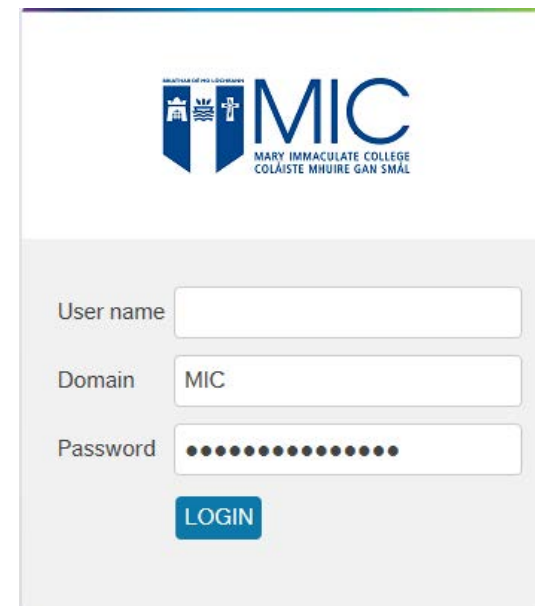


Quick Guide to entering requisitions on the web

To Enter a Requisition please complete the following steps:

1. **Log in** to Agresso, Using your username & network password.
2. Choose **Procurement** from the menu on the left of the screen.
3. **Choose Requisition Standard** from Requisition menu that appears this opens your requisition.
4. Complete the following fields on the Requisition screen
 - **Supplier Name** – Type or use search facility
 - **Cost Centre** – Defaults to home budget, see drop down list for other budgets to which you have access.
 - **Date** – Defaults to today's date.
 - **Requisition details** – Choose the **product** you wish to order eg. Stationery. Choose add if more than one product is being ordered.
 - **Description** – Type over the text with the product information eg. Folders
 - **Quantity & Price** – (not including VAT)
 - **Product Text** – Enter text relevant to the order – eg. Quote Ref etc
 - **GL Analysis** – **Sub analysis** section needs to be completed Eg. OfTyp. Type or use search facility.
 - **Funds Check** – Choose from the menu on the bottom more actions – funds check. This checks that there are enough funds in the budget to cover the order.
 - **Save** – This saves the order & sends it to the Cost Centre Manager for approval.
Press Clear Screen before entering next requisition



The screenshot shows the login interface for Mary Immaculate College (MIC). At the top is the MIC logo with the text 'MARY IMMACULATE COLLEGE COLAISTE MHIURE GAN SMÁI'. Below the logo are three input fields: 'User name', 'Domain' (pre-filled with 'MIC'), and 'Password' (masked with dots). A blue 'LOGIN' button is positioned below the password field.

Menu


Your employment

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Requisitions

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 Enquiries

