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1.0 METHOD

1.1 General


- 1.1.1 Commitment of Company funds may only be made by duly authorised responsables with approved suppliers by way of an Official Purchase Order or Government Purchasing Card. If a Government Purchasing Card (which is a credit card) is to be used permission must first be obtained from the Buying Manager who will inform the user about the guidelines for each card. In addition DAO(DFP)24/02 on the 'Issue and Use of Payment Cards (inc. Credit Cards)' must be complied with; this DAO can be found at the following link <http://www.aasdni.gov.uk/pubs/DAOs/dao2402.pdf> .
- 1.1.2 Authority to commit Company funds may be delegated to authorised responsables but the ultimate responsibility for ensuring ordering is in accordance with organisational needs rests with the relevant Executive.
- 1.1.3 Only duly authorised responsables may request a new supplier to be added to the Supplier Master File on Agresso.
- 1.1.4 Purchase Orders will only be raised once a requisition has passed through the Agresso Web-based approval process. The despatch, amendment or cancellation of Purchase Orders will be sole responsibility of the Purchasing Department.
- 1.1.5 To determine if a requisition needs to be raised, the High Level Procurement Processes contained within TPP101 Procurement Planning Annex 1 should be consulted. The high level Procurement Processes also detail the number of quotations required for each type of requisition, as mandated by the current NITHC Financial Memorandum.

1.2 Authorised Responsibles

- 1.2.1 Responsibles will only be created on the Agresso Financial System on the authorisation of their relevant Executive.
- 1.2.2 Executives will be asked to set requisition and invoice approval Authority levels for their relevant staff.
- 1.2.3 Responsibles must clearly define the required specification of goods and services e.g. plant, equipment, spares, components and tools, on the purchase requisition or Request for Quotations (RFQ's).
- 1.2.4 Responsibles must also define the criteria, in advance, for accepting the product or service.

1.3 Suppliers

- 1.3.1 Requisitions may only be raised against suppliers within groups Trade Creditors, Euro Creditors, Other Currency Creditors and Sub-Contractors which can be accessed via a lookup enquiry within the Web based requisition entry screen on Agresso.


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- 1.3.2 Suppliers will only be added or deleted from the Supplier Master File on Agresso or their details amended on approval of the Buying Manager or Purchasing Manager.
- 1.3.3 Suppliers will only be added to the database once anew supplier form has been completed by an authorised responsible. This form is available on Sharepoint under the Forms section TPF 3046.
- 1.3.4 Those suppliers identified as either Safety or Business critical will only be added to the Supplier Master File on Agresso once the supplier has been pre qualified. Despatch of and collation of completed pre qualification questionnaires will be actioned by the Clerical Officer in Purchasing.
- 1.3.5 Completed questionnaires require the approval of Purchasing, Finance and a Safety representative from the Division requesting the new supplier.
- 1.3.6 Once the Supplier has been approved for setup on the Supplier Master File on Agresso, Purchasing will request BACS information and advise Supplier on Translink's ordering procedures.
- 1.3.7 The physical adding, deleting or amending details on the Supplier Master File on Agresso is the responsibility of the Treasury Department Manager and requirements will be communicated by Purchasing on a timely basis.

1.4 Requisitions/Approval Process

- 1.4.1 Once a requisition has been entered onto Agresso it may require further approvals depending on the nature and value of the requirement. Approvals on Agresso can follow different routes depending upon the nature of the requirement but generally each requisition follows the below procedures:
- Under £1,000 = the requisition is approved through the line management chain in accordance with the Delegated Authority issued (further information within TPP 112).
 - Between £1,000 and £10,000 = same as the above plus one of the Buyers must review and approve the requisition.
 - Above £10,000 = same as the above plus the Buying Manager or the Purchasing Manager must review and approve the requisition.
- 1.4.2 Buyers may only approve or reject requisitions, they cannot amend details.
- 1.4.3 Final pricing and supplier selection will be the responsibility of the Purchasing Department in conjunction with the relevant Budget Holder.
- 1.4.4 Orders will only be generated when all necessary approvals have been received.

1.5 Ordering Goods/Services

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- 1.5.1 All authorised responsables are linked to a department and location on Agresso. This information will default to the Web-based requisition creation facility.
- 1.5.2 Responsibles must advise the Agresso Helpdesk (Ext 5582) of any forthcoming absence greater than 5 days to enable a temporary responsible to be setup.
- 1.5.3 The Agresso Product Masterfile is made up of Specific and Generic products. Where possible, responsables must use a specific product.
- 1.5.4 Responsibles must in the first instance use the product search engine or send a Request for Quotation (RFQ) to locate an appropriate specific product.
- 1.5.5 Responsibles should make use of the 'internal text' field for providing information to the Buying Team such as the details of other quotations obtained or a clear statement that Board approval has been obtained and the date that approval was provided. (This information does not appear on the Purchase Order).
- 1.5.6 Responsibles should make use of the 'external text' field for providing information to the supplier such as 'confirmation of telephone order' (This information does appear on the Purchase Order).
- 1.5.7 Under no circumstances must the Requisition number be given to a Supplier. This is for internal company use only.

1.6 Non Stock Orders

- 1.6.1 Agresso will automatically allocate a number in the range 310000000 to 319999999 to all requisitions which complete the full approval workflow process. This process works on a 30 minute cycle.
- 1.6.2 All orders are despatched to suppliers via email or printed and posted first class twice daily. Therefore responsables must ensure the full delivery address and any special order instructions are clearly stated on requisitions.
- 1.6.3 Responsibles are expected to receipt any goods or services against these orders so invoices may be processed in a timely manner.

1.7 Contract Orders

- 1.7.1 Agresso will allocate a number in the range 380000000 to 389999999 to those Contracts set up by a member of the Buying Team within the Purchasing Department. These orders will not be subject to the approval process via workflow but will be strictly controlled within the Purchasing Function (usually the culmination of a Formal Tender Process).
- 1.7.2 These Contract Orders will only be allocated once a Contract reference has been created on the Agresso Contract Master File which will hold details such as a contract description, start/finish dates and any agreed charges.

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1.7.3 The performance of these service providers will be formally periodically reviewed by a member of the Purchasing Department Buying Team.

1.8 Stock orders

1.8.1 The Agresso Stock Ordering System will select the desired stock bins due for ordering based on parameters set within the system by the Stores Department.

1.8.2 Purchasing Department personnel will review these lists several times during the week allocating a preferred supplier and price.

1.8.3 Agresso will automatically allocate a number in the range 350000000 to 359999999.

1.8.4 Amendments to computer details of stock held in the bins (Product Master File) are the responsibility of the Materials Manager. Information received by the Purchasing Department regarding a Supplier's individual ordering procedures such as minimum order quantities will be supplied to the Materials Manager or the relevant Stores Manager for them to amend the records on the Agresso Product Master File.

1.8.5 Purchasing Personnel will provide the Materials Manager with Supplier lead time information on a regular basis.

1.8.6 The Materials Manager will be expected to adjust minimum, maximum stock and reorder levels to reflect these on a timely basis so avoiding unnecessary and time consuming expediting.

1.8.5 Amendments to the details of preferred supplier and item price are the responsibility of the Buying Manager in conjunction with the Materials Manager.

1.9 Order amendment/cancellation/despatch

1.9.1 The only amendment that can be made to orders is for the quantity and the unit price to be alternated to assist the Purchase Ledger staff when registering multiple invoices against an order.

1.9.2 Excluding the above situation no amendments will be made to orders by any member of the Purchasing Department. However if an error has been made in the order, the Buyers can "terminate" the order, thereby allowing the Requisitioner to use the "Copy Requisition" facility to copy their previous requisition and then correct their error. With respect to amendments, only the value of the amendment itself will be considered in determining the approved authority level.

1.9.3 The Purchase Order print run will be run by a member of the Buying Team twice daily with all orders created being either emailed or posted via second class post to relevant suppliers.

1.9.4 Copy orders will only be sent on the request of either the relevant responsible or supplier and will be clearly marked as such.

