

Temporary staff requisitions -- Blanket Order

Amending a PO

Login to Agresso. Select - Procurement – Requisitions – Requisition Standard

In Requisition entry, the following will default.

Period. The current financial period.

Requisitioner. Your name.

Requisitions - standard

Requisition entry

Requisition Requisitioner * Farhad Ahmad 301401 Status * Active Period 202310	Default supplier & contract Supplier 100014 Royal Holloway University of London Contact Default GL analysis Subproject 10455-10 G - Finance Department-Other Charges-general	Delivery contact Contact Ahmad, Farhad (Delivery)
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#	Product	Name / Des...	Unit	Unit descrip...	Supplier	Quantity	Currency	Price	Curr. amount	Supplier pr...	Supplier prod...	Status
1	RJ01	Temporary Staff & Em...	EA	Each	100014	200.00	GBP	15.00	3,000.00	RJ01	Temporary S...	Active

GL Analysis

#	Account	Costc	Project	Subproject	Tax code	Tax system	Percentage	Amount
1	499	FIN	10455	10455-10	PS	PR	100.00	3,000.00
	Agency / External Contract Staff	Finance	G - Finance Department-Oth...	G - Finance Department-Other Charges-general	Input/Purchases - standard rate	Partially recov...		
Σ							100.00	3,000.00

Split row

You must also enter: Supplier ID

Sub-project code

Delivery address will default to SGUL

Delivery contact
Contact
Ahmad, Farhad (Delivery)

Use drop menu to change.

If the temporary Member of staff need to be extended you can amend the Purchase Order, by adding new Line.

The amended PO will enter the workflow and go for approval again or you can create a new requisition.

Cancel a PO

If the temp does not stay for the full duration you will need to cancel the rest of goods to be delivered.

Requisition details

Requisition details

#	Product	Name / Des...	Unit	Unit descrip...	Supplier	Quantity	Currency	Price	Curr. amount	Supplier pr...	Supplier prod...	Status
1	RJ01	Temporary Staff & Em...	EA	Each	100014	200.00	GBP	15.00	3,000.00	RJ01	Temporary S...	Active

1. In Product enter Product Code RJ01 – Temporary Staff & Employment Agencies
2. In Description enter the name of the temp and or project/department name.
3. In Quantity Enter the total hours/days expected for the duration of the assignment e.g., 200 hours per month.
4. Enter hourly rate e.g., 15 and tab, Comes to £3000 in total.
5. If there is more than one temp for the Sub-Project code, insert an additional product line.
6. Once all lines entered click SAVE to generate Requisition number and to send for approval.

Goods Receipting (GRN)

IMPORTANT NOTE: Receipting must be done weekly/monthly, dependent on invoice terms to release payment. Accounts Payable will not pay it if you have not Goods Receipted the order.

Select Procurement - Purchase orders - Goods received - Goods receipt.

- Enter PO number in Order No field and press tab.
- In Qty. Received enter the hours/days worked that week.
- In External ref enter the week you are receipting for, e.g., Week ending 'date'.
- Click SAVE to get a receipt number.