

## WEBREQ4: Travel Requisitions

The purpose of this section is to explain how to raise a Requisition via the Agresso Web for Travel. There is a specific Requisition Entry screen set up on Agresso for so that when the Requisition is saved the Purchase Order number will be allocated. This Purchase Order number will then be supplied to required Travel Agent by the person raising the requisition to process the booking. This Requisition will then follow an Approval workflow until it then becomes a Purchase Order, or, the Requisition is rejected and closed.

- Only Purchasing Officers have access to the raising requisitions for Travel screen
- When raising a requisition for Travel a Transaction Fee for the cost of booking the travel must be entered. The Product code for Transaction Fee it is TRA2D.
- If the Travel is for a Research Sub-Project the Airport Tax must be entered. The Product code for Airport Tax is TRA2C.
- The Purchase Order number should be quoted to the Supplier
- The Purchase Order will not be sent to the Supplier.
- A Goods Received Note is not required.

### Travel Agents

The University has two Travel Agents:

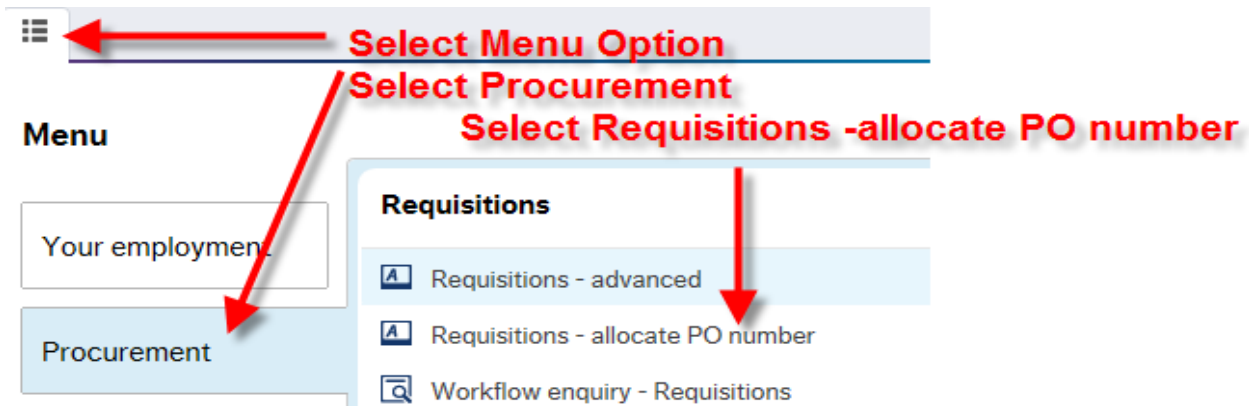
All Domestic Travel - Clarity Travel Management (Supplier ID – 36228)

All International Travel - Selective Travel Management (Supplier ID – 36224)

The Purchase Order will also record a commitment against the appropriate Cost Centre and Sub-Project until all items on the Purchase Order are allocated to the corresponding invoice or the Purchase Order is manually closed.

## WEBREQ4.1: Raising a Requisition

1. To access the Requisitioning screen:



The screenshot shows a web interface with a menu on the left and a sub-menu on the right. The menu items are 'Your employment' and 'Procurement'. The sub-menu items are 'Requisitions', 'Requisitions - advanced', 'Requisitions - allocate PO number', and 'Workflow enquiry - Requisitions'. Red arrows and text labels indicate the navigation path: 'Select Menu Option' points to the menu icon, 'Select Procurement' points to the 'Procurement' menu item, and 'Select Requisitions -allocate PO number' points to the 'Requisitions - allocate PO number' option in the sub-menu.

The following screen will appear:

Punchout

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Requisition number

**Supplier information**

\* Supplier

Contact

**References**

\* Status

\* Requisitioner

External reference

Message

**Default GL analysis**

\* Sub-project code

\* Invoice Address

\* Delivery Address for Goods

X24 Finance Office  
Additional Note  
T24  
This relates to an invoice already received

**Requisition details**

#	Product	Description	Quantity	Currency	Price	Amount	Status

Add Delete Copy Reset Close

Save Clear Open Print preview Export Log book

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

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

- Requisition Number** This appears once all the Requisition details have been entered and the Requisition has been saved.
- Purchase Order Number** This appears once all the Requisition details have been entered and the Requisition has been saved.

**THIS IS THE NUMBER THAT SHOULD BE SUPPLIED TO CAPITA TRAVEL AND EVENTS**

- Supplier ID** All Domestic Travel - Clarity Travel Management (Supplier ID – 36228)  
All International Travel - Selective Travel Management (Supplier ID – 36224).
- 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. Must be rejected first
  - Parked – The requisition has been parked – Will not go to be approved
- Requisitioner** This will automatically populate with the Name of the person raising the Requisition
- External reference** Enter the name of the person who will be travelling in this field.
- 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.

**Supplier information**

\* Supplier  
36228  
CLARITY TRAVEL MANAGEMENT

5 HARGREAVES COURT DYSON WAY STAFFORDSHIRE TECHNOLOGY PARK BEACONSIDE  
ST18 0WN STAFFORD  
United Kingdom

Contact

**References**

\* Status  
Active

\* Requisitioner  
Ian Brown  
155239

External reference  
Ian Brown

Message  
Travel Ian Brown

**Default GL analysis**

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


\* Invoice Address  
X24-01  
X24 Finance Office

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

\* Additional Note  
T24  
This relates to an invoice already received

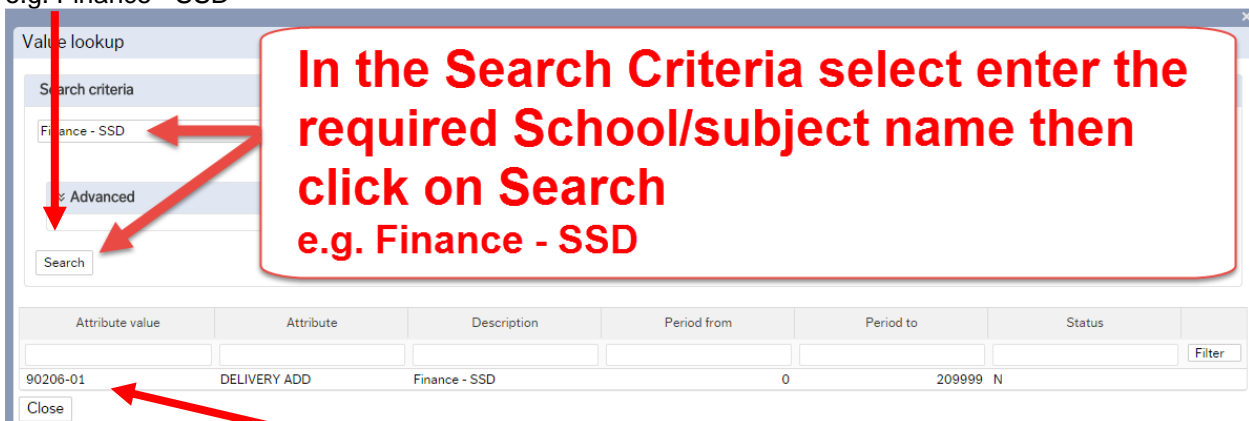
8. **Sub-Project Code** Enter the Sub-Project code that the costs of the purchase will be allocated against. This can be split against different Sub-Projects at a later stage

9. **Invoice Address** This is the address to which the invoices will be sent. This will automatically default to the Finance Office

10. **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  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



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

Attribute value	Attribute	Description	Period from	Period to	Status	Filter
90206-01	DELIVERY ADD	Finance - SSD	0	209999	N	

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)

11. **Additional Note** This will automatically default to T24 which means the Purchase Order will not be sent to the supplier.

12. Enter the details of the Travel required using the following fields and the below example:

Requisition details

#	Product	Description	Quantity	Currency	Price	Amount	Status
1	* TRA2 Air Travel - UK Only	Flight Glasgow to London	1.00	Sterling Pound (GB) GBP	85.00	85.00 N N	
2	TRA2D	Transaction Fee	1.00	Sterling Pound (GB)	7.50	7.50	Active
Σ						92.50	

Buttons: Add, Delete, Copy, Reset, Close

Product text: 1st December

Workflow log (row 1)

13. **Select**  - A new row will appear

14. **Product Code** Enter a Product code for Travel

TRA1	Accommodation - UK Only	TRA6B	Rail Travel - Non-EC
TRA1A	Accommodation - Other EC States	TRA7	Subsistence - UK Only
TRA1B	Accommodation - Non-EC	TRA7A	Subsistence - Other EC States
TRA1C	Accommodation - Visitors	TRA7B	Subsistence - Non-EC
TRA2	Air Travel - UK Only	TRA8	Car Hire - UK Only
TRA2A	Air Travel - Other EC States	TRA8A	Car Hire - Other EC States
TRA2B	Air Travel - Non-EC	TRA8B	Car Hire - Non-EC
TRA2C	Airport Tax	TRA9	Van Hire
<b>TRA2D</b>	<b>Transaction Fee</b>	TRA10	Coach Hire
TRA3	Ferry Travel - UK Only	TRA11	Boat Hire and Charter
TRA3A	Ferry Travel - Other EC States	TRA12	Travel Agency Services
TRA3B	Ferry Travel - Non-EC	TRA13	Staff Amenities
TRA4	Taxi Hire - UK Only	TRA14	Student Travel
TRA4A	Taxi Hire - Other EC States	TRA15	Conferences, meetings, rooms
TRA4B	Taxi Hire - Non-EC	TRA16	Re-Location removal expenses
TRA5	Mileage (Private Vehicles)	TRA17	Package Travel, Field Trips
TRA6	Rail Travel - UK Only	TRA18	Interview Expenses
TRA6A	Rail Travel - Other EC States	TX	Other/General Travel

15. **Description** The description **must** be changed to something more appropriate to match the Travel required. This field only has 255 characters. See the option to add further text in **Step 21**

16. **Quantity (QTY)** Enter the Quantity

- 17.Currency** For Currency will default to GBP
- 18.Price** Enter the Cost of the Travel before VAT
- 19.Amount** This will show the Quantity multiplied by the Price
- 20.Status** This will show the status of the row

**21.Product Text** For each row you will be able to enter more information/description. This field can be found at the bottom of each row

⌵ **Product text**

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To add more rows go back up to **Step 13**

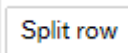
- When raising a requisition for Travel a Transaction Fee for the cost of booking the travel must be entered. The Product code for Transaction Fee it is TRA2D.
- See online Travel Webpage for Transaction Fees. Each Transaction fee should be entered per row.

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

⌵ GL Analysis											
#	Account	Costc	Sub_project	Resno	Activity	TC	TS	Percentage	Amount		
1	* 7420 TRAVEL & SUBSISTENCE - UK ONLY	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS	155239 Ian Brown	7400 General OH	* AZ Purchases - 0%	13 POT 2	100.00	91.00		
Σ								100.00	91.00		

Split row

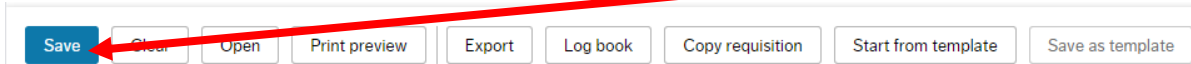
- Account** The Account will automatically be selected from the Product Code to which the goods are to be charged for reporting purposes. **Do not amend**
- Costc** The Cost Centre will be back filled when the Sub-Project is entered
- Sub-Project** This will specify the Sub-Project entered in **Step 7**. **This can be changed here if required.**
- Tax Code** This will specify the Tax Code associated to the Travel. This is taken from the Product code entered in **Step 12**
- Percentage** Percentage of the line to be charged to the Sub-Project
- 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.

## WEBREQ4.2: 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 Purchasing Order number and Requisition number. This will then go for approval.

✓ The requisition is saved with requisition number 2636034  
The allocated purchase order number is 1607257.

Punchout

Requisition number

2636034

Purchase order number

1607257

Any errors see details and amend accordingly



Please correct the following:

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