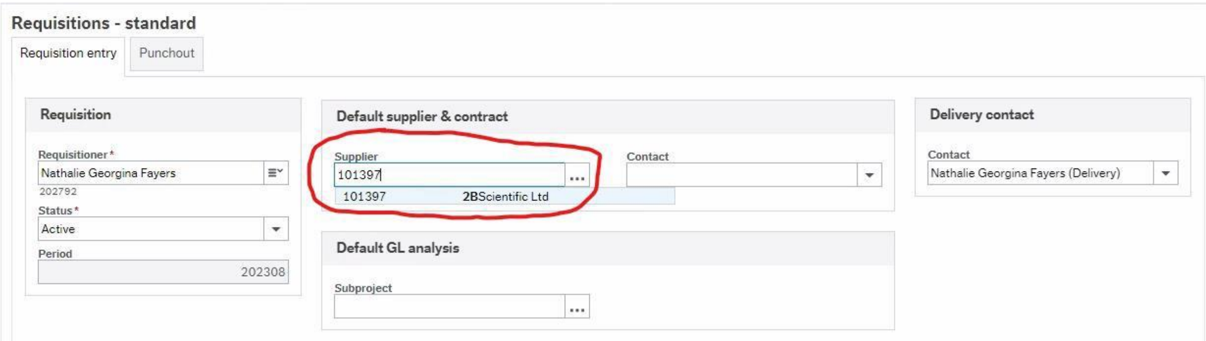
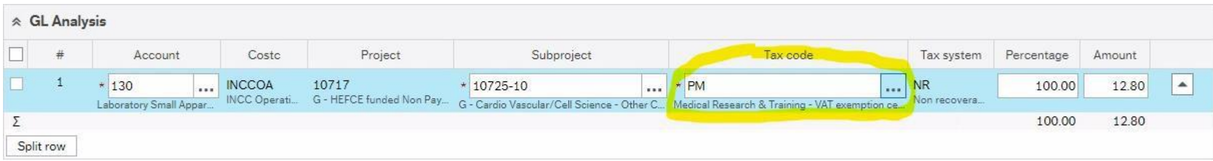
Raising a Manual order on Agresso Instructions:

1. Log on to Agresso to create a new Requisition – (titled Requisitions – standard).
2. In the Supplier box enter the Supplier ID (if known) or start typing the supplier's name and then select the correct one from the list that appears.
   SOME SUPPLIERS HAVE MULTIPLE IDS ON AGRESSO, ESPECIALLY IF WE DEAL WITH THEM IN MULTIPLE CURRENCIES. PLEASE ENSURE YOU SELECT THE RIGHT ONE. IF UNSURE PLEASE CHECK WITH PROCUREMENT/ACCOUNTS PAYABLE.



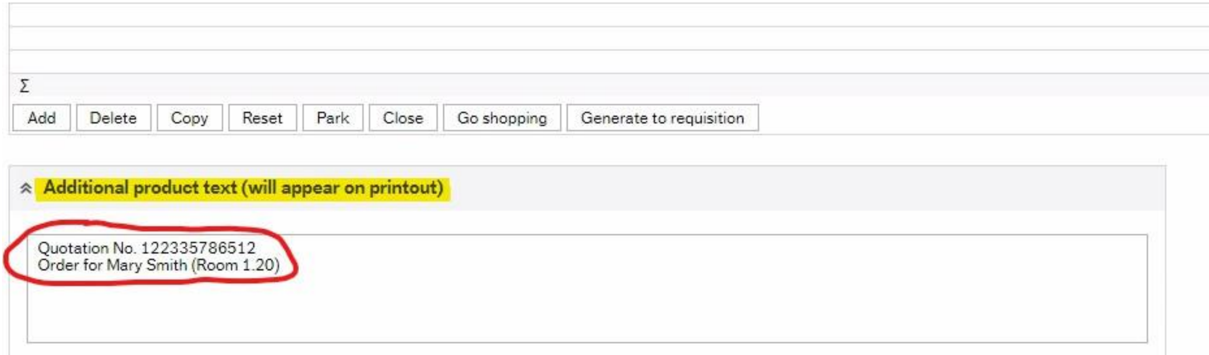
3. Enter the Sub Project code, this can be either the code or the name and a list will appear.
4. In the Requisition Details box click on the first line. In the Product box start to type a description of the goods or service you want to buy, be specific, there are a lot of detailed breakdowns. As you type a list will appear. You can type in the relevant Internal product code – for the category of product or service you want to buy if you know it. e.g., **LM28** (Antibodies) **GB01** (General Office Equipment Misc.) etc. You can see the product list here: https://www.sgul.ac.uk/about/our-professional-services/finance/other-finance-functions/frisagresso/codes
5. Press "Tab" to move onto the Description Box. Here you need to type over the default generic description with a fuller description of what you want, this can be the Supplier's Product code (catalogue number) or just a description of goods/service you are ordering.
6. Press "Tab" to move onto the Quantity box and enter the required amount.
7. Press "Tab" to move onto Price and enter the information.
   PLEASE NOTE THE PRICE SHOULD BE ENTERED EXCLUDING VAT EVEN IF WE ARE PAYING IT.
   IF YOU ARE ORDERING SOMETHING BY THE DAY OR HOUR, SUCH AS A TEMP THEN THIS SHOULD BE INPUT AS THE NUMBER OF DAYS/HOURS AGREED AS THE QUANTITY AND THE DAILY/HOURLY RATE AS THE PRICE, NOT A LUMP ROUND SUM.
8. Press "Tab".
9. Scroll down to the GL Analysis box at the bottom of the page.



10. Product type is set up to default to the correct Vat code, not everything is exempt just because it's involved in research. This is why it is important to be specific in Step 4 above, lab consumables and sundries are subject to VAT, antibodies are not. There are very few instances where it should be amended. Computer equipment for medical research or training is exempt but computers for admin staff are not, so the default is set to pay VAT. If you are purchasing computers for use in medical research or training, then this should be amended from PS to PM.
    If you are in any doubt about VAT, please contact finance@sgul.ac.uk.
11. You can then add additional lines to the order by clicking the "Add" button under the Requisition details box or by clicking on the second line to open another row.
12. Repeat steps 4 to 10.
    PLEASE REMEMBER TO CHECK THE TAX CODE ON EACH LINE. ALL LINES MUST HAVE THE

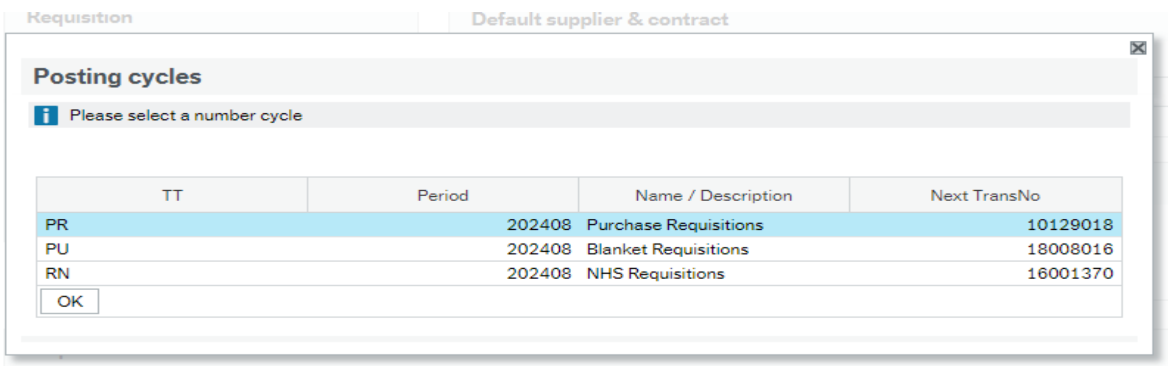
SAME VAT STATUS OR THE ORDER WON'T GO THROUGH. A SEPARATE ORDER WOULD BE REQUIRED.

13. On the last line of the order in the Additional Product text box please enter any additional text you want to appear on the PO such as Quotation No. or any specific delivery information.
    PLEASE NOTE THAT THIS INFORMATION DOES NOT APPEAR IN REPORTS GENERATED AT A LATER POINT FOR COMMITMENTS, THAT IS WHY IT IS IMPORTANT TO FOLLOW STEP 5 AND INCLUDE RELEVANT INFORMATION THERE, NOT IN THE ADDITIONAL TEXT BOX.



14. Please remember to add extra charges such as delivery and freight to your requisitions. This ensures that the invoice from the supplier comes in at the same price as the purchase order and that there are no unnecessary workflow task alerts sent to budget holders.

15. Click Save, click on the type of requisition which is required and click OK.
    - Purchase requisitions is the standard for most items.
    - Blanket requisitions should be used where more than 1 invoice is expected to be matched to the order, e.g. agency temps, call offs for professional advice.
    - NHS requisitions are for use with only 1 supplier, the NHS Supply Chain.



It will then generate a Requisition Number.

16. Once the order has been approved, the Purchase Order will be generated and sent to you via email.
17. Please forward the Purchase Order to the relevant supplier or (where applicable) place your order online.