

Please see below instructions to create an Agency Worker requisition

- **Step 1 - : Select Non Catalogue Request from Blue Bar at the top & complete the fields (mandatory fields are marked with an asterisk):**  
(see screenshot below)

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Search  [Click here for Search tips](#)  [Advanced Search](#)  
Use % as a wildcard for part words. eg: PEN% would find both PENS and PENCIL.

\* Request Type

Item Type

\* Item Description   
 TIP Please Use Upper Case For Item Descriptions

\* Category   
Use % as a wildcard. Enter part name or Nominal and click the torch (eg: for Stationery enter %Stat%)

\* Quantity

\* Unit of Measure

Unit Price (Ex Vat)

\* Currency

Contract Number

New Supplier

Supplier Name

Site

Contact Name

Phone

\* Supplier Item Number

Request Type = **New**

Item Description = **xxxxxxx name and surname** enter start and end dates to and from **e.g. 01.01.21 – 06.06.2021** (PLEASE ENSURE THIS IS IN CAPITALS)

Category = see list on next page you need to select one by entering the word **TEMP**, which will bring up a list of options

Quantity = **xxxx Number of Hours Required for the total length of employment**

Unit Price = **xxxx This can be obtained from the Agency, and must include the Agency's Mark-up**

Supplier Name = **xxxxxx Enter the supplier name**

Site= Enter **%**, this will bring up a list of sites

Supplier Item Number = **xxxxxxx Temporary Worker name**

## Search and Select: Category

Cancel

Select









### Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

### Results

Change Drop down to select Search by Category Name or Nominal Code  
Use % as a Wildcard (eg: for Stationery enter %Stat%)

Select	Quick Select	Nominal Code	Category Code $\Delta$	Commodity
<input type="radio"/>		3284	TEMPORARY - OTHER	General Expense Items
<input type="radio"/>		3284A	TEMPORARY WORKER EXPENSES	General Expense Items
<input type="radio"/>		3282	TEMPORARY-ADMIN & CLERICAL	General Expense Items
<input type="radio"/>		3288	TEMPORARY-ANCILLARY&MAINTENACE	General Expense Items
<input type="radio"/>		3286	TEMPORARY-COLLECTIONS-HCP	General Expense Items
<input type="radio"/>		3285	TEMPORARY-COLLECTIONS-NON-HCP	General Expense Items
<input type="radio"/>		3289	TEMPORARY-MEDICAL	General Expense Items
<input type="radio"/>		3287	TEMPORARY-SCIENTIFIC&TECHNICAL	General Expense Items

Cancel

Select

➤ **Step 3 - Complete template as per your requirement (mandatory fields are marked with an asterisk) (see screenshot and notes below):**

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**Special Information** Continue

\* Indicates required field

**Selected Line**  
Your selection requires special information.

Description	Unit	Quantity	Price	Amount (GBP)	Supplier
AGENCY DRIVER FOR BATH 14/08/2019	EACH	8	10 GBP	80.00	DRIVER HIRE NATIONWIDE

**TEMPORARY AGENCY WORKER DETAILS**

* RECRUITMENT RTP REFERENCE	N/A	* REASON FOR BOOKING	Drivers
* JOB ROLE	DRIVER	* BAND	3
* DEPARTMENT		* LOCATION	
* REPORT TO MANAGER		REPORT TO ON FIRST DAY	
* TIME TO REPORT ON FIRST DAY HH:MM		* ASSIGNMENT START DATE DD-MMM-YYYY	
* ASSIGNMENT END DATE DD-MMM-YYYY		* TEMPORARY WORKER NAME	TBA
* UNSOCIAL HOURS RATE	AFC RATES		

Continue

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**Temporary - Other**


- Recruitment RTP Ref: N/A
- Job Role: xxxxxxx (enter job role name)
- Department: xxxxxxx
- Report to Manager: xxxxx (This is the person they report to)
- Time to Report on First Day: xxxxxxx start time
- Unsocial Hours Rate: AFC Rates (If Working Anti-Social Hours These Must Be Entered On As A Separate Line, The Agency Will Advise You Of The Cost)
- Reason for Booking: xxxxxxx
- Band: xxxxxxx enter Band
- Location: xxxxxxx enter location

➤ **Step 4 Checkout your cart as normal**

If you have an existing Purchase order, please put text in the note to Buyer Box asking them to add it the order and list the number, see below screenshot, please do not put the requisition number.

If you are extending an existing interim's terms, please put text in the note to Buyer Box asking them to add it the purchase order and list the number and confirm they are an existing agency worker.

You will need to do this for each of the workers that you are hiring.







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**Checkout: Review Approver List**

Your requisition will be sent to the following list of approvers. Save Submit Back Step 2 of 3 Next

Reset Approval List Delete approver if not required

Approver Name	Type	Delete
PACKHAM, ALAN	Authority Approver	
CHANDLER, ADRIAN	Authority Approver	
THORNE, WENDY	Authority Approver	
BRADBURN, ROB	Authority Approver	

Add Approver

**TIP** You can use this section to add notes to the Approver, Buyer, or Goods Receiver.

Note to Approver

Note To Buyer

Note To Goods Inwards Receiver

Please note that the Buyer will not see your note if an order is auto created . If your note is important please [telephone purchasing](#)

Notes to Supplier entered here apply to all lines on this requisition and will print after each line on the corresponding purchase order  
If your note only applies to selective lines then please use the back button, then click edit lines and use the update button to add a line specific note