Purchase to Pay Process – a quick guide for requisitioners

1. Before you raise a requisition on Agresso – what to consider?

- Purchase necessary?
- Budget available for purchase?
    - Sufficient funds?
    - Which budcode (budget code)?
    - Authority to commit spend to budcode?
- QMUL Procurement Procedures followed to select supplier?
- Decide on type of order you need
    - quantity order vs call-off (value) order?

2. Raising a requisition on Agresso – your checklist

- Is purchase necessary?
- Budget available? Authority to commit spend?
- Value of purchase (procurement procedures, quotes etc)?
- Correct / appropriate supplier?
- Selected right type of order – Quantity vs Call Off (Value order)?
    - correct product code?
- Relevant & meaningful description for order being placed
- Correct quantity / cost / value of order
- Additional costs – included e.g. postage, delivery charge etc?
- Correct budget code (& ensure not closed before invoice paid)
- Correct VAT code? Need a zero rating certificate?
- Foreign payments (non US Dollar / Euro)?
- Delivery date – included anticipated delivery date?
- Attached 3 quotes (purchases £5k - £30k)?

3. Goods receipting a Purchase Order on Agresso

- Goods receipt – **if received in satisfactory order** / as per your order requirements
- Don't goods receipt if you haven't received the goods / service
- Following this process ensures QMUL only pays for goods or services received in line with the initial order placed
    - Accounts Payable match invoice to goods receipted PO
- How you goods receipt depends on the type of Purchase Order created -
    - Quantity order
    - Call-off (Value) order

4. Purchase to Pay process guidance

Use the following link to access the Purchase to Pay process guidance.

http://qm-web.finance.qmul.ac.uk/purchasing/documents/index.html

Then access the document "**Purchase 2 Pay Training**"

You should be familiar with this guidance before using the Agresso system to raise / approve requisitions and goods receipting goods or services.

5. Links to Agresso user guidance

- Raising a requisition

http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/

Attaching documents to a requisition

http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/

- Goods receipting goods and services

http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/

- All Agresso user guidance can be found here

http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/

6. Useful links

- Financial Regulations

http://www.arcs.qmul.ac.uk/policy/

- Scheme of Delegation of Financial Authority

http://www.arcs.qmul.ac.uk/policy/

- Procurement Procedures

http://qm-web.finance.qmul.ac.uk/purchasing/index.html

- How to buy ….(list of suppliers)

http://qm-web.finance.qmul.ac.uk/purchasing/suppliers/

- QMUL Terms & Conditions

http://www.weightmans.com/queen_mary.aspx

7. Key contacts

- Procurement Team

http://qm-web.finance.qmul.ac.uk/purchasing/team/

- Accounts Payable Team

Queries related to invoice payment

Email: accountspayable@qmul.ac.uk or Tel. 0207 882 7527

- Financial Systems Team

Agresso related queries including training, requests to close POs, arrange temporary holiday cover on Agresso (e.g. approver delegation)

Via IT Helpdesk its-helpdesk@qmul.ac.uk

- Financial Accounting Team

Queries related to VAT

Eva Kurekova (Tel. 0207 882 2956)

- Financial Management Team

Queries related to budgetary control, monthly management accounts, monitoring capital projects

http://qm-web.finance.qmul.ac.uk/sections/financialmanagement/contact/

- Joint Research Management Office

Queries related to research grants

http://www.jrmo.org.uk/