






NUI Galway
OÉ Gaillimh

Uploading Documents to a Requisition on Agresso

On the requisition screen, click on the **paperclip** icon

- standard X

Default supplier & contract

* Supplier
100463
KELLY OFFICE SUPPLIES LTD

* Fixed supplier

Default GL analysis

Contract

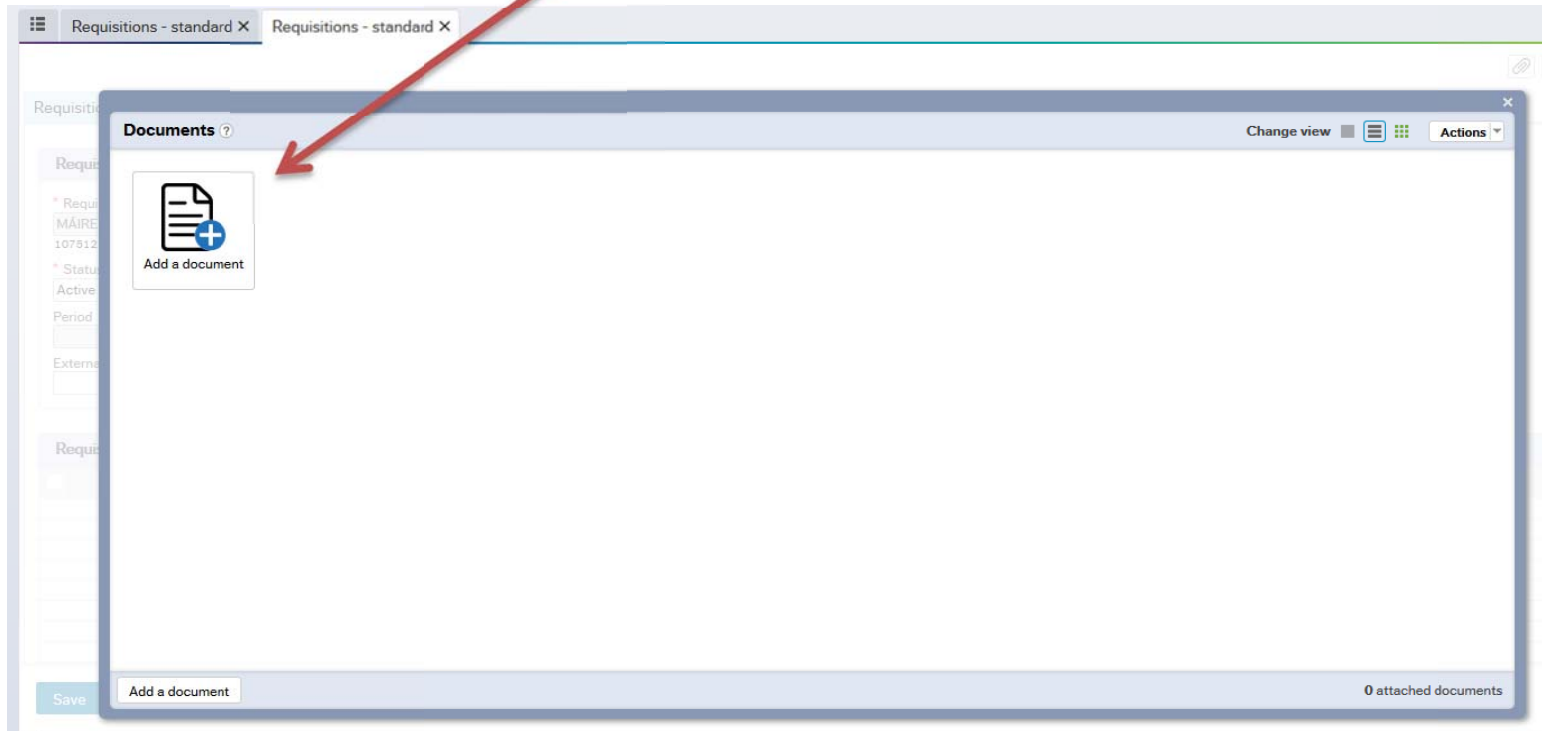
Delivery contact

Contact
NUI GALWAY LIVE COMPANY (General)

Delivery address
UNIVERSITY ROAD
GALWAY
IRELAND

▲ Description	Unit	Supplier	Responsible	Delivery date	Quantity	Currency	Price	Curr. amount	Amou
---------------	------	----------	-------------	---------------	----------	----------	-------	--------------	------

On the next screen, click on **“Add a Document”**



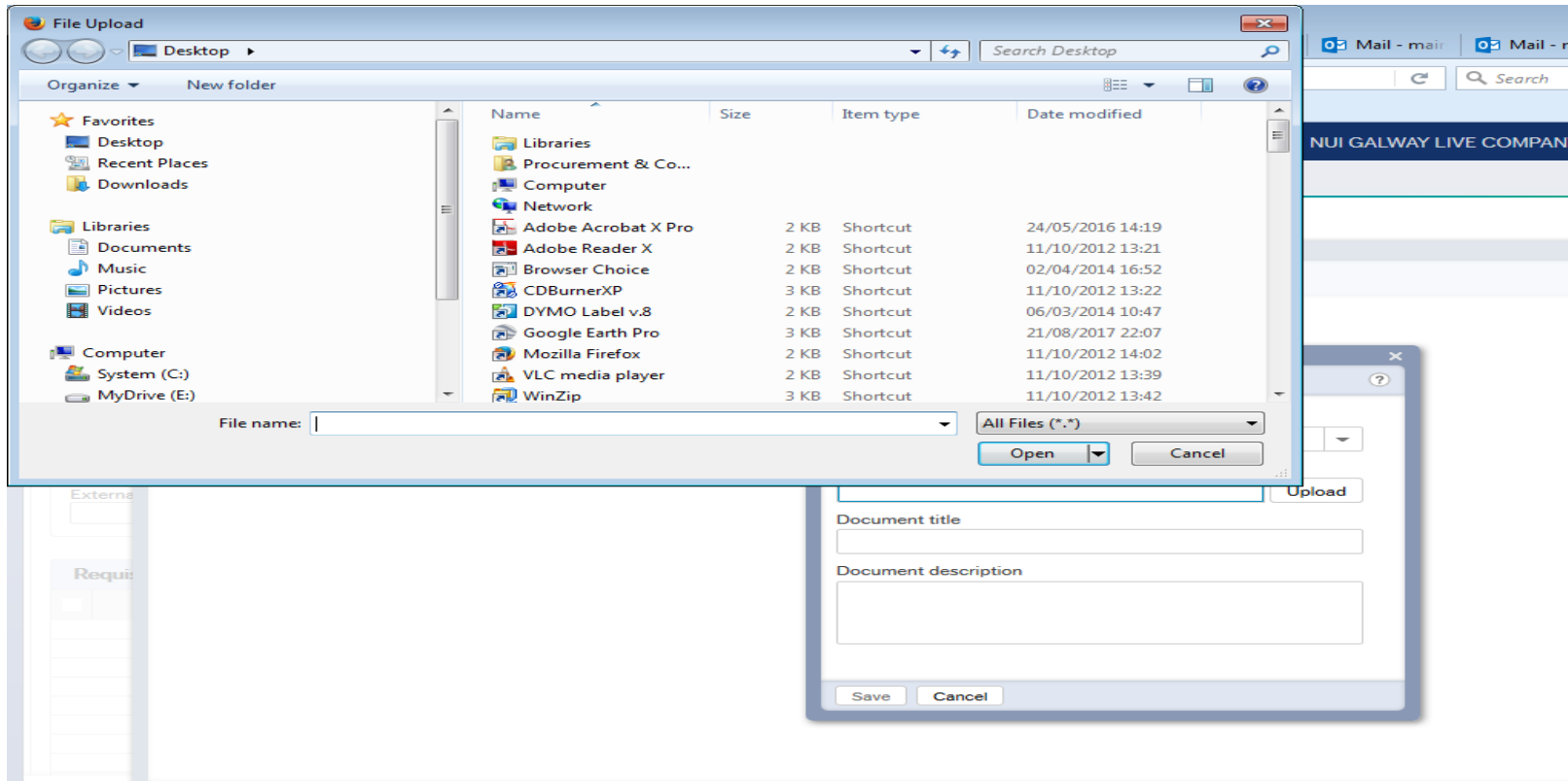
Click **“Upload”**

The screenshot displays a software interface with a 'Documents' window. Inside this window, there is a modal dialog box titled 'Add a document'. The dialog box contains the following fields and controls:

- Document type**: A dropdown menu currently set to 'Requisition attachments'.
- File name**: A text input field with an 'Upload' button to its right.
- Document title**: A text input field.
- Document description**: A larger text input area.
- Save** and **Cancel**: Buttons at the bottom of the dialog.

A red arrow originates from the text 'Click “Upload”' and points directly to the 'Upload' button in the 'Add a document' dialog. The background window shows a list of requisitions and a sidebar with filters for 'Status' (Active) and 'Period'.

Locate the document on your pc and double click



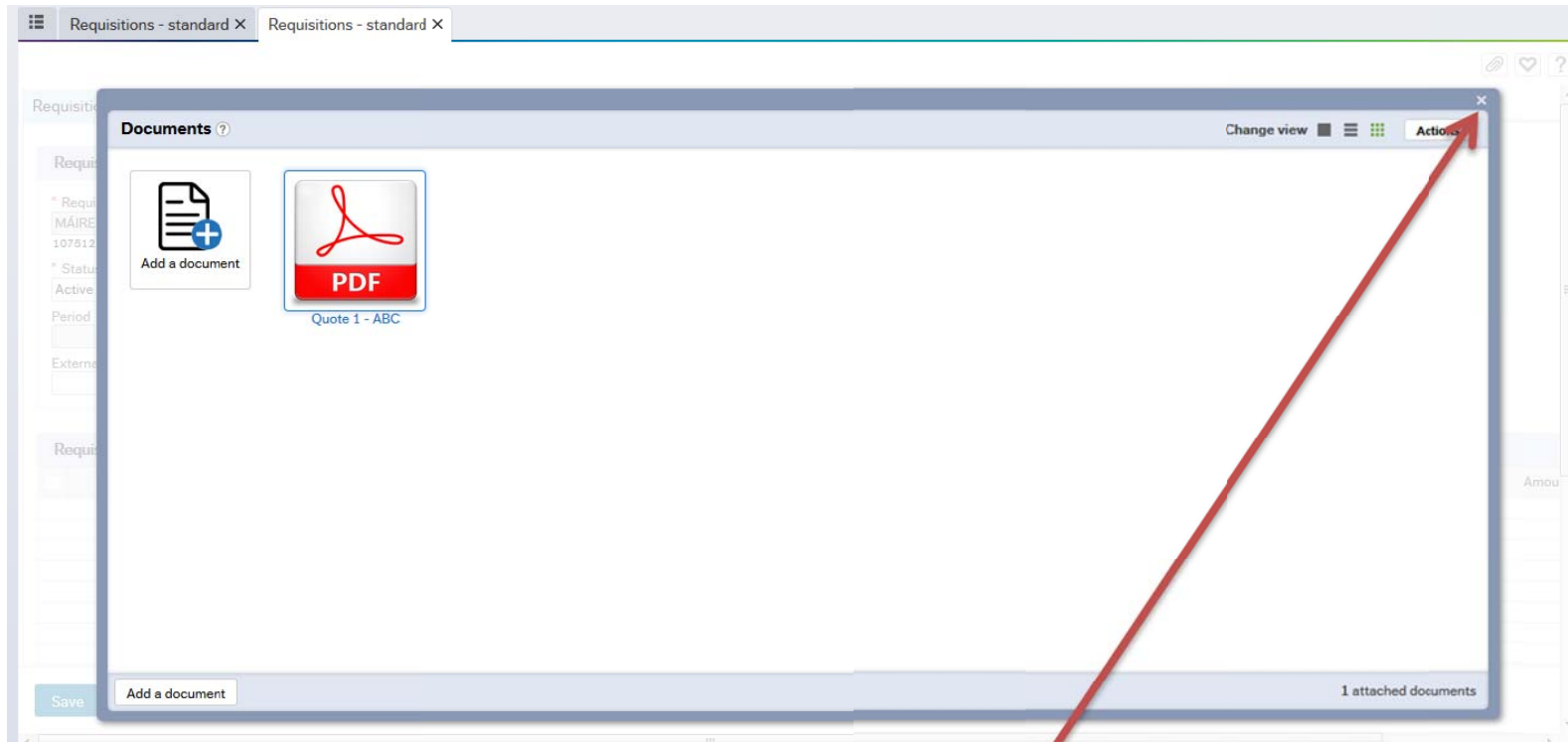
Press **Save**

The screenshot shows a software interface with a 'Documents' window. The window title is 'Documents ?' and it contains a grid of document thumbnails. One thumbnail is labeled 'Quote 1 - ABC' and has a PDF icon. An 'Add a document' dialog box is open in the foreground. The dialog has the following fields:

- Document type*?**: A dropdown menu with 'Requisition attachments' selected.
- File name**: A text input field containing 'Quote 1 - ABC.pdf' and an 'Upload' button.
- Document title**: A text input field containing 'Quote 1 - ABC'.
- Document description**: A large empty text area.

At the bottom of the dialog are 'Save' and 'Cancel' buttons. A red arrow points from the text 'Press Save' to the 'Save' button. The background window shows a list of requisitions with columns for 'Requisition type', 'Requisition number', 'Status', 'Period', and 'External'. A 'Save' button is visible at the bottom left of the window, and '1 attached documents' is shown at the bottom right.

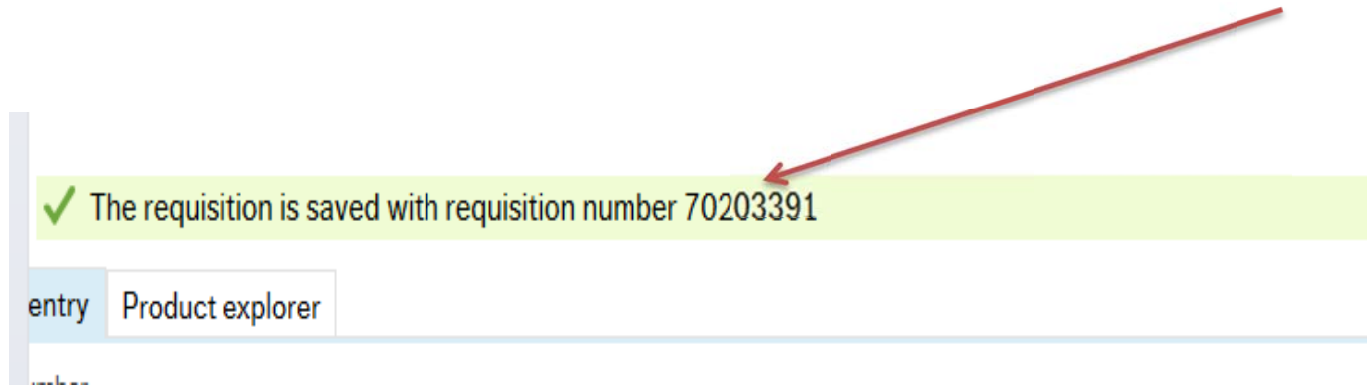
The document will then appear in the **Documents** Folder. Click **“Add a Document”** again if there are other documents to upload.



There is no limit to how many documents or the document types to be uploaded. However **each individual document** size cannot equal or exceed 2MB.

Once you have finished uploading, close out of the **Documents** Folder by pressing the “x” symbol

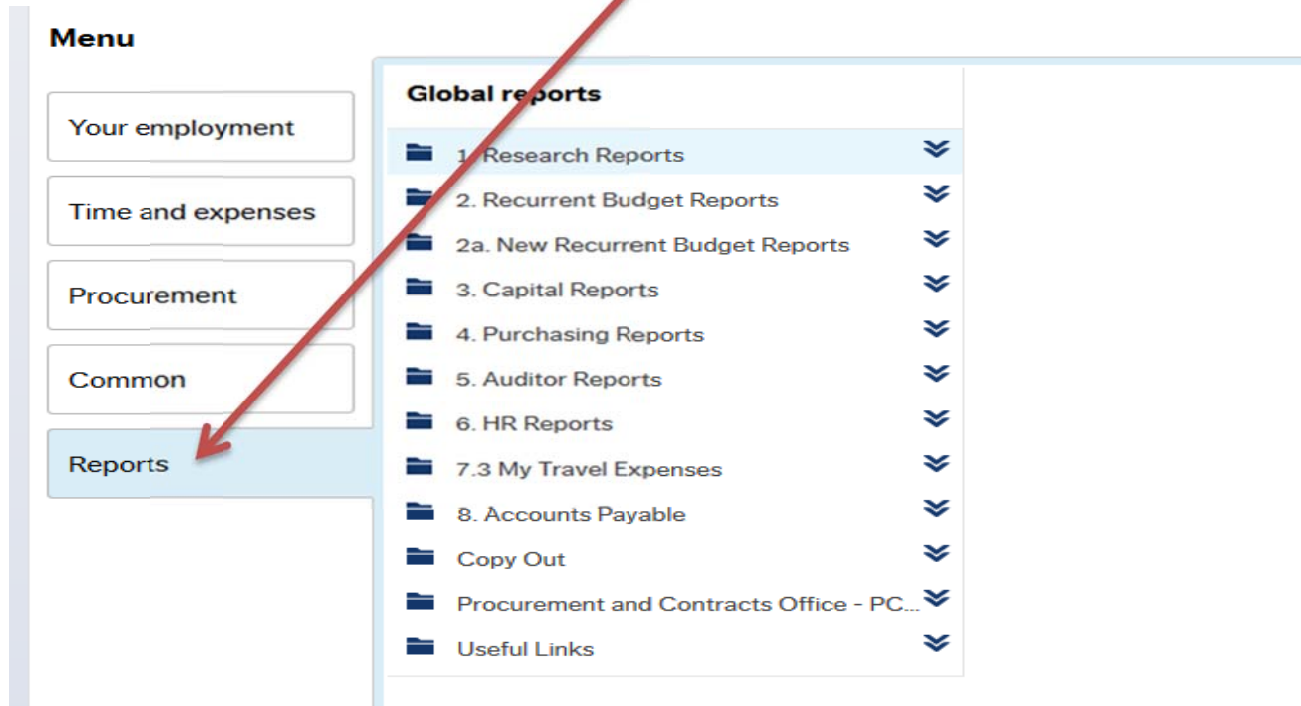
Continue to complete the requisition and when finished press save. Note the **Requisition Number** for future reference.



A screenshot of a software interface. At the top, a light green banner contains a green checkmark icon followed by the text "The requisition is saved with requisition number 70203391". A red arrow points from the text "Note the Requisition Number" in the instruction above to the number "70203391". Below the banner, a breadcrumb trail is visible, showing "entry" and "Product explorer" separated by a right-pointing arrow. A horizontal line is positioned below the breadcrumb trail.

Viewing uploaded documents

On the Agresso home page click on the **Reports** Tab



The screenshot displays the Agresso home page menu. On the left, a vertical 'Menu' contains several buttons: 'Your employment', 'Time and expenses', 'Procurement', 'Common', and 'Reports'. The 'Reports' button is highlighted in light blue, and a red arrow points to it from the text above. To the right, a sub-menu titled 'Global reports' is expanded, listing various report categories. Each item in the sub-menu is preceded by a folder icon and followed by a double-down arrow icon.

Global reports	
1. Research Reports	⌵
2. Recurrent Budget Reports	⌵
2a. New Recurrent Budget Reports	⌵
3. Capital Reports	⌵
4. Purchasing Reports	⌵
5. Auditor Reports	⌵
6. HR Reports	⌵
7.3 My Travel Expenses	⌵
8. Accounts Payable	⌵
Copy Out	⌵
Procurement and Contracts Office - PC...	⌵
Useful Links	⌵

Select **Requisition Status (w)** option under the **Purchasing Reports** category

The image shows a software interface with a sidebar menu and a main content area. The sidebar menu is titled "Menu" and contains several categories: "Your employment", "Time and expenses", "Procurement", "Common", and "Reports". The "Reports" category is highlighted in blue. The main content area displays a list of reports under the heading "Global reports". The list includes:

- 1. Research Reports
- 2. Recurrent Budget Reports
- 2a. New Recurrent Budget Reports
- 3. Capital Reports
- 4. Purchasing Reports
- Find Supplier Details
- GRN Status Report(T-L.xml)
- Outstanding PO (d)
- PCO Ist Draft re NON PO Compliance
- Product Details Buildings
- Product Search - All Sub Accounts(T-...
- Product Search - C* Sub Accounts Onl...
- Professional Services(PSWT) Report
- Requisition Status(w)
- Requisition Workflow Status Query Re...
- Sub Account Approval(w)
- 5. Auditor Reports

A red arrow points from the text above to the "Requisition Status(w)" option in the list.

On the next screen, enter the Requisition Number in the **“Requisition”** field

The screenshot shows a software interface with a search results table. The table has the following columns: #, Requisition, Purchase order Number, Reference, SupplD, SupplD (T), Workflow Status (T), Requisitioner (T), Resp (T), Resource (T), Product, Description, Subacc, Ordered, Unit, Unit price, Curr. amount, and A. The 'Requisition' column contains the value '70203391'. Above the table, there is a 'Search' button, a 'Detail level' dropdown set to 'All levels', and a 'Rows per page' dropdown set to '5000'. A red arrow points from the text above to the 'Requisition' field in the table. Another red arrow points from the 'Search' button to the same field. Below the table, there is a 'Requisition - Filter' button and a 'Time execute' label.

#	Requisition	Purchase order Number	Reference	SupplD	SupplD (T)	Workflow Status (T)	Requisitioner (T)	Resp (T)	Resource (T)	Product	Description	Subacc	Ordered	Unit	Unit price	Curr. amount	A
	70203391																

And press **Search**

The requisition details will display. Click on the **Requisition number** (blue link)

Selection criteria

Results

Search

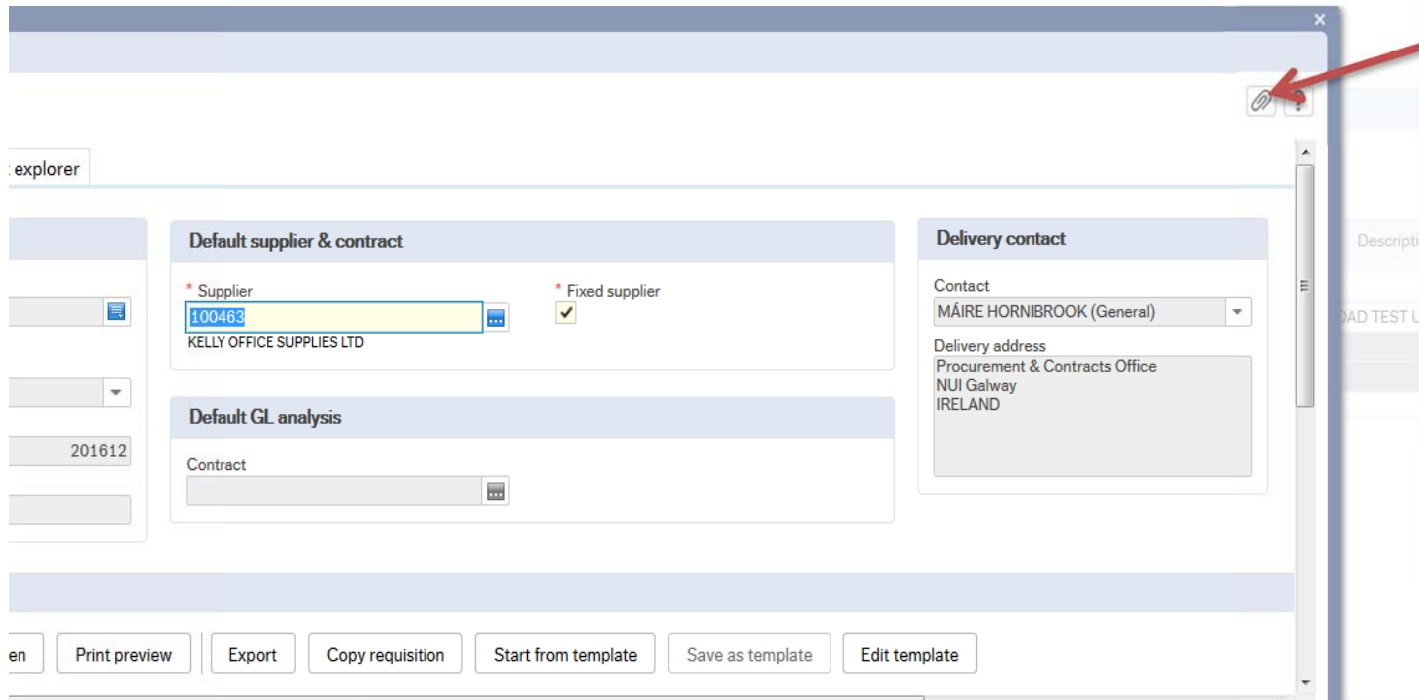
Detail level: All levels

Copy to clipboard

Rows per page: 5000

#	Requisition	Purchase order Number	Reference	SupplID	SupplID (T)	Workflow Status (T)
1	70203391	676123		100463	KELLY OFFICE SUPPLIES LTD	Finished
Σ1	70203391					
Σ						

The requisition screen opens which is populated with the details of the original Requisition. Click on the **paperclip** icon



The screenshot shows a software interface for creating a requisition. The main content area is divided into several sections:

- Default supplier & contract:** Contains a text field for the supplier ID with the value "100463" and the name "KELLY OFFICE SUPPLIES LTD". There is a checked checkbox for "Fixed supplier".
- Default GL analysis:** Contains a text field for the contract number.
- Delivery contact:** Contains a dropdown menu for the contact name, currently showing "MAIRE HORNIBROOK (General)", and a text area for the delivery address: "Procurement & Contracts Office", "NUI Galway", "IRELAND".

At the bottom of the form, there is a row of buttons: "en", "Print preview", "Export", "Copy requisition", "Start from template", "Save as template", and "Edit template".

A red arrow points from the text "Click on the paperclip icon" to a paperclip icon located in the top right corner of the form's header area.

This will bring you back into the Documents folder.

