Orders for foreign suppliers should be raised in Agresso under the 1002 foreign supplier code on the requisition screen. Agresso is only set up in £ pound sterling and so the currency will need to be converted.

This will enable the expenditure to be authorised in the workflow against the correct cost coding, and for a valid purchase order to be raised which can then be sent to the supplier.

This will also enable us to have visibility of orders being raised for audit purposes.

Once the school/department has received the goods or service the order will need to be closed down. Go to Order amendment/confirmation, enter the purchase order number and change the status drop-down to Closed. F12 to save.

Invoices will need to be registered using F2 slips, signed, and sent to the Payments Office for payment by wire transfer.

Orders that follow through the process to the invoice registration screen on Agresso are unable to be closed down so any commitment will continue to show against the cost/project codes when running reports.