

## Purchase to Pay Process – a quick guide for approvers

### 1. Authorising a requisition on Agresso – what to consider?

As an approver you need to be satisfied:

- the purchase is necessary
- the purchase is appropriate and in the best interests of QMUL
- the requisitioner has raised the requisition in line with QMUL Procurement Procedures and the Purchase to Pay guidelines
- is there an appropriate budget / sufficient funds?
- who has authority to commit spend to this budget?
- appropriate supplier selected?
- right type of requisition created – Quantity vs Call-off (Value) order?
- Sense check quantity and costs?
- VAT – cost is net of VAT; appropriate VAT code? Confirm if VAT Zero rating?
- Foreign payments?

### You can approve or reject the requisition

- If you reject – always provide the reason for this

**Note:** Ensure holiday cover for approvals (must be set up & able to use Agresso)

### 2. 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.

### 3. Links to Agresso user guidance

- Authorising a requisition

<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/>

### 4. 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/buy/index.html>

- QMUL Terms & Conditions

[http://www.weightmans.com/queen\\_mary.aspx](http://www.weightmans.com/queen_mary.aspx)

### 5. 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](mailto: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](mailto:its-helpdesk@qmul.ac.uk)

- Financial Accounting Team

Queries related to VAT

<http://qm-web.finance.qmul.ac.uk/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/>