Raising a Requisition for Purchase Ordering

Date: August 2022

Dept: Finance

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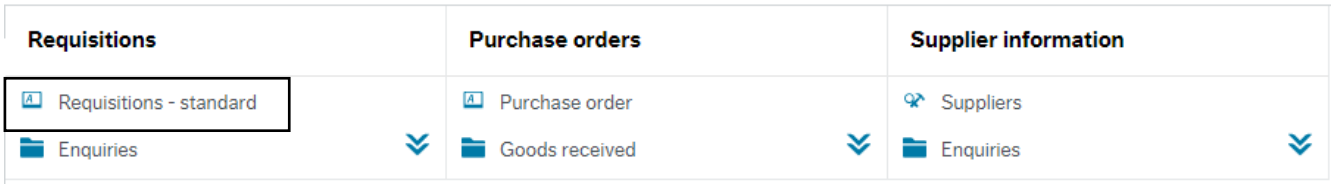
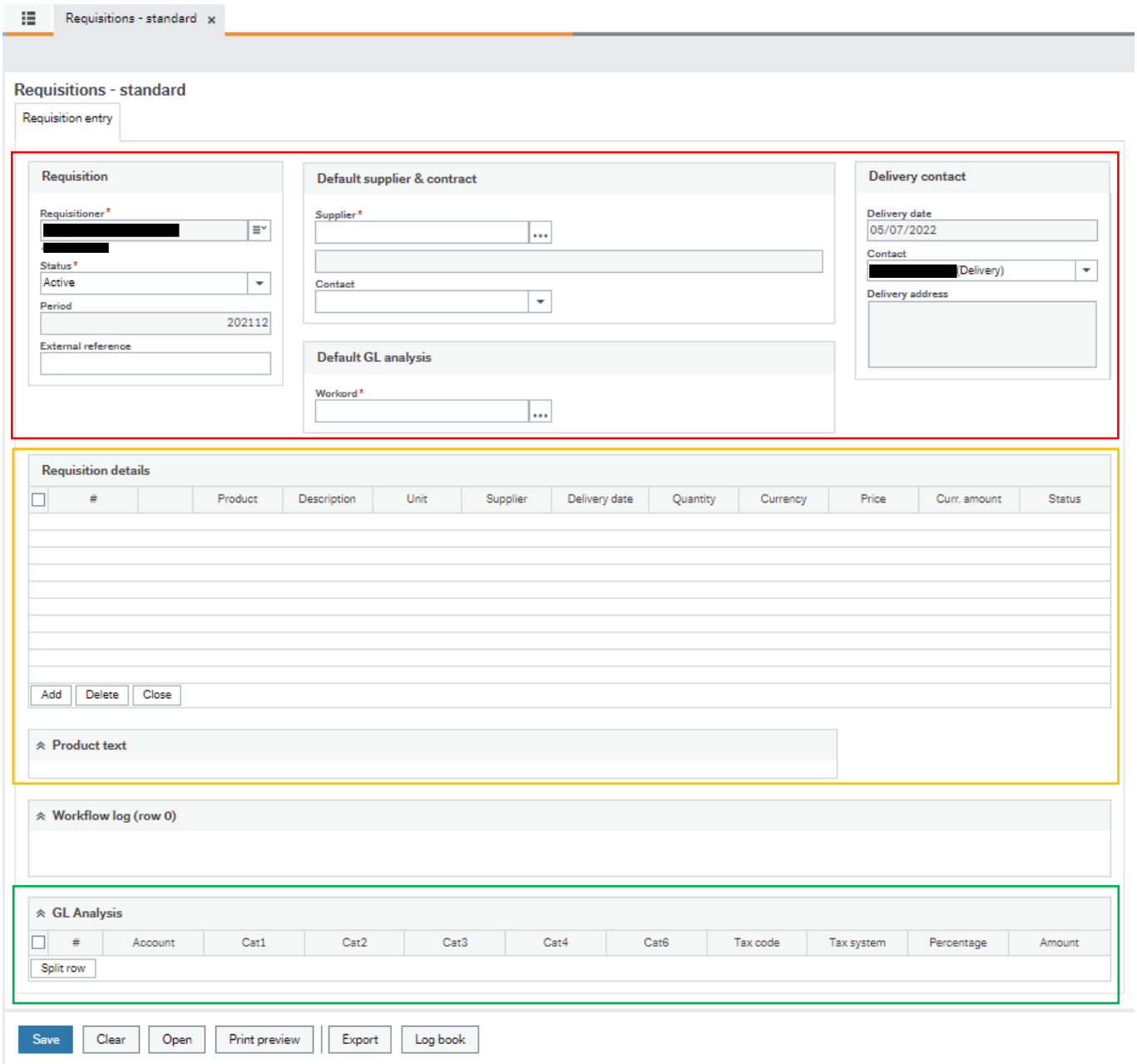
1. Raising a requisition

Once signed in you will need to go to the **Procurement** tab from the left-hand menu. Once selected you will see the following options:



To raise a requisition for purchase ordering you must select **'Requisitions – standard'** which will present you with the following screen:



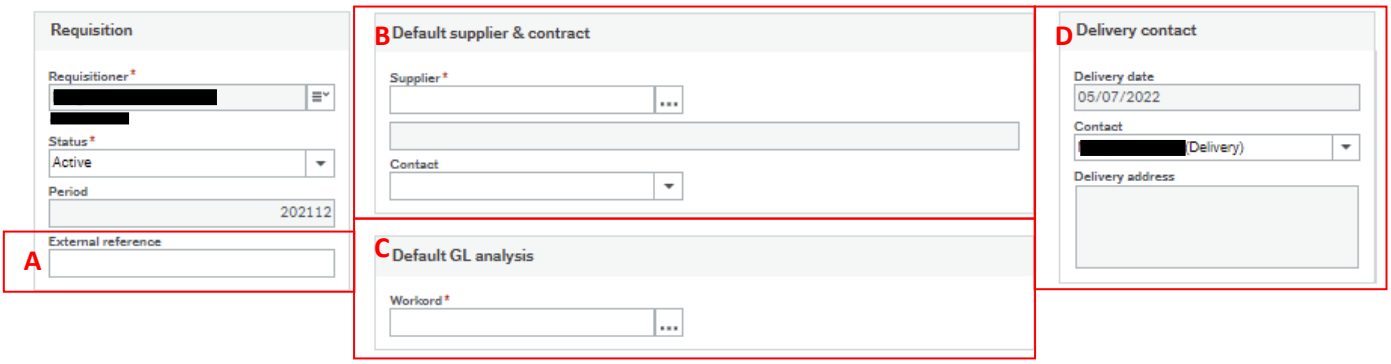
The screen is split into 3 sections highlighted by the red, orange and green boxes.

a. Default details

The first area (red section) is where you need to complete the default information for the rest of the screen, the default information required will be the supplier ID and the work order.

IMPORTANT

It is important that these fields are completed prior to any other section as the detail will follow through to the other sections, if this is not done first the requisition will not go to the correct person to approve and will cause a delay in your PO being sent.

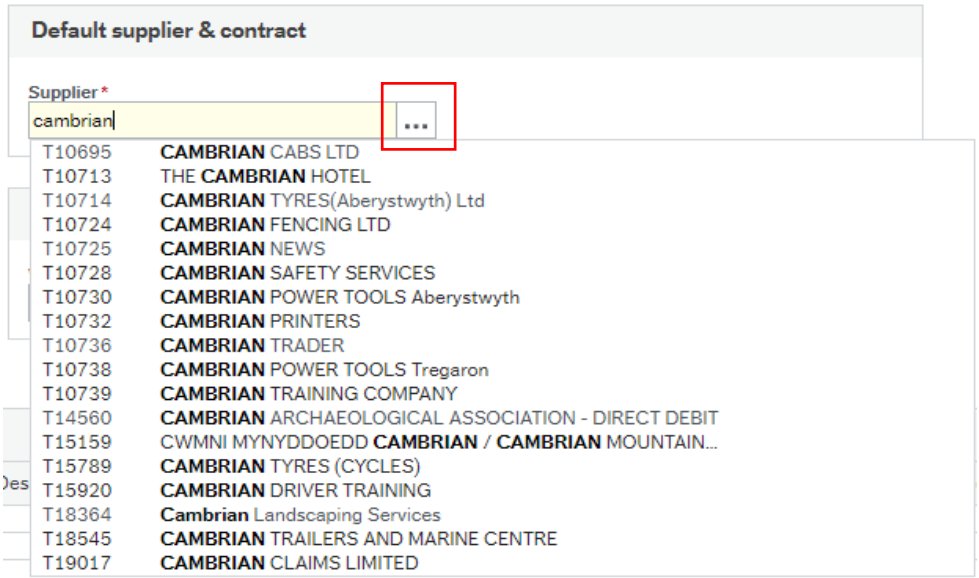


Box A – External reference

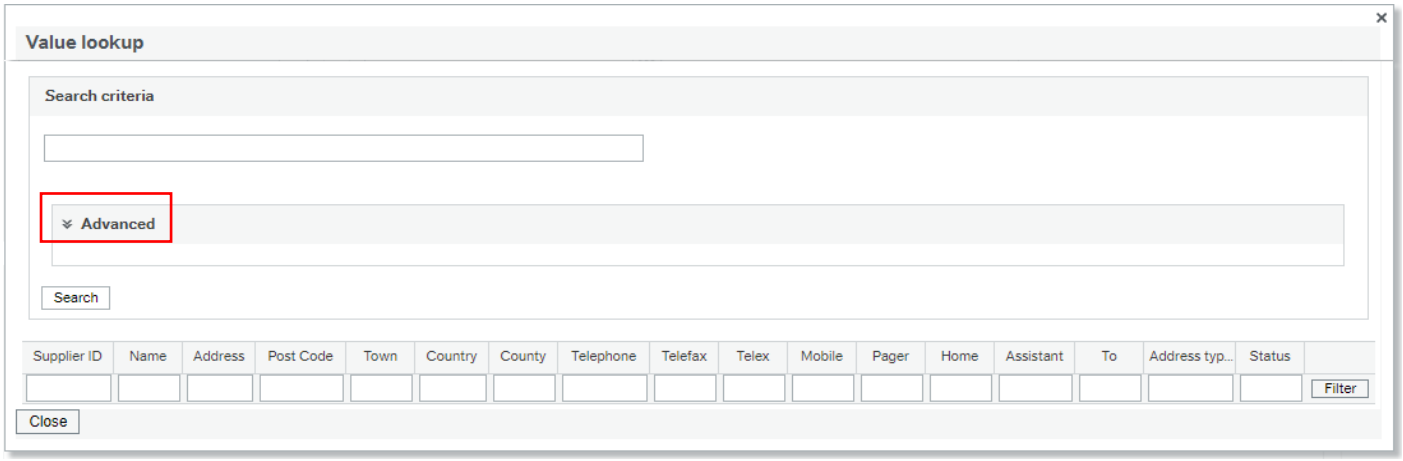
In this field, please enter any detail the supplier requires on the final PO (e.g. a quote number from the supplier). There is a limit to the length so please keep the detail to a minimum.

Box B – Supplier

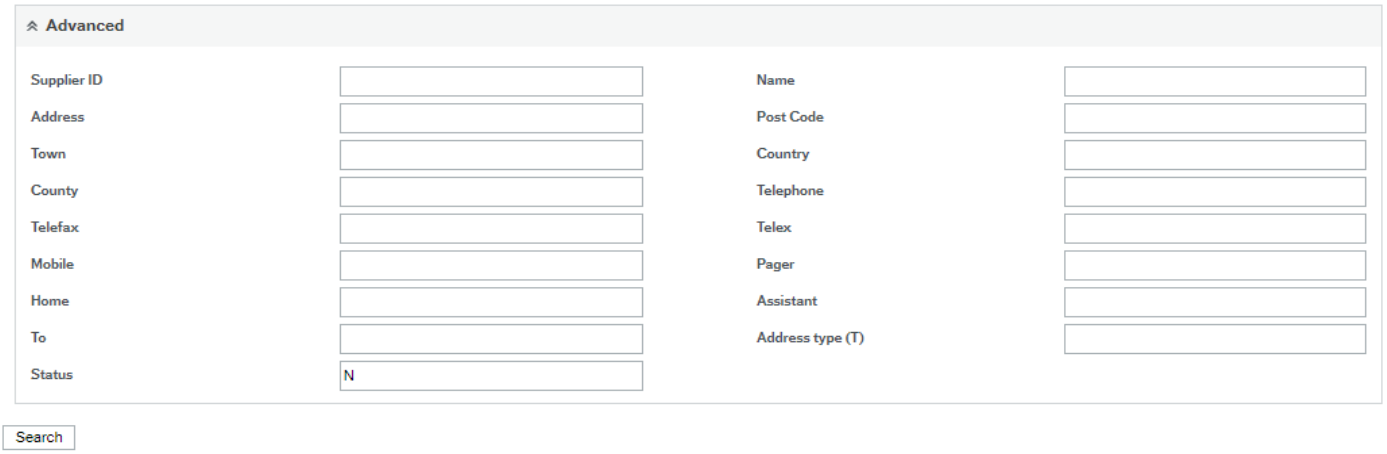
There are many suppliers currently setup on Business World, all have a supplier ID of "T" followed by 5 digits e.g. T10714 is Cambrian Tyres. If you do not know the supplier ID, you can start typing into the field to bring through a list that contains that name e.g.



Alternatively, you can click the icon with the 3 dots at the end of the field to display a value lookup box



By using the Search Criteria field, you will be searching the entire supplier account for the detail you have entered, using the previous example of Cambrian this will search the supplier name, address and any other field that contains the word Cambrian and display them all in the table. To be more accurate with your search you can press the **'Advanced'** header to display a full list of fields you can search by:



Many of the fields above such as Telex and Pager are not in use. Once you have entered your criteria into the fields click the **'Search'** button to display the results in the table. Please be aware that if you were to enter just Cambrian into the Name field this will only display suppliers with the exact name, in order to search for a supplier that has the name Cambrian in it, you must use the wildcard function i.e. ***Cambrian***. To select the supplier you require you need to click once on the supplier from the table.

Box C – Workord

There are many work orders setup on Business World. The work orders are setup against projects, which are allocated to cost centres, which sit in either a department or faculty. It is important that you select the correct work order you would like to allocate the costs for your order against.

Box D – Delivery

The Delivery area allows for you to select from a list of pre-defined delivery addresses across the University to deliver your goods to.

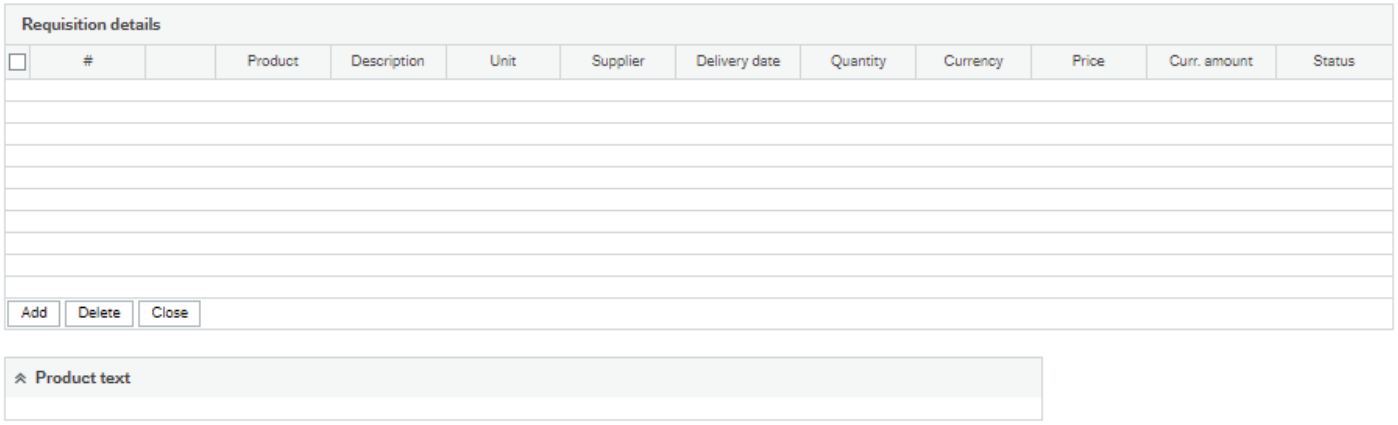
b. Requisition details

The second section (orange section) is where you enter the details of the items you are ordering.

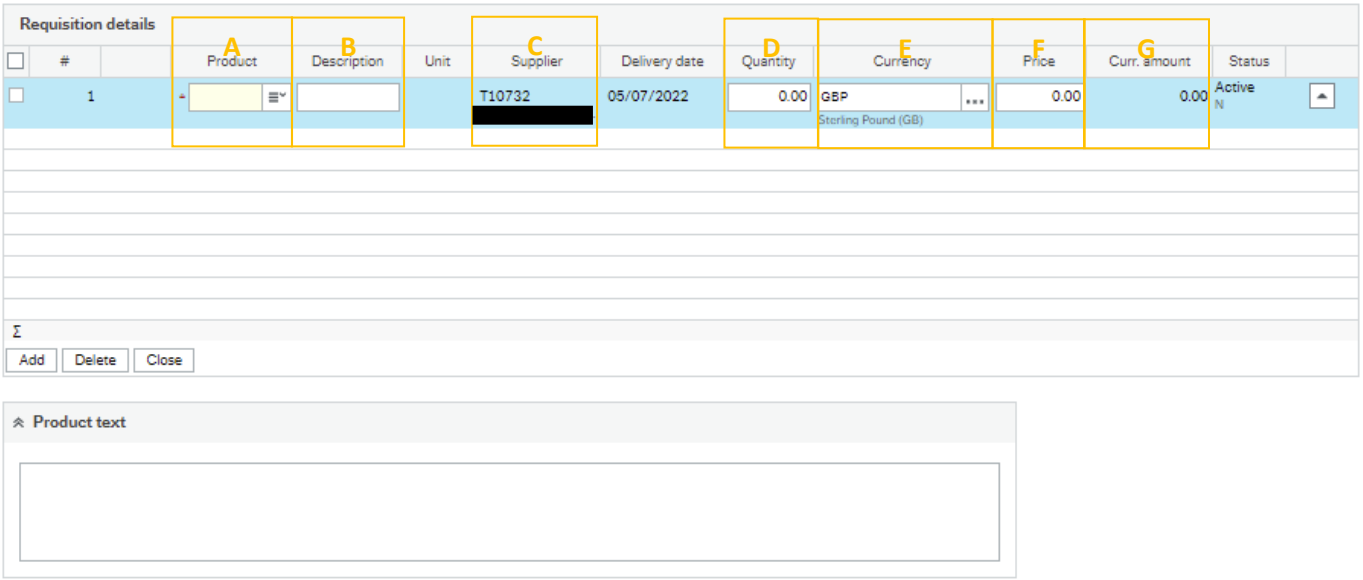
IMPORTANT

NET values (Exclusive of VAT) must be entered; Business World calculates the VAT entered automatically based on the product you enter into this section.

It is also important to be as accurate as you can with the quantity and price of the products you are ordering. If you are ordering a quantity of 1,000 at £5 please enter this into the necessary fields, rather than a quantity of 1 at £5,000. This helps with the receipting of items going forward.



By clicking the add button you can commence to enter the details of your order



Box A – Product

This box must be completed with a valid product code already setup in Business World, the products have been setup to cater for as many types of products/services that we are likely to purchase, you can start typing into this field key words that will provide you will a list of products that match your search. Alternatively, a full list of valid product codes for purchasing can be found at https://www.aber.ac.uk/en/finance/information-for-staff/agresso/ scroll down to the header **'Guides and Information'** under the tab **'Basics'** you will see a report called **'Agresso Product & Account Listing for Expenditure'**. A valid product should exist for the majority of purchases you are likely to make, if you cannot find an appropriate product, please email abwstaff@aber.ac.uk

Box B – Description

The text from the Product will automatically be inserted into this field once you have selected a product, **please amend the text in this field**, this is what will appear on your final PO.

Box C – Supplier

The supplier is populated by the detail entered in the first section; if this is blank you have not entered the supplier into the previous section, please delete this line and enter the supplier into the first section. By re-adding the line the supplier should now be displayed.

Box D – Quantity

Enter the quantity of what you are ordering.

Box E – Currency

Enter the currency the supplier will be invoicing the University in. When a supplier is setup in the system the currency they trade in will be added to the supplier account, occasionally they may invoice in a different currency please amend accordingly.

Box F – Price

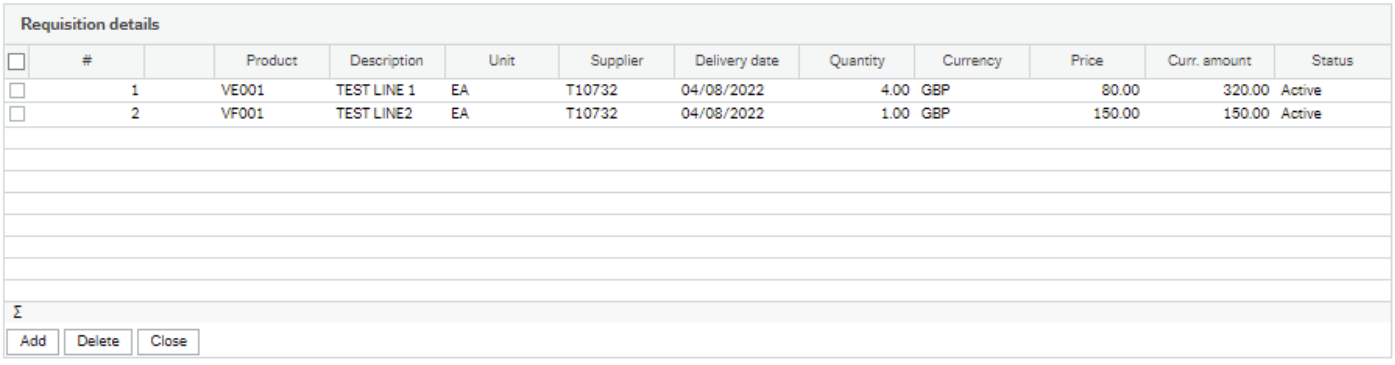
Enter the unit price of the product you are ordering.

Box G – Amount

This will be the total of the quantity and price entered.

To add further lines to your order, simply clicking the **'Add'** button.

Should you find that you have entered a line you no longer require click the tick box at the far left of the line and then click the **'Delete'** button. There is no reason to use the **'Close'** button.

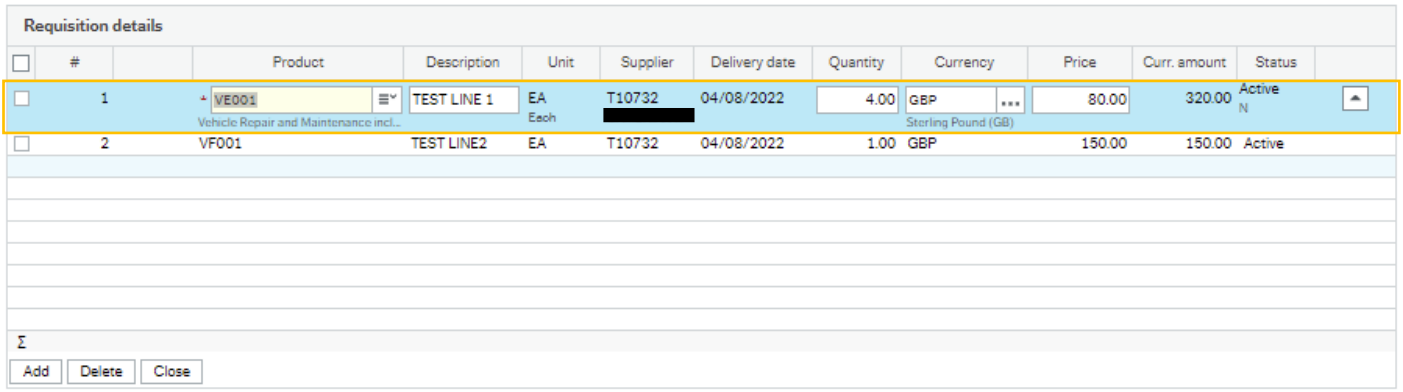

Requisition details

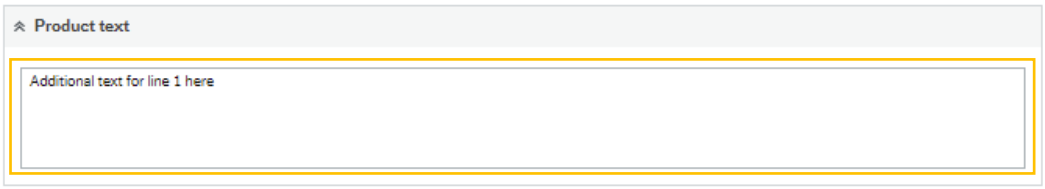
	#		Product	Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Curr. amount	Status
☐	1		VE001	TEST LINE 1	EA	T10732	04/08/2022	4.00	GBP	80.00	320.00	Active
☐	2		VF001	TEST LINE2	EA	T10732	04/08/2022	1.00	GBP	150.00	150.00	Active

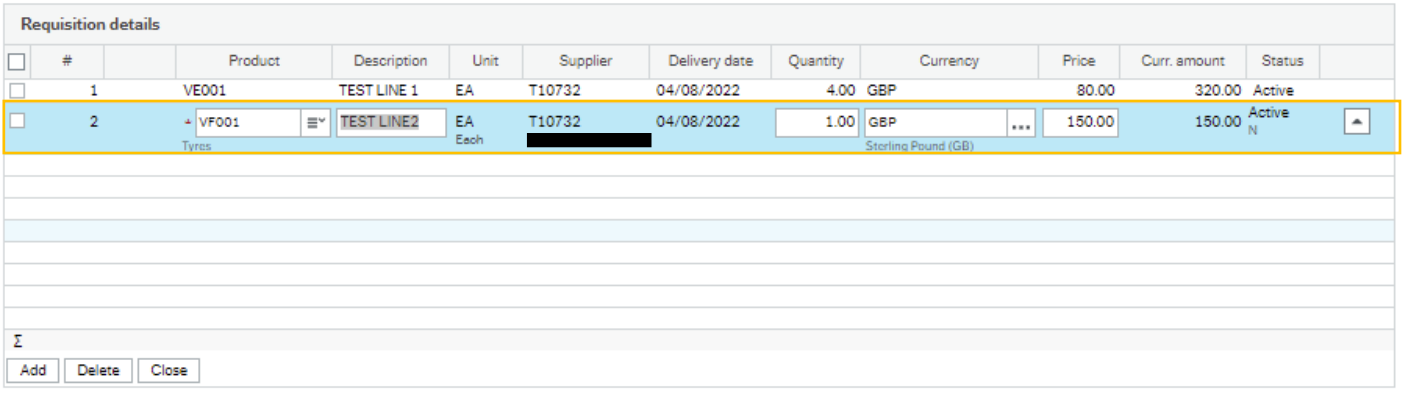
Σ

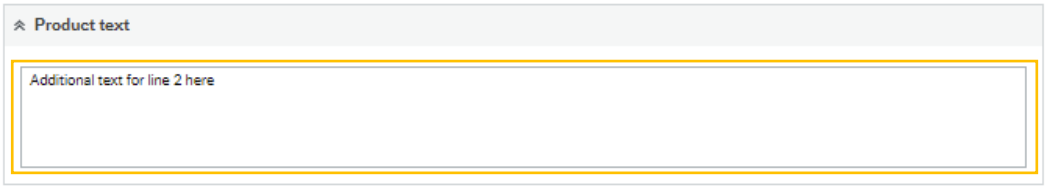
Add Delete Close

Now that you have entered the lines you want to order, you can add additional text to appear directly beneath the line on the PO once it has been completed. To do this you must select the line, when the line is highlighted blue you can click into the product text field beneath the table to enter the additional text.





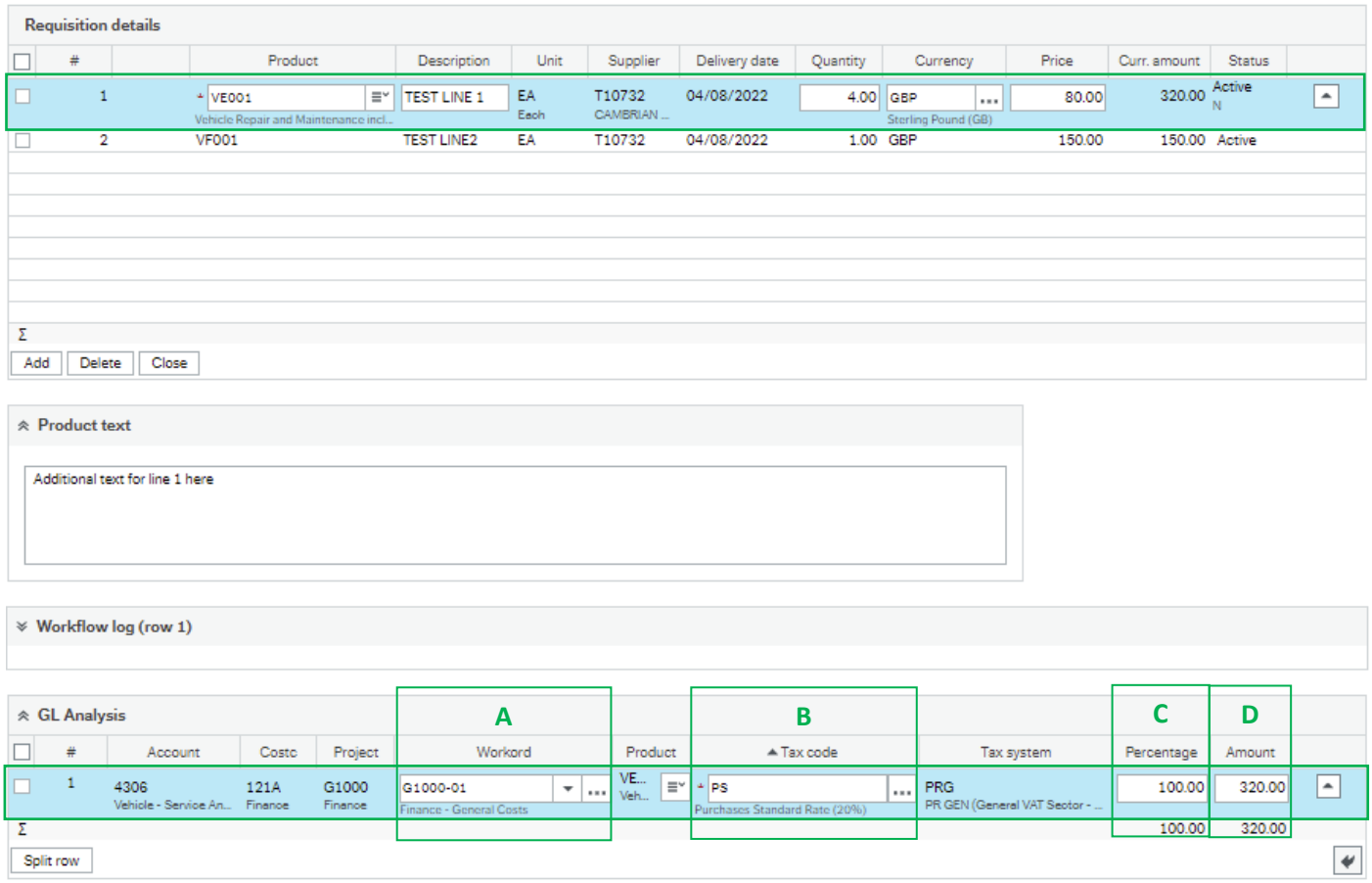




c. GL Analysis

The final section (green section) is where each line is coded to in the general ledger. By completing the previous sections this should automatically update with the correct details.

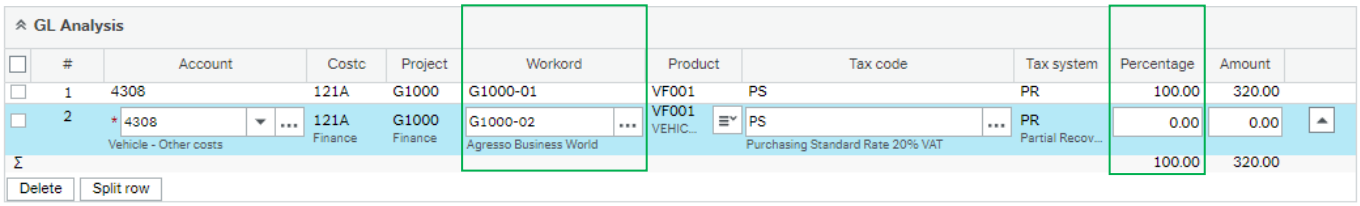
Each line you have entered in the Requisition details will have a corresponding finance code that it will be allocated to in this section, highlighting the line in Requisition detail will display the coding in this section.



Box A, C & E– Workord, Percentage & Amount

These are automatically added based on the Work Order used in the Default Details section. If nothing appears here you have not entered anything into the previous section, you can just add the work order here now.

Occasionally you may want to split the order line over more than work order, you can do this by clicking the **'Split row'** button below the line, you must ensure the only difference between any lines is the work order.



You must ensure the total percentage below the line's totals 100.00, you can adjust either the percentage values or amounts to get the exact split you require.

Percentage	Amount
50.00	160.00
50.00	160.00
100.00	320.00

or

Percentage	Amount
38.02	121.67
61.98	198.33
100.00	320.00

Box C – Tax code

This is automatically populated based on the product used. Occasionally the tax code may not be correct on Business World; you can amend to the correct tax code provided by the supplier. Available tax codes for purchasing are:

- PS – Purchases Standard Rate (20%)
- PL – Purchases Lower Rate (5%)
- PZ – Purchases Zero Rated (0%)
- PE – Purchases Exempt
- PA – Purchases Outside of Scope **(This should only be used for suppliers that are not VAT registered)**
- PB – Purchasing Overseas Goods **(This should only be used when purchasing goods from abroad)**
- PC – Purchasing Overseas Services **(This should only be used when purchasing a service from abroad)**

IMPORTANT
Work has been done recently to identify suppliers that are not VAT registered if you see that the tax code is PA and is not amendable it is due to the supplier being identified as not VAT registered. If you believe that this is incorrect you can amend the suppliers' details prior to submitting the requisition.

Similar work has been done to identify suppliers that are situated overseas, if you see that the tax code is PB or PC and is not amendable it is due the supplier being identified as providing good and/or services from overseas.

d. Workflow log

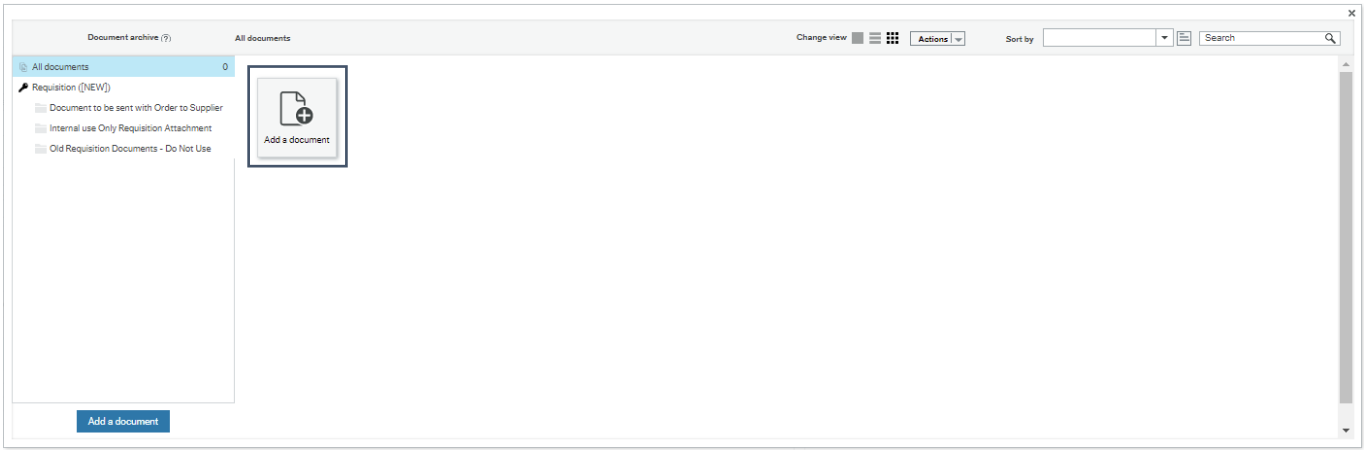
You can add additional text for anybody to see that is due to receive your request as a task.

e. Adding a document

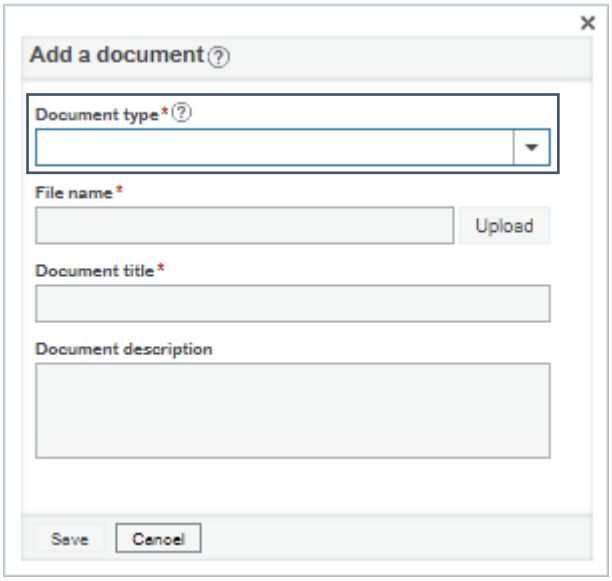
Now that you have completed the details of your requisition, you can add a document against it (before saving, you should have the document saved on your device prior to starting the requisition) that can be viewed by anyone that is due to approve, this can provide further details of the purchase you are making, such as a quote.

To add a document, you must click on the paperclip icon towards the top right-hand side of the screen

Which will bring up the following screen:



Click the icon **'Add a document'** which will display the following popup:

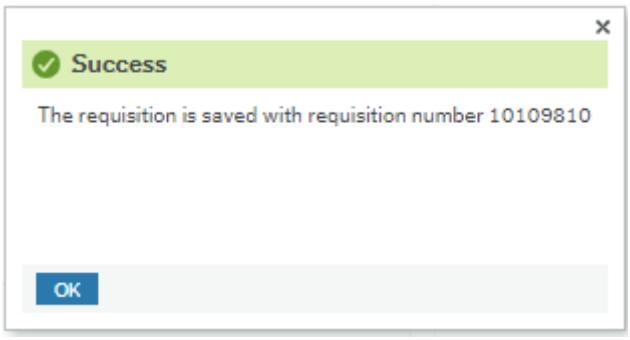


From the Document type dropdown, select either:

- Document to be sent with Order to Supplier
    - Once you requisition has been fully approved, any document placed in this folder will be sent to the supplier along with the PO, i.e., a quote you have received from the supplier for this order.
- Internal use Only Requisition Attachment
    - Any document attached in this folder will not be sent with the PO. i.e., an STA (Single Tender Action) required for the purchase.

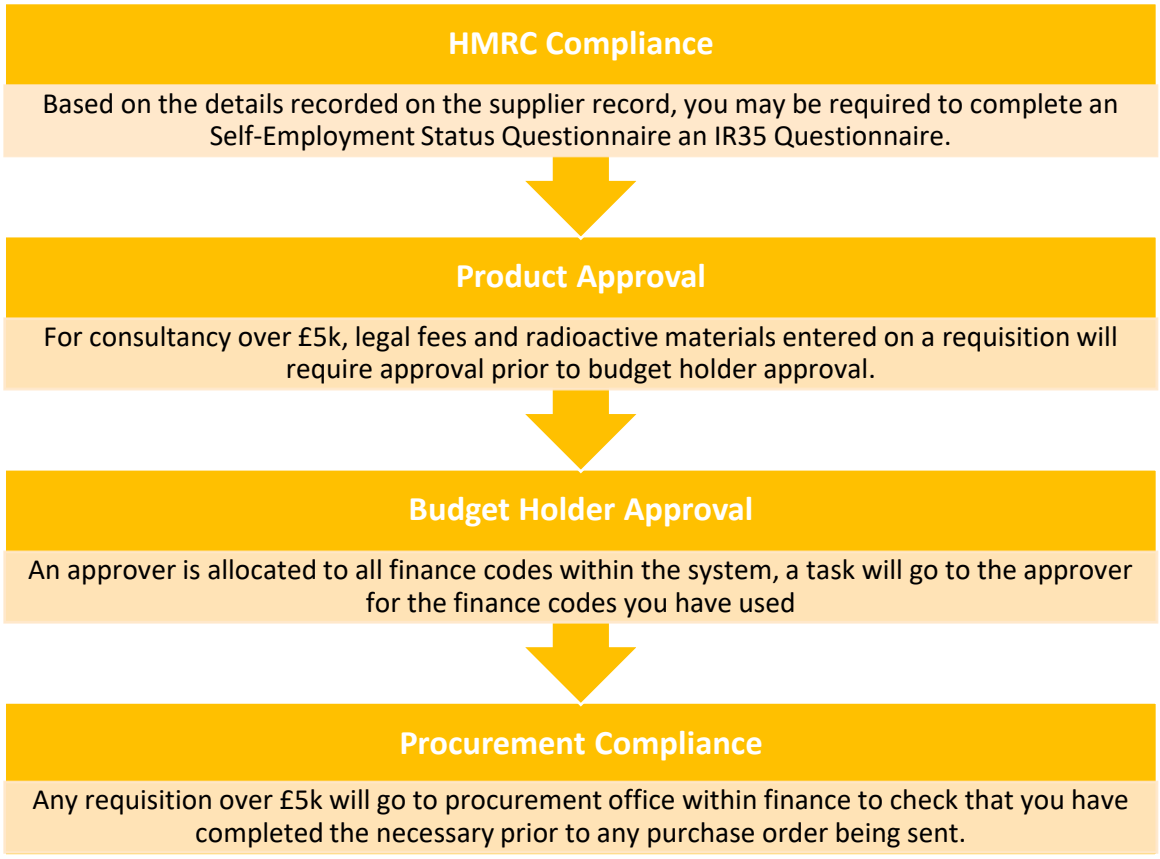
Select the **'Upload'** button and locate the document on your device, once selected you can save.

Return to your Requisition screen where you can **Save** your request for approval. You will receive a requisition number like below that is an internal reference prior to the generating a PO number.



2. What happens next?

The requisition will now go into workflow for approval, there are potentially four steps to the approval depending on the supplier you are purchasing from and what you are purchasing. The four steps are:



a. HMRC Compliance

We have identified suppliers that are registered on the Business World that are self-employed or a Ltd. company. A self-employed person will require a Self-Employment Status (SES) Questionnaire to be completed once a tax year (April to March) and a Ltd. will require an Off-Payroll (IR35) check to be made.

i. Self-Employment Status Questionnaire (SES)

If an SES questionnaire is required you will receive a task called **"Requisition - SES Form Required"**, the SES questionnaire can be completed at Disclaimer - Check employment status for tax - GOV.UK, after accepting the disclaimer, select the option "If some work is classed as employment or self-employment for tax purposes" and continue to answer the questions. At the end you will receive a response to the suppliers' employment status, please ensure you select 'Get a copy of this result', you will be asked if you would like to add any details to the document, please select yes and complete the fields and add the supplier number from Business World to the 'Other information' field. The following page will display a HMRC document which you can Save to your PC.

You will need to upload the document to the supplier record in Business World, please go to the supplier and select the paperclip icon at the top right-hand corner. Select the Add a document tile, from the Document type dropdown select SES Questionnaire and press the Upload button then select the document to upload from your PC and Save.

You will also need to update the 'S16 Tax Status' section under the Additional Information tab of the supplier record. Please update the Current Year field to reflect the current tax year we are in. Once amended please Save.

Now that you have completed the SES Questionnaire, uploaded it to the supplier and updated the details on the supplier please go to the task **"Requisition - SES Form Required"** and select SES Attached.

ii. Off-Payroll (IR35) Check

If an IR35 check is required you will receive a task called **"Requisition - IR35 Form Required"**, the IR35 form can be completed at Disclaimer - Check employment status for tax - GOV.UK, after accepting the disclaimer, select the option "If the off-payroll working rules (IR35) apply to a contract" and continue to answer the questions. At the end you will receive a response to the suppliers' status, please ensure you select 'Get a copy of this result', you will be asked if you would like to add any details to the document, please select yes and complete the fields and add the supplier number from Business World to the 'Other information' field. The following page will display a HMRC document which you can Save to your PC.

This document will need to be added to the Requisition you have raised, open the task **"Requisition - IR35 Form Required"** and select the paperclip icon at the top right-hand corner. Select the Add a document tile, from the Document type dropdown select 'Internal use Only Requisition Attachment' and press the Upload button then select the document to upload from your PC and Save.

Now that you have completed the IR35 check and uploaded it to the requisition please go to the task **"Requisition - IR35 Form Required"** and select IR35 Attached.

IMPORTANT

Your requisition will not continue to the following steps in the process until the above has been done. You cannot make any amendments to this task you have received; it is a step that has been included to ensure the HMRC compliance is followed for the supplier we engage with.

b. Product Approval

The next step of the process is the approval of certain products, below is the full list that require approval:

- **Legal Fees for any value**:
  - Product RG001 – Legal Services
- **Consultancy Fees over £5,000.00**:
  - RB001 – Counselling Services
  - RC001 – Date Info/Disaster Recovery
  - RD001 – Accountancy/Audit Services
  - RE001 – Business, Management & Financial Consultants
  - RG001 – Legal Services
  - RK001 – Temporary Staff & Employment Agencies
  - RM001 – Speaker, Presenters etc.
  - RR001 – Debt Collection Services
  - RS001 – Market Research Services
  - RT001 – Auction Services & Fees
  - RX001 – Occupational Health Services
  - RZ001 – Radiation Protection Services
  - RZ002 – Risk Assessment Services

- WU001 – Professional Services
- **Radiation products for any value**:
  - LW001 – Open Source Radiochem/isotope
  - LW002 – Sealed Source Radioisotopes
  - LYC01 – Radioactive Waste

There are dedicated people setup to approve the products above, they may approve or reject your requisition, should they reject, you will receive a task called **"Requisition - Rejected (Product)"** (when a person rejects a task they must make a comment, to see any comments made please check the Workflow log), you can make amendments to your requisition within this task and press "Task complete" to re-submit the request. Alternatively, if you no longer require the items in your requisition, you can change the status from Active to Closed and press "Task complete", this will stop the requisition from being processed.

c. Budget Holder Approval

This part of the approval process is for the budget holder of the project used in your requisition to check the budget and approve or reject (the work order used in your requisition sits on a project, this is automatically updated when you add the work order to your request). The budget holder amounts are:

- Up to £999.99
- £1,000.00 < £4.999.99
- £5,000.00 < £9,999.99
- £10,000 +

A different person may be setup to approve each value range or single person may have been setup to approve all value ranges.

Potentially you could receive a task called **"Requisition - Rejected (Project)"** this is where the budget holder has rejected your requisition (when a person rejects a task they must make a comment, to see any comments made please check the Workflow log), you can make amendments to your requisition within this task and press "Task complete" to re-submit the request. Alternatively, if you no longer require the items in your requisition, you can change the status from Active to Closed and press "Task complete", this will stop the requisition from being processed.

d. Procurement Compliance

This step of the requisition approval process has been recently added to ensure the necessary procurement rules have been followed. Where an order is greater than £5k the procurement team in the finance department will receive a task, they will check to see if you have completed or need to complete a Single Tender Action (STA), obtained the necessary competitive quotes, or require a tender report.

If you have already attached the necessary documentation to the requisition, they will be able to approve but if they require further documentation from yourself, you will receive one of the following tasks:

- **Requisition Compliance - STA Required** – you will be required to complete the an STA form at Procurement : Finance Department , Aberystwyth University, after you have completed the form and saved as a pdf locally to you PC/Laptop you can add the document to the requisition (see Adding a document in this document).
- **Requisition Compliance - Quotes Required** – you will be required to attach any quotes you have received prior to placing the requisition (see Adding a document in this document).
- **Requisition Compliance - Tender Report Required** – you are required to attach the tender report you have received to the requisition (see Adding a document in this document).

You may also receive "**Rejected Requisition (Procurement)**" this is where the procurement team has rejected your requisition (when a person rejects a task they must make a comment, to see any comments made please check the Workflow log), you can make amendments to your requisition within this task and press "Task complete" to re-submit the request. Alternatively, if you no longer require the items in your requisition, you can change the status from Active to Closed and press "Task complete", this will stop the requisition from being processed.

Following on from the Procurement approval, if the purchase you are making requires a STA these will also require approval from the Deputy Director of Finance for orders up to £50k and the Director of Finance & Corporate Services for Orders greater the £50k.

3. Checking my Requisition Status

After your requisition has been fully approved Business World will generate a Purchase Order (PO), this is emailed to the supplier directly, you will be copied into the email and will also receive a separate email summarising recently generated PO's.

If you have not received these emails or any tasks to process, you can check who currently has the task for approval by signing into Business World and to going to Reports → Finance → Purchasing Reports → **My Un-approved Requisitions**.