

University of Reading

Supplier Request Form Entry User Guide

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Version Control

Version	Date	Description	Author
1.0	23/06/2017	Supplier Request Form User Guide ready for Go Live.	Keren Bass
1.1	28/04/2021	Change to Goods & Services tab	Rekha Mistry

Overview

This document explains how to create 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>

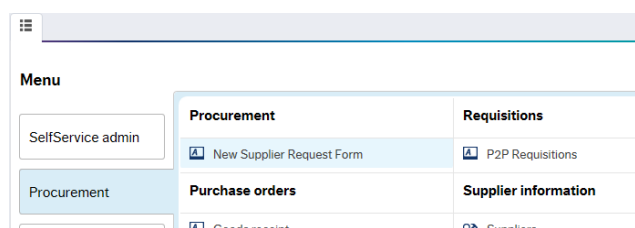
Questions arising should be directed to:

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

Raising a New Supplier Request

Log On.

- Log on to Agresso Self Service (web), as Supplier Request Team Person.
- The New Supplier Request Form should be displayed on the Procurement Menu.



Accessing the New Supplier Request Form.

Procurement > New Supplier Request Form

Description

This is the online form, which is held in the Agresso system, to request a new supplier. All the fields marked with * are mandatory and require completion.

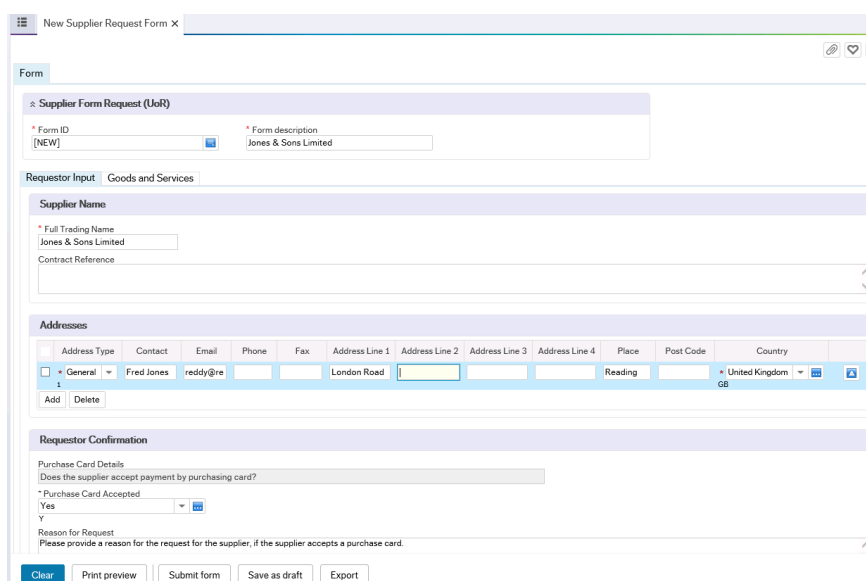
There are further checks on submission of the request, such that if certain combinations of fields are not completed, the requestor will receive a workflow task to complete those fields before the form is sent to the next stage of the workflow. The key checks are:

- That a general address exists
- That an expected spend is entered
- That the requestor confirmation fields marked with a * are completed. Note, that there are only a limited number of exceptions where this does not apply.

There are two tabs of information to be completed on the form. These are:

- Requestor Input
- Goods and Services

On completion of the input the request will need to be saved. To add documents to the request first save as draft to obtain the unique identification number. If no attachments are required or they have all been added, then submit the request into workflow for approval.



The screenshot shows a web form titled 'New Supplier Request Form'. It is divided into several sections:

- Supplier Form Request (UoR)**: Contains 'Form ID' (with a dropdown menu showing '[NEW]') and 'Form description' (with the text 'Jones & Sons Limited').
- Receptor Input**: A sub-section for 'Goods and Services'.
- Supplier Name**: Contains 'Full Trading Name' (with the text 'Jones & Sons Limited') and 'Contract Reference'.
- Addresses**: A table with columns for Address Type, Contact, Email, Phone, Fax, Address Line 1-4, Place, Post Code, and Country. One address is listed: 'General', 'Fred Jones', 'reddy@re', 'London Road', 'Reading', 'United Kingdom', 'GB'.
- Receptor Confirmation**: Contains 'Purchase Card Details' with a question 'Does the supplier accept payment by purchasing card?' and a dropdown menu set to 'Yes'. It also has a 'Reason for Request' field.

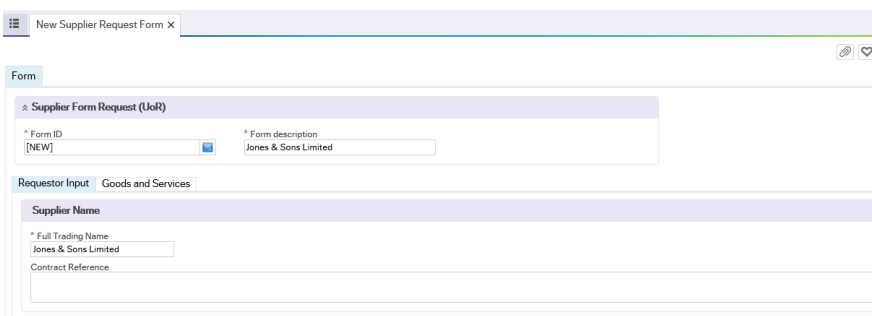
 At the bottom, there are buttons for 'Clear', 'Print preview', 'Submit form', 'Save as draft', and 'Export'.

Each tab is grouped into different sections. The sections are explained as follows.

Requestor Input Tab

Supplier Form Request/Supplier Name

The supplier form request details are mandatory. The description can be copied to the full trading name field.



This zoomed-in view shows the 'Supplier Form Request (UoR)' section. It features two main input fields:

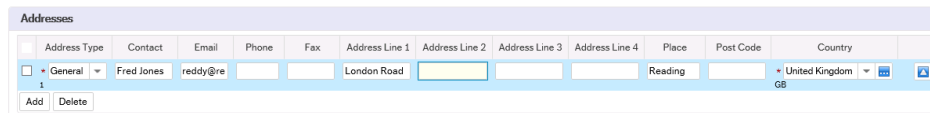
- 'Form ID' with a dropdown menu currently showing '[NEW]'. A red asterisk indicates this field is mandatory.
- 'Form description' with the text 'Jones & Sons Limited'. A red asterisk indicates this field is mandatory.

Fields

Field	Description
Form ID	Leave blank. The system will automatically create this on saving the request.
Form description	This is a mandatory field. It is suggested that the suppliers name is input here, then copied to the full trading name field.
Full Trading Name	Enter the full trading name of the supplier.
Contract Reference	Enter the contract reference if one exists.

Addresses

One general address must be entered. If a single general address is not entered, the request will be returned by the system to the originator to update the request.



Fields

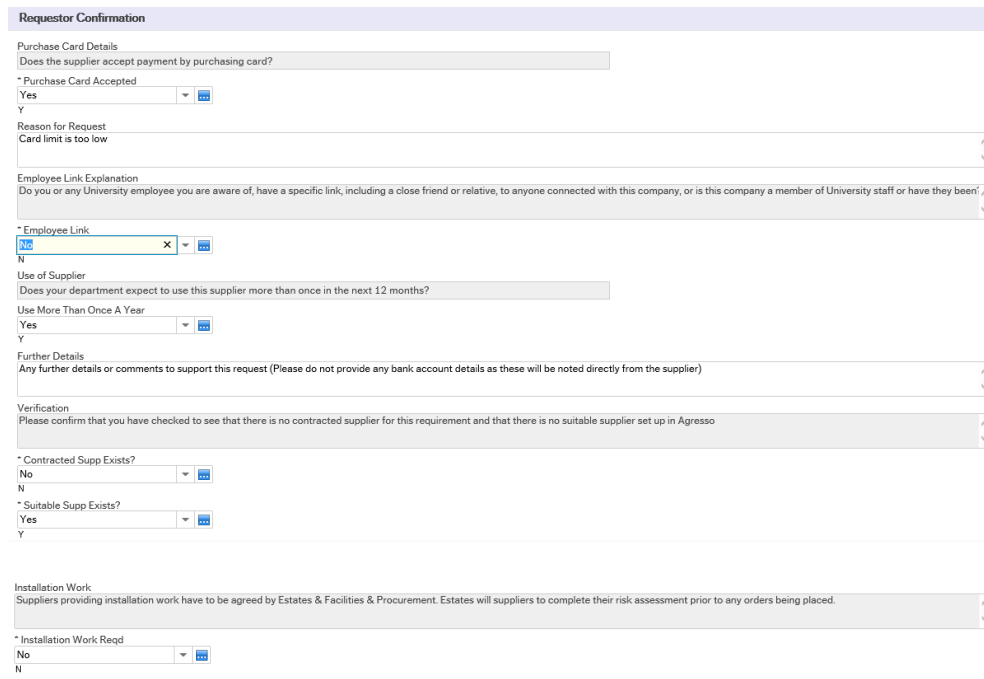
Field	Description
Address Type	Enter the type of address from the list. This defaults to General address. There must always be one general address. If other addresses are required, enter * to provide the list of available address types.
Contact and Address Details	Enter the supplier contact and address details for each address type. The country defaults to the United Kingdom. Use the lookup facility against this box to alter this if required.

Actions

Field	Description
Add	Inserts a new line in which to add an additional address record.
Delete	Deletes the address record for the line which is ticked in the check box on the left-hand side of the address record.

Requestor Confirmation

Each field marked with a * is mandatory in most supplier types. The system will return this to the originator to complete if they are not completed for the supplier types which are mandatory.



Fields

Field	Description
Purchase Card Details	This field provides further explanation for the subsequent field. The explanation is: Does the supplier accept payment by purchase card?
*Purchase Card Accepted	Enter Yes or No as to whether the supplier accepts payment by purchase card.
Reason for Request	If the supplier accepts payment by purchase card, enter a reason why the request for a supplier to be set up has been made.
Employee Link Explanation	This field provides further explanation for the subsequent field. The question is asking if the requestor is aware of the supplier being linked to anyone employed by the University or a family member of someone employed at the University.
*Employee Link	Enter Yes or No if you are aware of the supplier having a link to someone at the University.
Use of Supplier	This field provides further explanation for the subsequent field. The question is set to understand if this is a one-off supplier.
Use More Than Once A Year	Enter Yes if the supplier is expected to be used on multiple occasions. Enter No if the supplier is expected to be a one-off supplier.
Further Details	If the supplier is expected to be a one-off supplier, enter an explanation for the supplier request.
Verification	This field provides further explanation for the subsequent fields. The follows fields are the requestor's confirmation that they have followed procurement process.
*Contracted Supp Exists?	Enter Yes to confirm that you have checked to see if the supplier is set up as a contracted supplier. Enter No to confirm that you have not reviewed the contracted supplier database.
*Suitable Supp Exists	Enter Yes to confirm that you have checked the contracted database to see if a suitable alternative supplier that can be used and that one exists. Enter No to confirm that you have checked the contracted database to see if a suitable alternative supplier that can be used, and that none exists.
Installation Work	This field provides further explanation for the subsequent field. Suppliers providing installation services will require a risk assessment to be conducted by Estates and Facilities.
*Installation Work Req'd	Enter Yes if installation work is to be provided. Enter No if installation work will not be provided.

Your Details

This area is for information only.

Your Details

Requestor

* Cost Centre

Finance

Fields

Field	Description
Requestor	If you are entering the request on behalf of someone else, enter their details. Use the lookup box at the side of the field to find their

Field	Description
	details. Alternatively, start typing in their name to shorten the lookup list.
Cost Centre	Enter the cost centre you are making the request on behalf off. This will not stop other cost centres from using this supplier. It is simply for information purposes only.

Complete Next Tab

This is acting as a reminder to complete the next tab.

Complete next tab

Please go to the next tab
Please remember to review the next tab and complete the relevant data.

Goods and Services Tab

Description

This section relates to the type of goods/services that are to be purchased. The first section should be completed for all requests. If it is not, the system will return the request to you to complete it.

Goods and Services

Requestor Input **Goods and Services**

Goods and Services

Goods or Service *

Service ...

Description

Consultancy Services for new system in Finance

Required By

Reason for Early Date

Estimate of Annual Spend * Currency *

Supplier Found Where? ...

Other Details

Next Steps

If services are either for more than £1000 spend pa, or not for Landlords/Landladies/hotel, accommodation or catering or not for Public or Local Authority services please complete the box below.

Services

Service Provider

We need to understand whether the Services will be provided by an individual, company or partnership (see New Supplier request guidance for further information on options given in drop down below).

Provider Type

Personal Services Company ...

Next Steps

For any option OTHER THAN where you know the Company IS NOT a personal services company, complete and submit an ESQ, and then submit this form once all other sections complete.

Fields

Field	Description
Service	This is a mandatory field. Enter either goods or service to describe the type of supply from this supplier.

Field	Description
Description	Enter further details to describe the goods or services that the supplier typically provides.
Required By	If there is an urgent requirement to have this supplier created, enter a date. Remember to consider any time required to create the requisitions once the supplier exists.
Reason for Early Date	If an early date has been entered, please enter a reason for this.
Estimate of Annual Spend	This is a mandatory field. Enter an estimate of what you think the annual spend for this supplier will be. This can be updated later should it change.
Currency?	This is a mandatory field. Enter the order/payment currency for the supplier.
Supplier Found Where?	Using the drop-down list, select an option to identify where the supplier was found.
Other Details	Add in any further details, for example further information on how the supplier was found.
Next Steps	This field is for information. If goods are to be supplied, then the next section is not required. If services are to be supplied and are expected to be for more than £1,000 per annum and do not relate to Landlords/Landladies, hotel or accommodation or catering or not for Public or Local Authority services please complete the section below.

Services

This section only needs to be completed if services more than £1,000 per annum are to be supplied and the supply is not for a Landlady/Landlord, hotel or accommodation or catering or not for a Public or Local Authority.

The University must consider whether a person either:

- as an individual, or
- as a partner in a partnership or
- through a Personal Services Company (where the Individual who will provide those services owns 5% or more of the share capital of that Company)

is providing services to the University, which can be paid without deduction of tax and national insurance.

If you indicate on the Goods and Services tab of the New Supplier Request Form that it is a service that is being supplied, and that service is:

- more than £1,000, or
- NOT supplied by Landlords/Landladies or
- Not supplied by Public Bodies or Local Authorities or
- not for the supply of accommodation (e.g., hotel) or catering services,

you will need to indicate in the appropriate drop-down box below the Services section heading (Provider Type), whether that supply is being made by:

- An Individual (as a self-employed person)
- Partnership (usually the business name will say 'Partner' or 'Partnership' or 'LLP')

- Personal Services Company (as defined above – you may need to ask the Supplier this or University Staff member who has requested that you complete the New Supplier Request Form about this)
- Company which is not a Personal Services Company
- Do not know whether the Company is a Personal Services Company (you may have to select this option if you are not able to get the information you need to work out if the Company is a Personal Service Company)

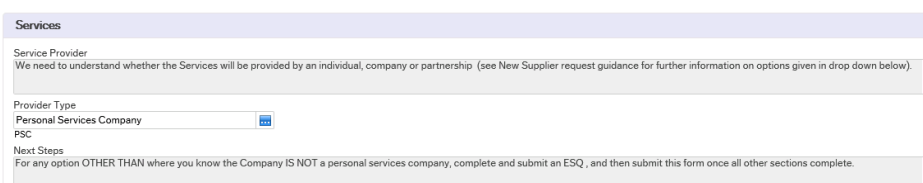
Unless you can select the option ‘Company which is not a Personal Services Company’ you will need to complete (or ask the University of Reading staff member if you are completing the New Supplier form on their behalf) to complete, an ESQ (Employment Status Questionnaire (found on the Procurement Website at: - <http://esq.private.reading.ac.uk/closed/procurement/esq/>). Having made sure the rest of the New Supplier Request Form is completed, you should submit the form and the system will automatically refer the request to Procurement who will check that the ESQ is prepared where appropriate and then refer the Request on to the Tax Team for a more detailed review of the position.

This tax review is complex, and each Supplier and type of supply must be looked at on a case-by-case basis. The information you provide in the ESQ will be used to consider whether the engagement would be accepted by HM Revenue and Customs as one not requiring us to account for tax and NI before paying the worker. The assessment is made based on a wide range of factors and is based on case law rather than legislation in most cases. Some of the factors considered will be:

- can the worker provide a suitable substitute if they do not wish to do the work which the University would have to accept (and is there evidence of this happening at some time)
- can the worker rather than the University decide how, where, and when they do the work?
- is the worker paid a fixed fee so they can profit if they work efficiently?
- does the worker provide materials at their own cost, have insurance, advertise their services, provide their services to other organisations?

Based on the information provided the Tax Team may:

- approve the ESQ and New Supplier Request form, and the form will go back to Procurement for the contract to be drafted.
- reject the ESQ. In the case of an individual, they will be put through the Payroll as an employee or for a limited company or partnership, Procurement will arrange for a contract to be drafted and arrangements will be made with Payroll to deduct tax and National Insurance before payment of any invoices.
- refer the ESQ back to the submitter for additional information.



The screenshot shows a web form titled "Services". It contains the following sections:

- Service Provider:** A text input field with a dropdown arrow. Below it is a note: "We need to understand whether the Services will be provided by an individual, company or partnership (see New Supplier request guidance for further information on options given in drop down below)." with a dropdown arrow.
- Provider Type:** A dropdown menu with "Personal Services Company" selected and a blue checkmark icon.
- Next Steps:** A text area containing the instruction: "For any option OTHER THAN where you know the Company IS NOT a personal services company, complete and submit an ESQ, and then submit this form once all other sections complete." with a dropdown arrow.

Fields

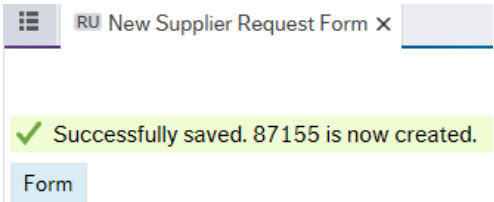
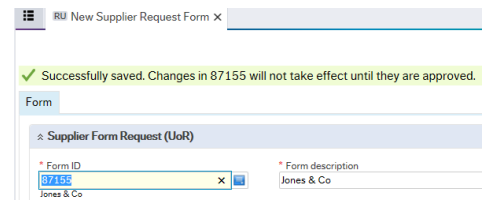
Field	Description
Service Provider	This field is for information. The information is in respect of the following field and explains where further information can be located if it is needed.
Provider Type	Using the drop-down list, select the provide type.
Next Steps	This field is for information. Review your response to the previous question, and if relevant complete the ESQ. The ESQ can be sent to procurement and/or attached to this request as explained in a later section.

Completing the Entries

After completing all the entries then the form needs to be saved. If attachments are to be added, then save as draft first, before adding the attachments. Saving as draft could be done at any stage to keep work in progress. Submit form will send the request into workflow for approval.

On completion of the form [Submit form] or saving it as draft [Save as draft], a system generated supplier request number will be allocated.

Actions

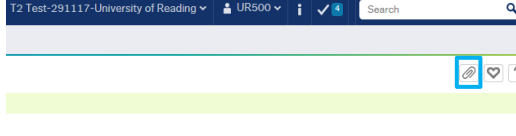
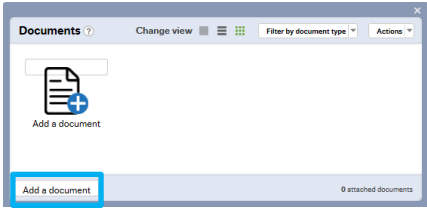
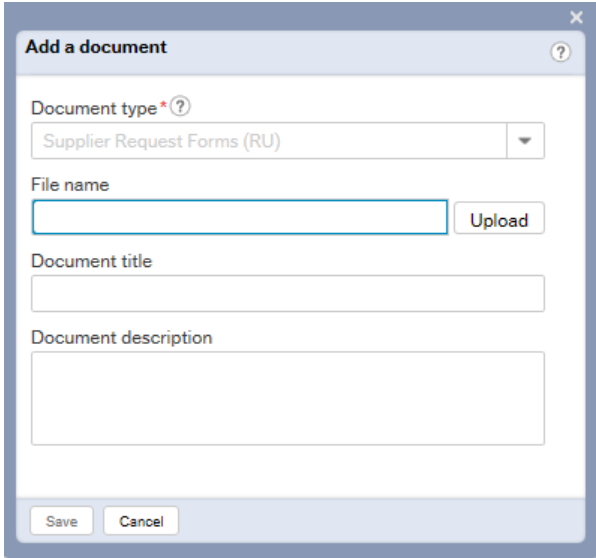
Action	Description
Clear	Clears the contents of the screen
Save as draft	Saves the form without submitting it into workflow. A request number is allocated by the system. The requestors are then able to attach document(s) to the request, before submitting into workflow. 
Submit Form	Submits the request into workflow. 

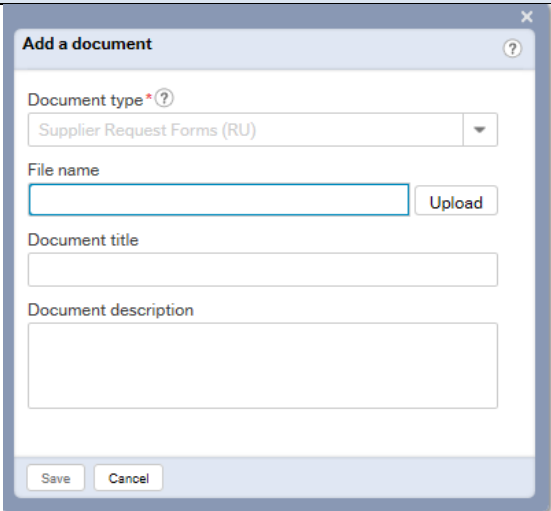
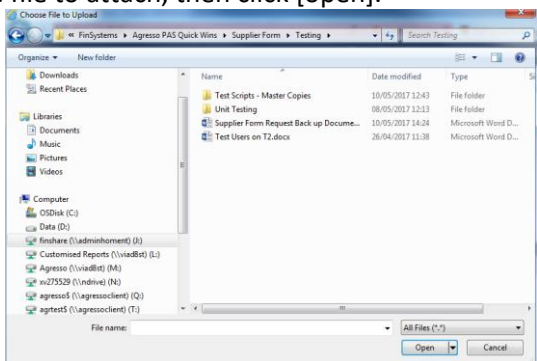
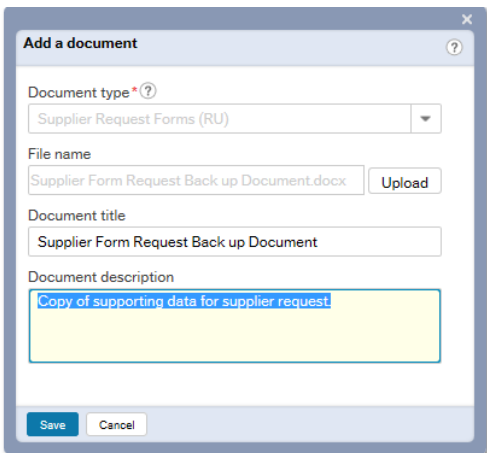
Adding Support Documentation to the Supplier Request Form

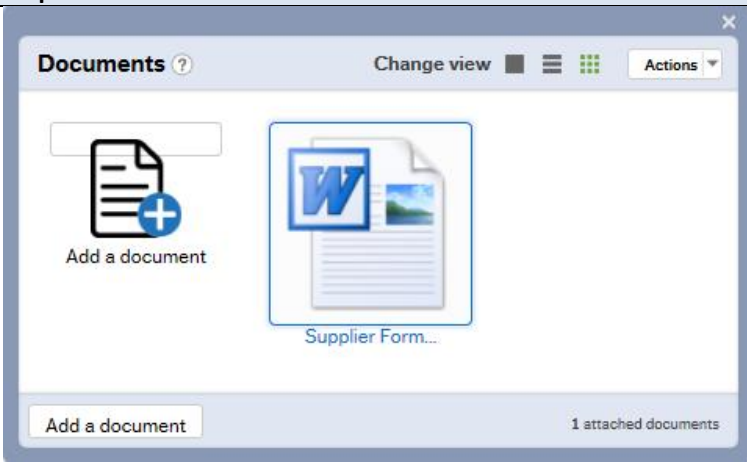
Description

If supporting documentation is to be added to a new request, [Save as draft], to obtain the request number, then click on the attach document paperclip in the top right-hand corner of the screen.

Actions

Action	Description
Paperclip	<p>Click on the [paperclip] in the top right-hand corner of the screen.</p> 
Add a document	<p>Click [Add a document] to attach a document.</p> 
Document Type	<p>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.</p> 
Upload	<p>[Upload] to navigate to the directory that holds the file to be attached to the Supplier request form.</p>


Action	Description
	
Select file	<p>Click on the file to attach, then click [open].</p> 
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	<p>[Save] the document.</p> 
Saving the attachment	<p>If further documents are required, then repeat the above process. If all documents are added, then use the [cross] in the top right hand corner to close the screen.</p>

Action	Description
	 <p>[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.</p>

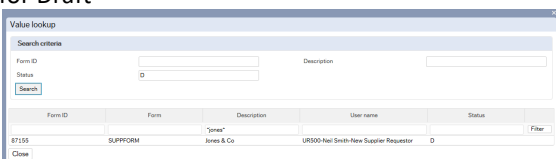
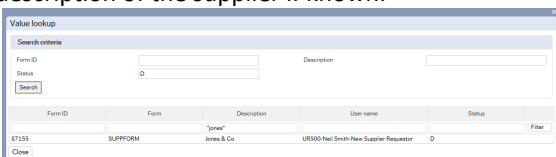
Complete a Draft Supplier Request

Description

If a form is saved as draft it will need to be retrieved, completed, and submitted.



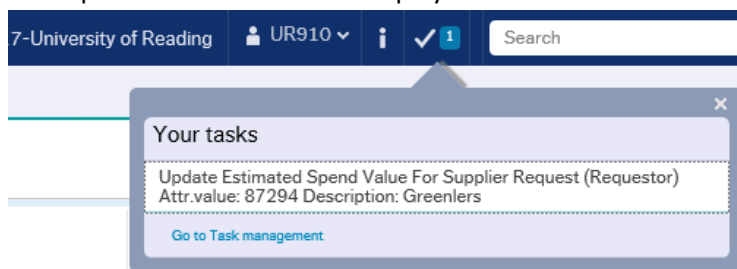
Action

Field	Description
Form ID	In the form ID field, use the blue lookup field to select Field help.
Status	Enter D for Draft 
Description	Enter a description of the supplier if known. 
Search line	Criteria can be entered on the search line. This is the line that the word "filter" is on.
Search	Once complete, [Search] to obtain the results.
Click online	Click on the line information to pull the details back into the supplier form request screen.

Update the Estimated Value for Supplier Request

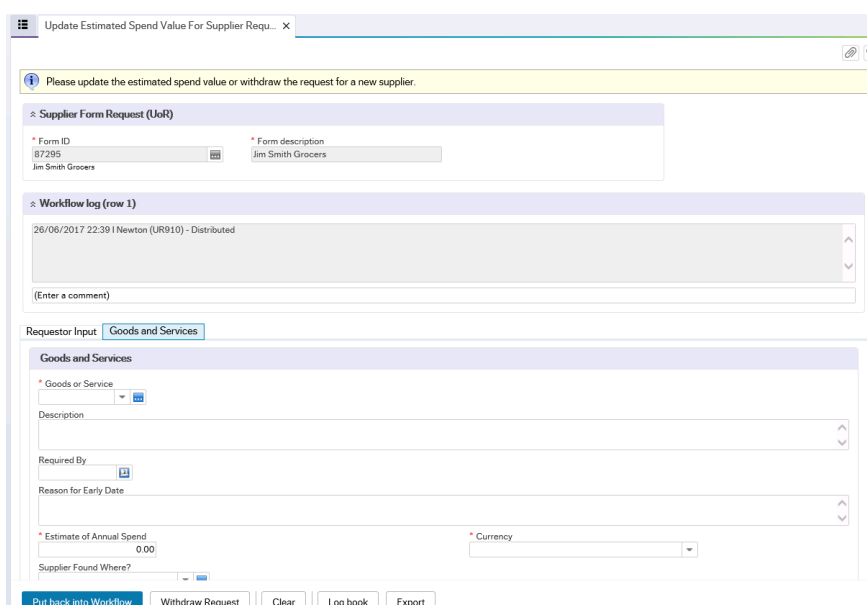
Log On.

- Log on to Agresso Self Service (web), as Supplier Request Team Person.
- An update Estimate Spend Value task will be displayed.



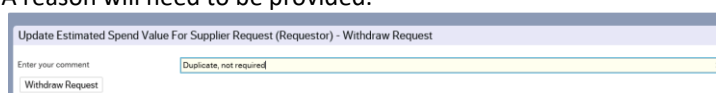
Description

A task will be displayed, and an email sent if there is an update task to perform. If the estimated annual spend is not updated with a positive figure, the supplier request will be returned to the requestor to update this field. There will also be a message at the top of the screen to remind you what needs to be completed.



Actions

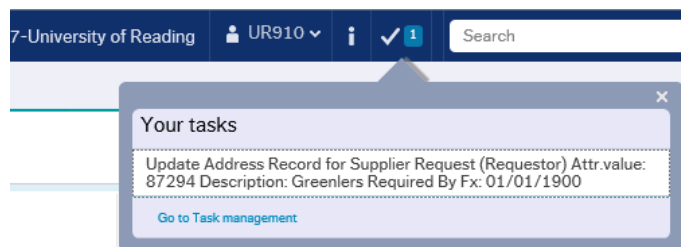
Action	Description
Put back into workflow	Update the Estimated Annual Spend value, before putting back into workflow.
Withdraw Request	Remove the request for the new supplier. A reason will need to be provided.



Update Address Details for Supplier Request

Log On.

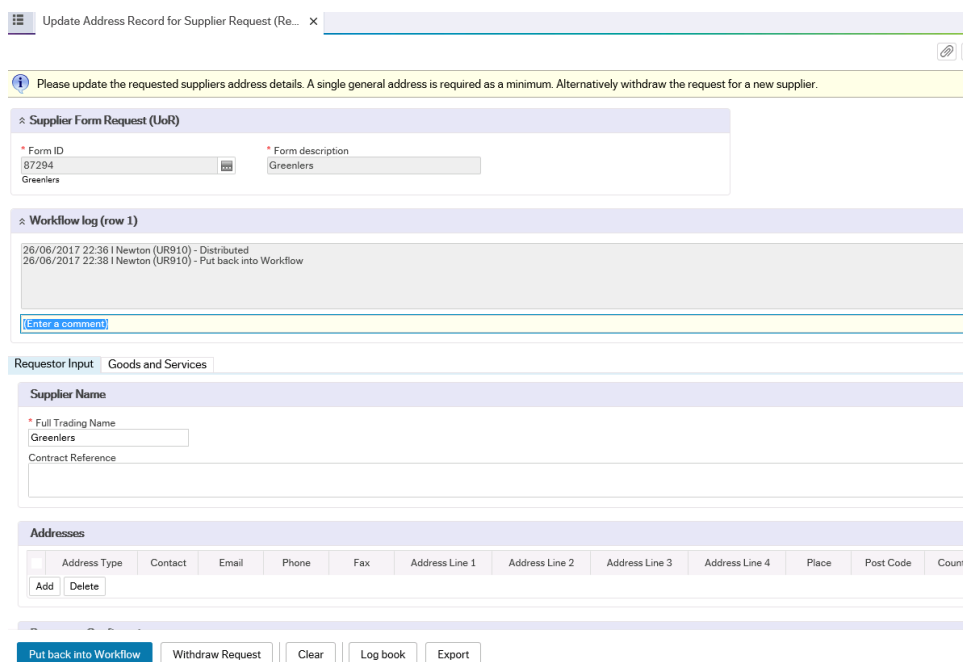
- Log on to Agresso Self Service (web), as Supplier Request Team Person.
- An Update Address Record Task will be displayed.



Description


A task will be displayed, and an email sent if there is an update task to perform. If there is not a single general address, then the supplier request will be returned to the requestor to update this request. There will also be a message at the top of the screen to remind you what needs to be completed.

Use the [Add] button to start an address line. All suppliers should have one general address.



Actions

Action	Description
Add	Add a new supplier address line
Delete	Remove the supplier lines that have the check box on the left-hand side ticked.
Put back into workflow	Update the address details. There should only be the single general address.
Withdraw Request	Remove the request for the new supplier. A reason will need to be stated.

Action	Description
	

Update Validation Fields for Supplier Request

Log On.

- Log on to Agresso Self Service (web), as Supplier Request Team Person.
- A Requestor Confirmation Fields Task will be displayed.



Description

A task will be displayed, and an email sent if there is an update task to perform. If the requestor confirmation fields, marked with a * have not been completed for a supplier type that requires their mandatory entry, then the supplier request will be returned to the requestor to update these fields.

There are five fields in total, all within the Requestor Confirmation section of the request.

The message to update the fields is displayed at the top of the screen.



The requestor section, appears further down on the first supplier form tab.

Update Requestor Confirmation Fields Attr.value:...

Requestor Confirmation

Purchase Card Details
Does the supplier accept payment by purchasing card?

* Purchase Card Accepted
No

N

Reason for Request
Please provide a reason for the request for the supplier, if the supplier accepts a purchase card.

Employee Link Explanation
Do you or any University employee you are aware of, have a specific link, including a close friend or relative, to anyone connected with this company, or is this company a member of University staff or have they

* Employee Link
No

N

Use of Supplier
Does your department expect to use this supplier more than once in the next 12 months?

Use More Than Once A Year

Further Details
Any further details or comments to support this request (Please do not provide any bank account details as these will be noted directly from the supplier)

Verification
Please confirm that you have checked to see that there is no contracted supplier for this requirement and that there is no suitable supplier set up in Agresso

* Contracted Supp Exists?

* Suitable Supp Exists?

Installation Work
Suppliers providing installation work have to be agreed by Estates & Facilities & Procurement. Estates will suppliers to complete their risk assessment prior to any orders being placed.

Actions

Action	Description
Put back into workflow	Update the Estimated Annual Spend value, before putting back into workflow.
Withdraw Request	Remove the request for the new supplier. A reason will need to be provided.

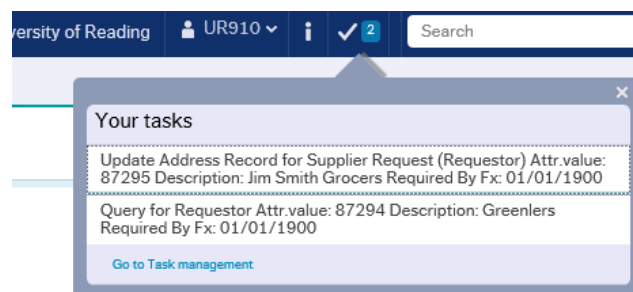
Update Requestor Confirmation Fields - Withdraw Request

Enter your comment

Respond to Query Task

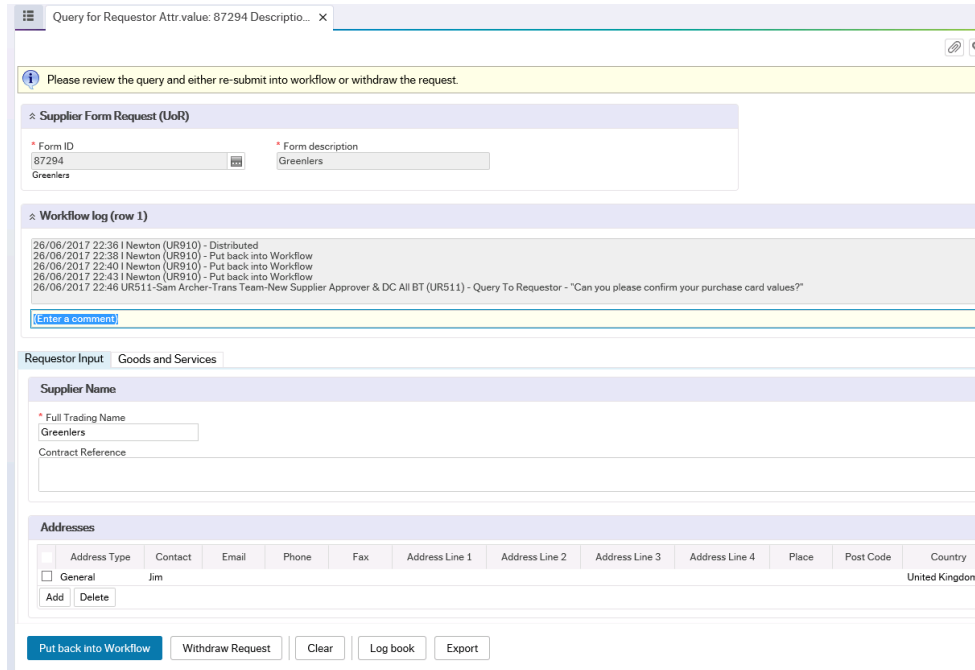
Log On.

- Log on to Agresso Self Service (web), as Supplier Request Team Person.
- A Query for Requestor Task will be displayed.




Description

A task will be displayed, and an email sent if there is a query can be sent to the originator. Review the request, the details can be seen in the workflow log under the form request number. Use the up/down arrow to the left of the title to hide/display the information.





Actions

Action	Description
Put back into workflow	Update the Estimated Annual Spend value, before putting back into workflow.
Withdraw Request	Remove the request for the new supplier. A reason will need to be provided. 

Appendix

Sample Format of Email Notification Task

 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

Sample Format of New Supplier Notification

 Mon 26/06/2017 11:04
University of Reading systems email *DO NOT REPLY* <agressohelp@reading.ac.uk>
Notification of New Supplier
To  k.j.i.bass@reading.ac.uk

Hello

The following supplier has now been created on the agresso system:

Request Id	Actual Supplier Details
87291	87291 (Fred Smith)

Kind Regards

Agresso