



# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

## ENTERING A WEB REQUISITION - QUICK GUIDE

Business World (M7)

This manual will help you to raise requisitions on Business World (M7)

## Menu Options

Once you log in, on the left hand menu, you should see an option for Procurement.

Within Procurement, you will have the option 'Requisitions – standard'. Click here.

## Requisition Entry

### Mandatory Fields:

**Supplier:** This is a type ahead field. Start typing the name of the supplier and pick from the dropdown list. Alternatively if you know the supplier ID, you can enter it directly. The 'fixed supplier' box will automatically be ticked.

**Costc:** This is a type ahead field. You can enter the cost centre code if known, or if you enter a space, it will display a list of the cost centres you have access to.

**Contact (under Delivery contact):** This determines the address the goods are to be delivered to, so please ensure this is correct before proceeding. **NOTE: Do not select your name but rather the address the goods are to be delivered to.**

### Requisition Details

Click on 'Add' or select line 1 under requisition details.

The line will prepopulate with the supplier ID and delivery date. All other details must be manually entered. Fill out the following fields:

**Description:** A description of the goods you are ordering, including a product code if applicable. If the description is a long one, use the product text box underneath the requisition details to add any additional information. Note that anything entered here will be visible on the outgoing order.

**Quantity:** The number of items you are ordering.

**Price:** The price of one unit (excluding VAT)

### GL Analysis

Scroll down until you can see the GL analysis table. You need to fill out two fields here:

**Account:** chose an account code which fits the description of the goods you are ordering. Eg. If you are ordering a notebook, choose account 6600 – Stationary. (examples of commonly used account codes listed at the end of the document)

**Tax Code:** This determines the rate of VAT which will be applied to the goods.

For domestic suppliers the VAT codes are as follows:

|         |            |          |         |
|---------|------------|----------|---------|
| P0 – 0% | P1 – 13.5% | P2 – 23% | P3 – 9% |
|---------|------------|----------|---------|

For Foreign suppliers within the EU, the codes are:

|        |            |          |         |
|--------|------------|----------|---------|
| F0: 0% | F1 – 13.5% | F2 – 23% | F3 – 9% |
|--------|------------|----------|---------|

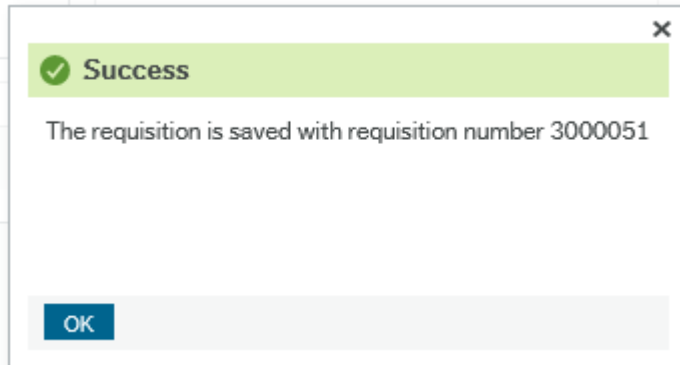
And for Foreign suppliers outside of the EU the codes are:

|        |           |         |         |
|--------|-----------|---------|---------|
| Y – 0% | Y1: 13.5% | Y2: 23% | Y4: 9%# |
|--------|-----------|---------|---------|

At this point, you can go back up and enter a second line on the requisition, and the corresponding GL analysis line (note that a GL line will need to be entered for each requisition line).

If you need to attach any documentation to the req (quote etc), click on the paperclip on the upper right.

Once you are finished, click save on the bottom left. You should get the below popup with your req number.



Purchasing will double check all requisitions before approval. Note that if your requisition is for building/construction works or consultancy, extra fields will need to be filled out. Please see web requisitioning manual for further details.

#### Commonly Used Account Codes

|      |                               |
|------|-------------------------------|
| 3000 | Consumables                   |
| 3020 | Books - Non Library           |
| 3024 | Subscriptions to Associations |
| 3110 | Small Equipment               |
| 3115 | Sports Gear & Equipment       |
| 3120 | Repairs to Equipment          |
| 3122 | Fire Protection Equipment     |
| 3125 | Minor Furniture               |
| 3130 | Hire Of Equipment             |
| 3600 | Computer Services Hardware    |
| 3604 | Computer Software             |
| 3904 | Prizes & Awards               |
| 3920 | Training - External           |
| 5300 | Protective Clothing           |
| 5302 | Uniforms                      |
| 5415 | Hospitality                   |
| 5425 | Bus Hire                      |
| 5430 | Conference Costs              |
| 5526 | Catering Services             |
| 5800 | Course Fee Costs              |
| 6000 | Professional Fees - Legal     |

|      |                                      |
|------|--------------------------------------|
| 6002 | Professional Fees - Audit            |
| 6003 | Professional Fees IT                 |
| 6004 | Professional Fees - Internal Audit   |
| 6006 | Professional Fees - Health & Safety  |
| 6008 | Professional Fees - Consultancy      |
| 6009 | Professional Fees - Engineers        |
| 6010 | Professional Fees - Accounting       |
| 6015 | Professional Fees - Landscaping      |
| 6020 | Professional Fees - Public Relations |
| 6600 | Stationery                           |
| 6601 | Printing costs - Design only         |
| 6602 | Printing Costs                       |
| 6603 | Toner                                |
| 6604 | Document Storage                     |
| 6608 | Photocopying                         |
| 6610 | Paper                                |
| 6612 | Reprographic Services                |
| 6614 | Photography                          |
| 6900 | Advertising - General                |
| 6920 | Publicity                            |
| B340 | Fixed Asset Control Account          |