requisition will not save.

To keep on splitting costs by more than two Sub-projects select **Split row** to add more rows.

WEBREQ1.5: Adding/Amending/Deleting Rows

To add a row select **Add**



#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
1	LIB2	12345 Training Books	23490	2.00	GBP	15.00	30.00	Active
2	* LIB2		23490 JOHN SMITH & SONS BOOKSELLERS	0.00	GBP Sterling Pound (GB)	0.00	0.00	N
Σ							30.00	

To amend a row click on the required row (should change colour). Make the required changes then select  to update the changes made



#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status
1	LIB2	12345 Training Books	23490	2.00	GBP	15.00	30.00	Active
2	* LIB2 Books	More Book...	23490 JOHN SMITH & SONS BOOKSELLERS	2.00	GBP Sterling Pound (GB)	10.00	20.00	N



To Delete a row  the required row then Select

Requisition details										
<input type="checkbox"/>	#	Product	Description	Supplier	Quantity	Currency	Price	Amount	Status	
<input type="checkbox"/>	1	LIB2	12345 Training Books	23490	2.00	GBP	15.00	30.00	Active	
<input checked="" type="checkbox"/>	2			23490 JOHN SMITH & SONS BOOKSELLERS	0.00	GBP Sterling Pound (GB)	0.00	0.00	N N	<input type="button" value="▲"/>
								Σ	30.00	

WEBREQ1.6: Saving the Requisition

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

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.