University of Reading
Supplier Request Form Approval Guide

Contents

Version Control

Version	Date	Description	Author
1.0	25/06/2017	Supplier Request Form Approvals User Guide ready for Go Live.	Keren Bass
1.1	12/05/2021	Service provider value change	Rekha Mistry

Overview

This document explains how to approve the creation of a new supplier request on the agresso system.

Before a new supplier request is made, please read the guidance that is provided on the procurement web site at:
https://www.reading.ac.uk/closed/procurement/orderinggoodsandservices/proc-newsupplierform.aspx

Questions arising should be directed to:

- Finance Transaction Team for data input, form progress queries
- Finance System Team for menu access queries

Screens Visible During the Approval Process

There are six tabs on the supplier request form that are visible during the approval process. Depending on the individual's role, the tabs may be displayed for enquiries purposes only or be available for input.

The six tabs are:

- Requestor Input
- Goods and Services (Input by the Requestor)
- Transactional Team (Input by the Transactional Team)
- Trans Team/Procurement (Input by the Transactional Team or the Procurement Team, dependent on the Supplier Type)
- Procurement Team (Input by the Procurement Team)
- Tax Team Review (Input by the Tax Team)

In summary the typically view of the tabs is follows:

Requestor:

- Requestor Input (Input)
- Goods and Services (Input)

Transactional Team

- Requestor Input (Enquiry unless Input rights are granted)
- Goods and Services (Enquiry unless Input rights are granted)
- Transactional Team (Input)
- Trans Team/Procurement (Input)
- Procurement Team (Enquiry)
- Tax Team Review (Enquiry)

Procurement Team

- Requestor Input (Enquiry)
- Goods and Services (Enquiry)

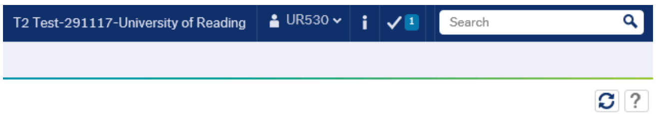
- Transactional Team (Enquiry)
- Trans Team/Procurement (Input)
- Procurement Team (Input)
- Tax Team Review (Enquiry)

Tax Team

- Requestor Input (Enquiry)
- Goods and Services (Enquiry)
- Transactional Team (Enquiry)
- Trans Team/Procurement (Enquiry)
- Procurement Team (Enquiry)
- Tax Team Review (Tax)

Notification of a Task

Each person involved in the review process will receive a task and an email to advise them. The task is displayed at the top right of the screen when logging into the web version of agresso. The user can click on this task to view and action it.



Alternatively, the use can action the task following receipt of an email notification. An example is shown below:

Wed 10/05/2017 15:18

University of Reading systems email *DO NOT REPLY* <agressohelp@reading.ac.uk>

TEST SYSTEM: Supplier Form Notification Alert

To k.j.i.bass@reading.ac.uk

Dear UR500-Neil Smith-New Supplier Requestor

There are supplier forms for your attention in the New Supplier Request Form Process.

To log into Agresso, please click on the link below:

https://viad8st2/agresso

Supplier Request No	Supplier Name	Goods/Service	Task
87155	Jones & Co	Service	Query for Requestor

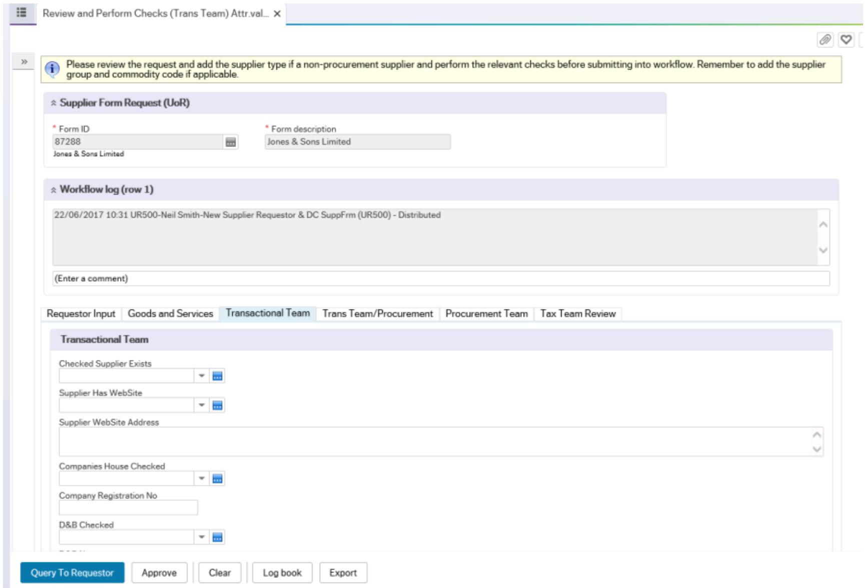
Thank you

Transaction Team

Description

The Transactional Team will need to complete the Transactional Team Tab during the approval process. In addition, depending in the supplier type, they will also need to complete the Trans Team/Procurement Tab.

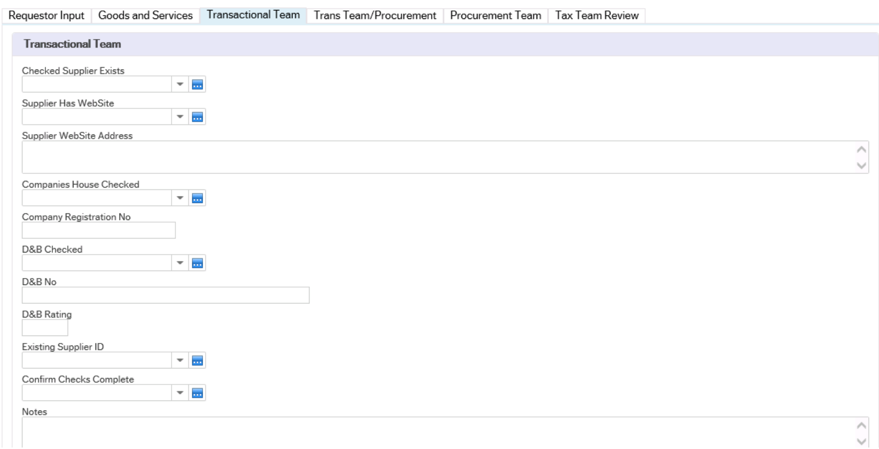
Once the checks have been completed the Confirm Checked Complete field will need to be completed to avoid the form being returned to the team for completion. If the estimated spend value is over £25,000, the Transactional Team could defer completing the fields until after the other required checks are made, i.e., they could submit the form to the next stage.



Transaction Team Tab

Transaction Team Section

If the estimated spend is more than £25,000, this section could be completed after procurement have reviewed the request. Alternatively, the checks can be done first, with the Confirm Checks Complete flag being confirmed.



Fields

Field	Description
Checked Supplier Exists	Response of Yes/No to confirm whether a check has been made to see if the supplier already exists.
Supplier Has Website	Response of Yes/No to confirm whether the supplier has a web site. The address for this can be added in the next field.
Supplier Website Address	Enter the suppler web site address if known.
Companies House Checked	Response of Yes/No to confirm whether a check has been made to see if the supplier already exists.
Companies Registration No	Enter the Company Registration number is known.
D&B Checked	Response of Yes/No to confirm whether a check has been made with Dun & Bradstreet regarding the supplier.
D&B No	Enter the D&B number if known.
D&B Rating	Enter the D&B rating is known.
Existing Supplier ID	Enter the existing supplier number if the supplier already exists.
Confirm Checks Complete	Response of Yes/No to confirm whether a check has been made to see if the supplier already exists. This field must be completed after the check have been finished. Failure to do this could result in the request being returned to the transactional team for completion.

Payment Details Section

Payment details default to CH for Cheque. If these are not known, then they can be updated on the supplier master file after the supplier has been created.

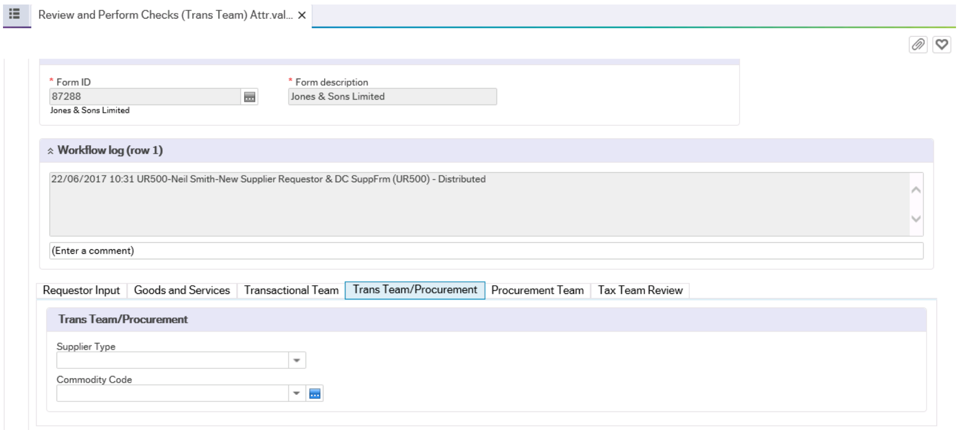
Fields

Field	Description
Pay Method	The pay method for the supplier request is defaulted to CH for Cheque. This can be changed to IP for BACS is the bank details are known and verified.
Bank Account	Enter the verified bank account details for the supplier.
Sort Code	Enter the verified sort code for the suppliers' bank accounts.

Trans Team/Procurement Team

Description

The information on this tab is for the Transactional Team or the Procurement Team to update. The team that updates this tab is determined by the supplier type. There is no restriction of input by either team for this, however, the system validates the supplier type and will only "Approve" the suppliers at the Transaction Team stage, if they are on the pre described list of supplier types.

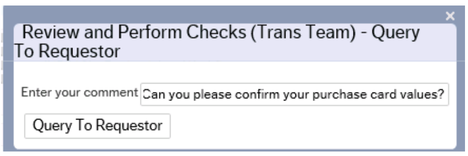


Fields

Field	Description
Supplier Type	This is not a mandatory field, however, at the final approval stage the system will check to make sure it is completed and if not will send it back to the last workflow role to update it.
Commodity Code	This is not a mandatory field, however, at the final approval stage the system will check to make sure it is completed and if not will send it back to the last workflow role to update it.

Actions

The actions that are available to the Transactional Team are dependent on the task that has been directed to them.

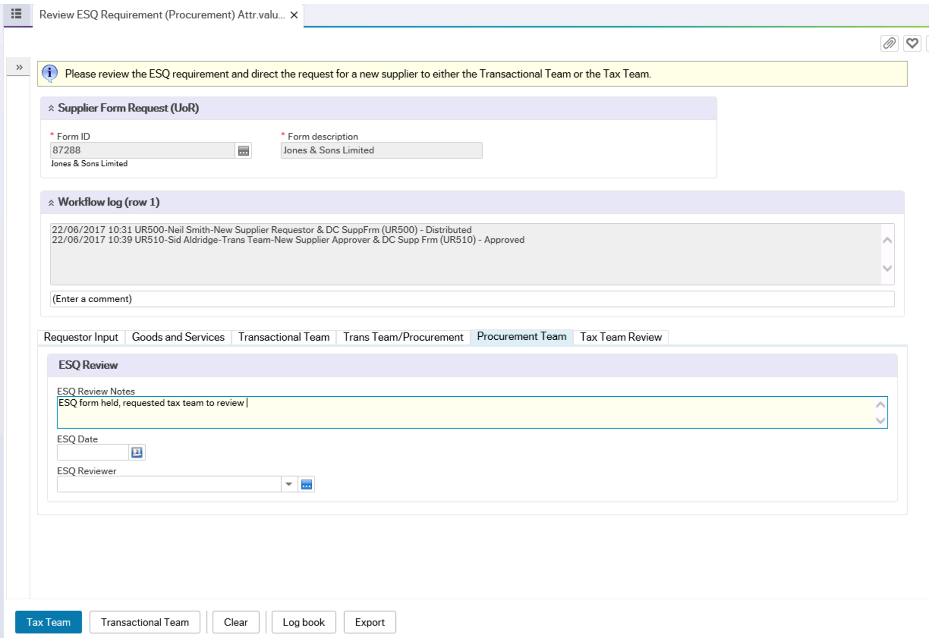
Action	Description
Query to Requestor	The [Query to Requestor] sends the request back to the originator. A query will need to be added for the requestor to review. 
Approve	Unless the form is for a visitor, a landlord/landlady under £1,000 per year, public body or education establishment, the use of the [Approve] will not complete the supplier request process. The system will automatically check if the request is in one of the categories that the Transactional Team are permitted to create/approve. The Confirm Checks Complete flag will also require action by the Transaction Team. The supplier type and commodity code can be

Action	Description
	updated by the Transaction Team or the Procurement Team depending on the supplier type. If the check is not for one of these categories, then the form will be forwarded to the procurement team.

Procurement Team

Description

The Procurement Team will need to complete the Procurement Team Tab during the approval process. In addition, depending in the supplier type, they will also need to complete the Trans Team/Procurement Tab.



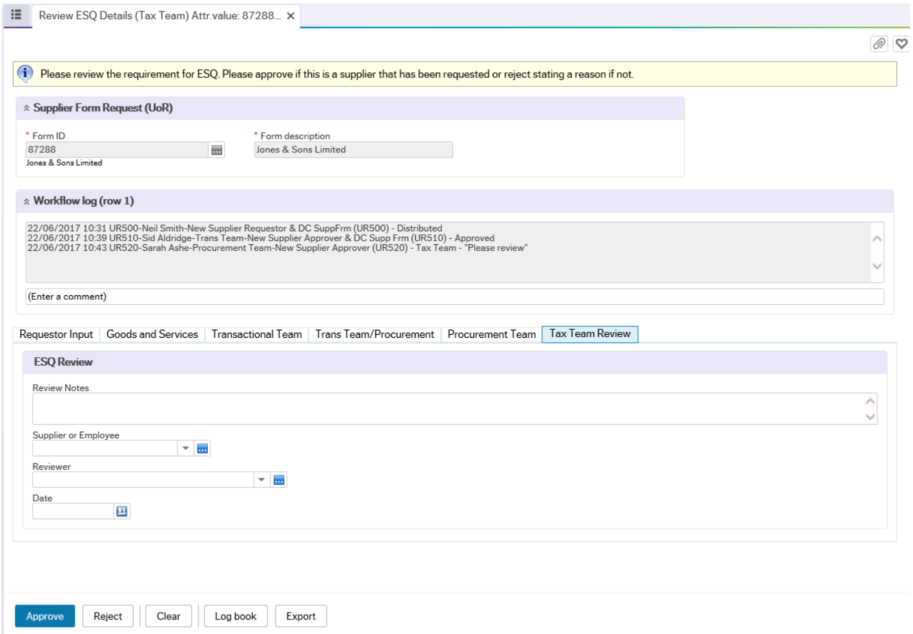
Fields

Field	Description
ESQ Review Notes	Enter summary notes or comments in respect of the ESQ. Further documentation can be added to the request if required.
ESQ Date	Enter the date that the ESQ review was performed.
ESQ Reviewer	Enter the name of the individual that reviewed the ESQ.

Tax Team

Description

The Tax Team will need to complete the Tax Team Tab during the approval process. The team will receive an email advising them that there is a supplier to review.

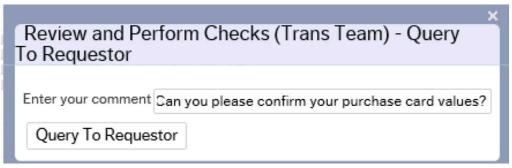


Fields

Field	Description
ESQ Review Notes	Enter summary notes or comments in respect of the ESQ. Further documentation can be added to the request if required.
ESQ Date	Enter the date that the ESQ review was performed.
ESQ Reviewer	Enter the name of the individual that reviewed the ESQ.

Available Actions

Different actions are available at each stage in the workflow. The [Clean], [Logbook] and [Export] actions are consistent throughout, however the others vary. These are:

Step	Action	Description
Review and Perform Checks (Trans Team)	Query to Requestor	The [Query to Requestor] sends the request back to the originator. A query will need to be added for the requestor to review. 
Review and Perform Checks (Trans Team)	Approve	Unless the form is for a visitor, a landlord/landlady under £1,000 per year, public body or education establishment, the use of the [Approve] will not complete the supplier request process. The system will automatically check if the request is in one of the categories that the Transactional Team are permitted to create/approve. If the request is in one of the categories, the supplier type, commodity code and Confirm Checks Complete flag will all need to be actioned. If the checks have all been done, the Confirm Checks flag will need to be actioned. If the check is not for one of these categories, then the form will be forwarded to the procurement team.
Review ESQ Requirements (Procurement)	Tax Team	The procurement team can review the request that relates to services and forward the request to the [Tax Team] to review. A reason will need to be stated.
Review ESQ Requirements (Procurement)	Transactional Team	The procurement team can review the request that relates to services. If they think that it does not require review by the Tax Team, then it can be sent back to the [Transactional Team] to complete any reviews that are required. A reason will need to be stated.
Review ESQ Detail (Tax Team)	Approve	The Tax Team can review the request that the Procurement Team have forwarded to them. The request will relate to services. If the Tax Team believe the request is for a supplier, then it can be [Approve], which will send it back to the Procurement Team.
Review ESQ Detail (Tax Team)	Reject	The Tax Team can review the request that the Procurement Team have forwarded to them. The request will relate to services. If the Tax Team believe the request does not relates to a supplier, then it can be [Reject]. This will remove the request from the process. A reason will need to be stated.

Step	Action	Description
Review and Perform Checks (Trans Team)	Approve	The Transactional Team receive the form after the Tax Review, from Procurement. If all the checks are done and the field marking this is complete, then on [Approve] the request will move to the next stage, which is determined by the value of the request.
Review and Perform Checks (Trans Team)	Reject	The Transactional Team receive the form after the Tax Review, from Procurement. If the request needs to go back to the Originator for review, then the Team can [Reject] it, which will send it back to the Originator. A reason will need to be stated.
Review and Perform Checks (Trans Team)	Withdraw Request	The Transactional Team receive the form after the Tax Review, from Procurement. If the request is no longer required, the Team can [Withdraw Request], which will remove it from the process. A reason will need to be stated.
Review ESQ Request Post Tax Team (Procurement)	Approve	The Procurement Team receive the request back from the Tax Team review following their review. If the Procurement Team are happy with everything, they can add the supplier type/commodity codes and [Approve] the request. The system will then check that the supplier type/commodity code exist before creating the new supplier record.
Review ESQ Request Post Tax Team (Procurement)	Transactional Team	The Procurement Team receive the request back from the Tax Team review following their review. If the Procurement Team would like the [Transaction Team] to action further, then they can send this to the Transaction Team, stating a reason for this. The supplier type/commodity code can be added by Procurement at this stage or wait to after the Transactional Team have completed their checks and update the request when it is returned to them at that stage.
Review ESQ Request Post Tax Team (Procurement)	Reject	The Procurement Team receive the request back from the Tax Team review following their review. If the Procurement Team are not happy with everything, they can decide to [Reject] the request, which will remove this from the process. A reason will need to be stated.
Update Supplier request (Procurement)	Approve	The supplier request is directed to Procurement for requests where the estimated value is more than £25,000 per annum. It is possible that the checks may not have been done at this stage, but that the request has been sent to Procurement for review. The request could relate to Goods or Services. If all is reasonable and in order, the request can be [Approve]. If approved the supplier type and commodity code will need to be entered, otherwise the request will be returned to the team for completion.
Update Supplier request (Procurement)	Reject	The supplier request is directed to Procurement for requests where the estimated value is more than £25,000 per annum.

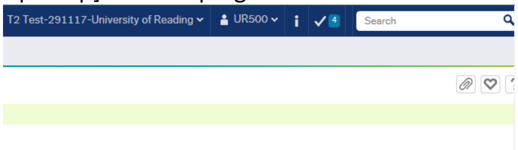
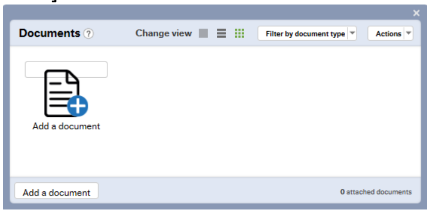
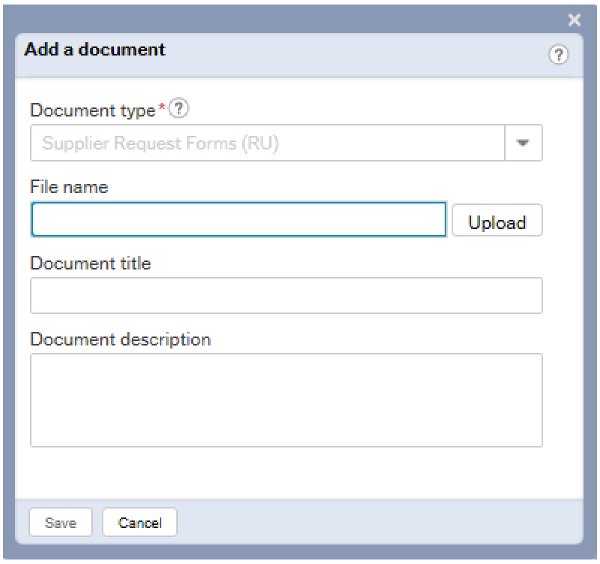
Step	Action	Description
		It is possible that the checks may not have been done at this stage, but that the request has been sent to Procurement for review. The request could relate to Goods or Services. If the request is not valid, for example there is already a contract in place, then [Reject] with remove the request from the process. If rejected a reason will need to be stated.
Complete Supplier Checks/Group/Comm Code (Trans Team)	Query to Requestor	The request relates to suppliers where the expected spend is less than £25,000 per annum. The Team will need to review the request and if they have a query, they can send it back to the requestor, [Query to Requestor], stating a reason.
Complete Supplier Checks/Group/Comm Code (Trans Team)	Put back into Workflow	The request relates to suppliers where the expected spend is less than £25,000 per annum. The Team will need to review the request and complete supplier checks, marking that they have been completed, even if they are not all filled out. If it has been determined that the supplier belongs to a group that they can add, then they can also add the supplier group/commodity code before [Put back into workflow].
Review New Supplier request (Procurement)	Approve	This request relates to a supplier whose expected spend is less than £25,000 per annum. If all looks reasonably, then the Procurement Team can [Approve] the request. Provided that the supplier type and commodity codes fields are compete, the system will then create a new supplier record. If those fields are not completion, the system will return the request to the Team for completion.
Review New Supplier request (Procurement)	Reject	This request relates to a supplier whose expected spend is less than £25,000 per annum. If the request does not look reasonable, the Procurement team can [Reject] it, stating a reason, which will remove the request from the process.

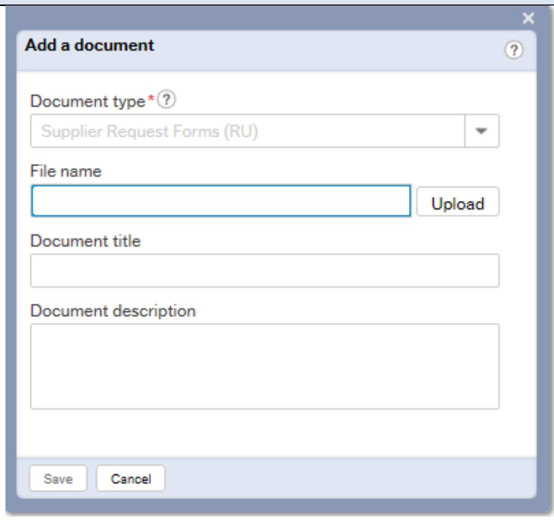
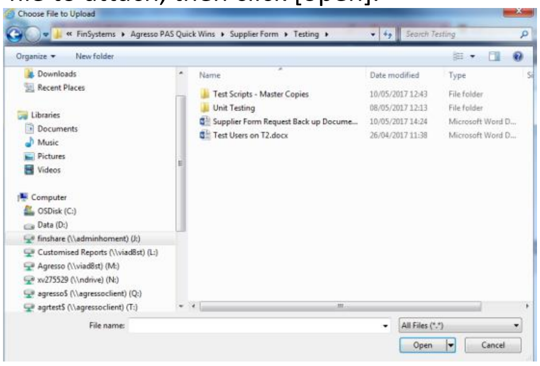
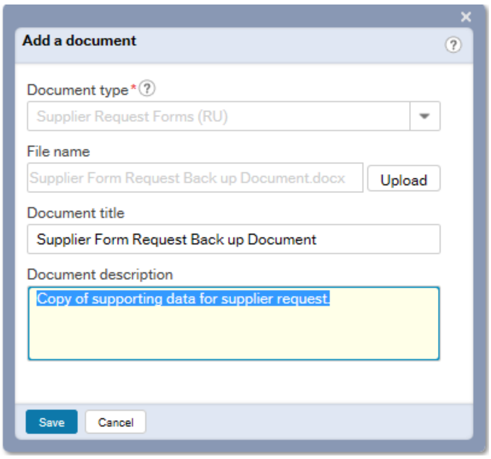
Adding Support Documentation to the Supplier Request Form Process

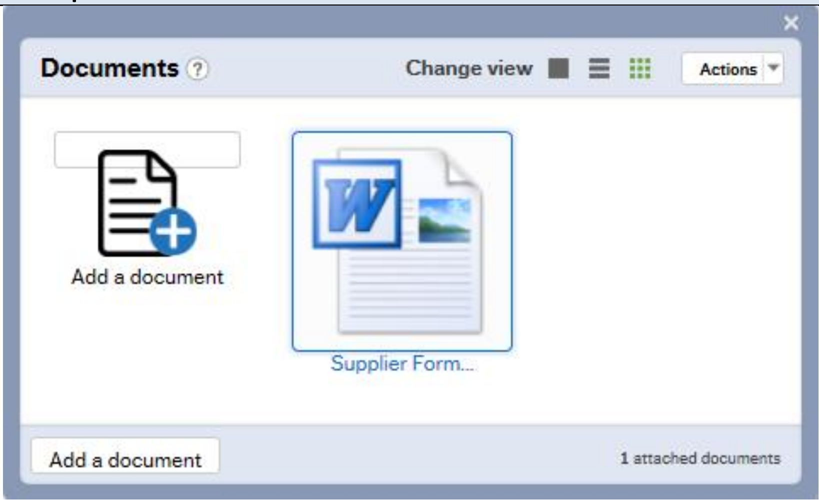
Description

If supporting documentation is to be added to the click on the attach document paperclip in the top right-hand corner of the screen.

Actions

<table>
<tr><th>Action</th><th>Description</th></tr>
<tr><td>Paperclip</td><td>Click on the [paperclip] in the top right hand corner of the screen.

</td></tr>
<tr><td>Add a document</td><td>Click [Add a document] to attach a document.

</td></tr>
<tr><td>Document Type</td><td>The document type relates to the type of item you are attaching your document to.
If there is only one document type, the system will default this in.
If this is not defaulted in, select the document type by clicking on the drop-down arrow.

</td></tr>
<tr><td>Upload</td><td>[Upload] to navigate to the directory that holds the file to be attached to the Supplier request form.</td></tr>
</table>

Action	Description
	
Select file	Click on the file to attach, then click [open]. 
Document Title	Enter a title for the document or accept the default name.
Document Description	Enter a description of the document or leave blank.
Save	[Save] the document. 
Saving the attachment	If further documents are requried, then repeat the above process. If all documents are added, then use the [cross] in the top right hand corner to close the screen.

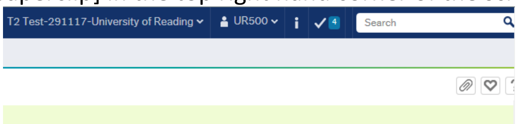
Action	Description
	 [Save] the updates on the Supplier Request Form. If you access the Supplier request form again, the paperclip may be highlighted to show that there are attachments.

Viewing Support Documentation to the Supplier Request Form Process

Description

If supporting documentation is attached to the request it can be viewed as part of the new supplier creation process. Click on the attach document paperclip in the top right-hand corner of the screen.

Actions

Action	Description
Paperclip	Click on the [paperclip] in the top right hand corner of the screen. 
Add a document	Click on the document to view it.