Requesting Purchase Requisitions on the Web

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I. Why is requisitioning moving to an online process?

• It’s easier for purchasers.
• You will have better access to the status of purchase requisitions.
• It automates and speeds the purchase order process.
• It reduces paper use.
• It creates an electronic audit trail.
• It allows for better budget management.

II. Accessing the Online Requisition System

Sign into the Inside Augsburg page (http://augnet.augsburg.edu) with your AugNet username and password, using the login fields on the left side of the page. Once logged in, click on Administrative Tasks at the left, under the “AugNet Services” heading. A menu will expand and show more options. Click on Agresso Web.
At the AGRESSO Business World screen, enter your AugNet username in the “Name” field. In the “Client” field, type “AC” (without the quotes). Enter your regular AugNet password in the “Password” field, then click the Login button.

The first screen in the Agresso Online system takes you to My Tasks. If you’re a budget manager this is where you would find tasks and requisitions to approve. (See image at right). ---->

To enter the requisitioning portion of Agresso, click on Procurement towards the bottom of the left-hand side. Then click on Requisitioning at the top of the sidebar, and then choose Requisitions - standard. (See image at right).
This will bring up the requisition entry screen.

III. Creating a Requisition

1. Select the Vendor

   • Click on the blue box with dots to the right of the field. This will open another window.

   • In the SEARCH criteria box type a part of the VENDOR name then click on SEARCH. This will search the requisitioning system for vendors.

   • In the list of vendors, click on the Vendor that you want to purchase from. NOTE: If there are more than one entry for a vendor it is because the vendor has more than one address. If you are not sure which address is correct, choose the first one listed because that is the General Address.

2. Verify the FUND field
• Press the TAB key until the “Fund, Grant, Endowments” field is highlighted.

• If you are using the operational money assigned to your Cost Center, use the default Fund code of 1000. Otherwise, enter the code for the fund that you are using to pay for the requisition.

3. Enter the product (GL code or account) for the purchase.

• Press the Tab key until the “Product” field is highlighted. (“Product” in this case does not mean the items you are ordering. Rather, it means what G/L code or account should be associated with this requisition).

• Type in your product (GL code/account) if you know it

OR

Search for the appropriate GL code/account by clicking on the blue box with dots next to the “Product” field. Click on the product (GL code/account) you are using for this purchase.

A reference list of the available product (GL/account) codes is available in Appendix A of this document.

4. Fill in information about the items you are ordering.

• A default description for the item comes up automatically in the “Description” column. You must change this to be a description of the item (such as a part number) so that the vendor knows what you are ordering.

• In the “Responsible” column, choose “Sharon Johnson(Purchasing Agent)” from the drop-down menu.

• In the “Qty.” (quantity) column, enter the number of that item you are purchasing.

• In the “Price” column, enter the unit price for the item.

• Press the Tab key to finish the price entry.

• The system will automatically calculate a total amount based on the price and quantity you entered. Verify that the calculated amount is what you expect.

5. Add additional items if needed.
If you are ordering more items from the same vendor, click on the “Add” button underneath the listing of items to add another line. Repeat steps 3 and 4 to fill in the information.

6. Specify if you would like the finished purchase order to be faxed to the vendor.

If you want the Purchasing Specialist to fax the finished PO, add another item to your order. Choose product code PLEASEFAXPO and enter the fax number in the “Description” column. Enter “0” for the price.

If you do not want the PO to be faxed, skip this step.

7. Verify and submit the requisition request.

- Verify that this purchase is assigned to the appropriate account, cost center, subobject and fund.

- Once everything is OK Click on SAVE in the upper-left corner. This submits the requisition request and generates a requisition number.

- You might want to write down the Requisition number so that you can check on the status in the future.
IV. Checking the status of requisitions

To look at where your requisitions are, access the requisition system as described in section II of this document. Once in the Requisitioning menu, choose “Own requisitions” to see requisitions you have requested.
## Appendix A: Product Codes

<table>
<thead>
<tr>
<th>Product Code / Description</th>
<th>Product Code / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1310 Custodial Inventory</td>
<td>1315 Plant Equip Inventory</td>
</tr>
<tr>
<td>1340 Bus Passes</td>
<td>1345 Inventory Concessions</td>
</tr>
<tr>
<td>5150 Research &amp; Development</td>
<td>5290 Marketing Advertising</td>
</tr>
<tr>
<td>5291 Marketing Advertising Project</td>
<td>5300 Outside Services/Consultants</td>
</tr>
<tr>
<td>5301 Outside Services/Consultants Proj</td>
<td>5390 Reference Materials</td>
</tr>
<tr>
<td>5391 Reference Materials Project</td>
<td>5400 Supplies</td>
</tr>
<tr>
<td>5401 Supplies Project</td>
<td>5440 Communication</td>
</tr>
<tr>
<td>5470 Printing</td>
<td>5471 Printing Project</td>
</tr>
<tr>
<td>5490 Business Meeting</td>
<td>5491 Business Meeting Project</td>
</tr>
<tr>
<td>5500 Dues Fees Registration</td>
<td>5501 Dues Fees Registration Project</td>
</tr>
<tr>
<td>5520 Employee Recruiting</td>
<td>5530 IT Supplies</td>
</tr>
<tr>
<td>5550 Non Budgeted Equipment Expense</td>
<td>5551 Non Budgeted Equip Expense Proj</td>
</tr>
<tr>
<td>5560 Vehicle</td>
<td>5561 Vehicle Project</td>
</tr>
<tr>
<td>5580 Facility Rental</td>
<td>5590 Miscellaneous</td>
</tr>
<tr>
<td>5600 Equipment Purchase</td>
<td>5601 Equipment Purchase Project</td>
</tr>
<tr>
<td>5620 Equipment Repair and Maintenance</td>
<td>5650 IT Leases and Contract</td>
</tr>
<tr>
<td>5670 IT Computer Equipment</td>
<td>5675 Software</td>
</tr>
<tr>
<td>5700 Building Repair and Maintenance</td>
<td>5701 Building Repair and Maintenance Proj</td>
</tr>
<tr>
<td>5710 Contract Services Physical Plant</td>
<td>5711 Contract Serv Phy Plant Proj</td>
</tr>
<tr>
<td>5720 Minor Renovations</td>
<td>5721 Minor Renovations Project</td>
</tr>
<tr>
<td>5731 Construction</td>
<td>5740 Maintenance Supplies</td>
</tr>
<tr>
<td>5741 Maintenance Supplies Project</td>
<td>5815 Building Rent</td>
</tr>
</tbody>
</table>

PLEASEFAXPO  FAX to 999-999-9999
TRAVELAIRFRP Airfare Travel Project
TRAVELHOTELP Hotel Travel Project
TRAVELMEALSP Meals Travel Project
TRAVELMILGEP Mileage Travel Project
TRAVELOTHERP Other Travel Project
TRAVELRENTLP Vehicle Rental Travel

TRAVELAIRFAR Airfare Travel
TRAVELHOTEL Hotel Travel
TRAVELMEALS Meals Travel
TRAVELMILGE Mileage Travel
TRAVELOTHHER Other Travel
TRAVELRENTAL Vehicle Rental Travel