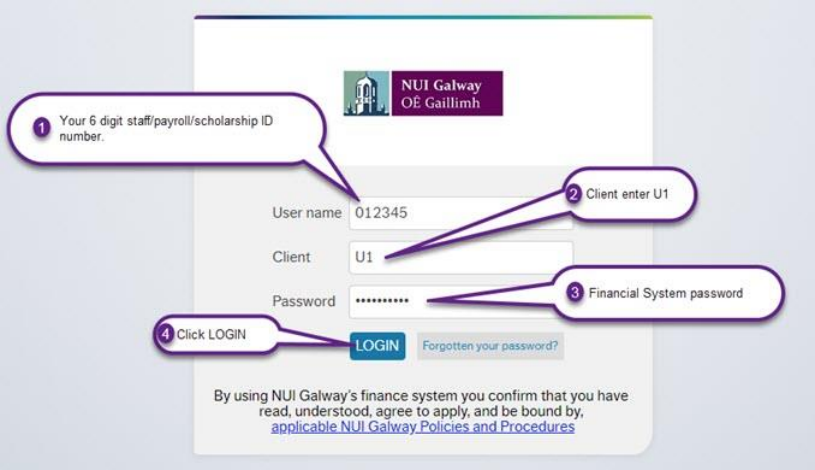
Quick Guide to Entering Web Requisitions

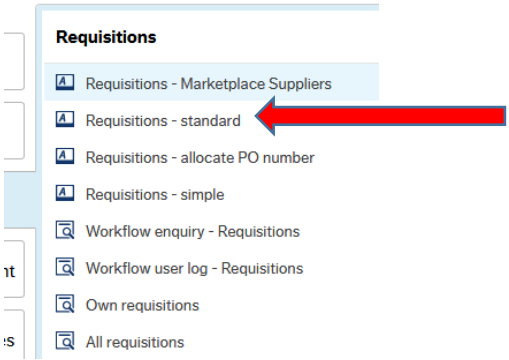
1. Click https://agresso.nuigalway.ie/

2. **Log in** as demonstrated below

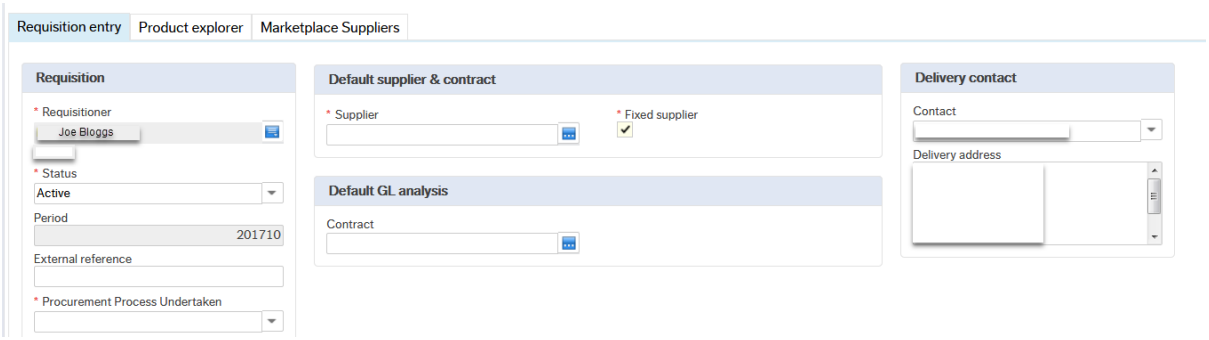


3. After you log in select **Procurement** from the left-hand menu

4. On the **Procurement** menu select **Requisitions – Requisition Standard**



5. Under **Requisition Entry** complete the fields for the various sections as outlined below



Requisition

Requisitioner, Status and **Period** fields will be pre-populated.

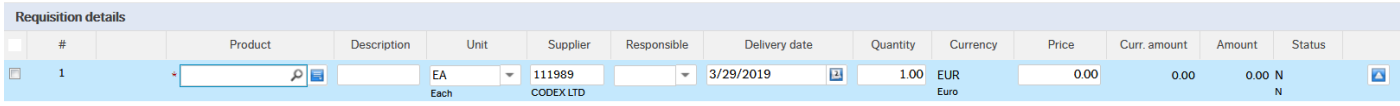
Procurement Process Undertaken – this field was added on April 1st 2019.
For assistance on the appropriate option to choose from the dropdown please click
http://www.nuigalway.ie/procurement-contracts/stepbystepguide/betterbuying/

Default supplier & contract

Supplier* – enter the supplier name or ID

Delivery contact

Contact & Delivery Address will be pre-populated.
You can type a different address into **Delivery Address** if you wish.



6. Under **Requisition details** complete the fields as below

Product – enter the product name or ID

Description – will populate after you have Product entered. You can type over the text if you wish.

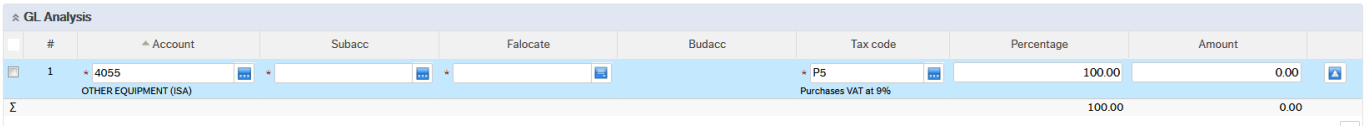
Supplier – will have been populated from the earlier step under **Default supplier & contract**

Quantity – enter the quantity

Price – enter the unit price (not including VAT)

7. In the **Product Text** field, you can enter useful detail for your order, e.g. Quotation number**.**

8. Under **GL Analysis** complete the fields as below



Account – will be prepopulated based on the product you entered. Don't change the content of the field.

Subacc – enter the subaccount (cost centre) to be charged for the requisition.

Tax Code – enter the tax code (VAT Code) to be used.
For information on VAT codes click this link

9. **Attaching documentation to a requisition**
   For procurement purposes, you will need to attach one or more documents to your requisition(s). Click this link for information on how to attach documents.

Notes

* If the supplier you wish to purchase goods from is not available on Agresso you will need complete a Supplier set up form.

** Please familiarise yourself with the University Procurement guidelines.

What happens once my requisition has been entered?

Once saved the approver where applicable will receive an e-mail informing them they have a requisition to approve.

The approver must log in to Agresso to approve/ reject the requisition. Once fully approved and if the subaccount (cost centre) is in budget the system will generate a Purchase Order (PO) and will e-mail it to the requisitioner.

The requisitioner then must email the PO to the supplier**.**

The supplier will issue an invoice once the goods/services have been sent/provided to NUI Galway.

A **Goods Received Note (GRN)** must be completed once the goods/services have been received. Click this link for information on how to complete a GRN.

Accounts Payable will process the invoice provided the PO and GRN match the invoice received. NUI Galway pays its suppliers by EFT (electronic funds transfer) directly into supplier bank accounts fortnightly.

Approval Bands

The financial system uses workflow to manage the approval of requisitions using the following approval bands (ex-VAT):

€1 to €499: The requisition automatically converts to a Purchase Order.

€500 to €9999: The requisition is routed to the subaccount (cost centre) WEb .

€10,000 to €100,000: The requisition is routed to the subaccount (cost centre) Budget Holder.

>€100,000: The requisition is routed to the subaccount (cost centre) Budget Holder and relevant UMT member.