

# Ordering Covid PPE from Estates Central Stores

Estates has two divisions. The building maintenance and the stores.

Estates Central Stores is where consumable items are bought in and stored.

They have a range of items that can be requisitioned and this is where you requisition your Covid PPE products from.

The full list of Covid PPE can be [found here](#).

## How to order

You still requisition via Agresso from Estates Central Stores for the Covid PPE items.

These Covid PPE products are set up in Agresso to make it easier to order.

## Step 1

- Enter your department Covid PPE project code (obtain from your Faculty/Department finance team).
- Enter the delivery date i.e. date you will collect it or arrange with Stores to deliver.
- Enter delivery location.
- **Leave the supplier blank (this will get picked in step 2).**

### Requisitions - advanced

Requisition entry	Requisition details	Marketplace
<b>Requisition</b> Requisitioner * Backholer, Richard 774887 Status * Active Period 202103 External reference Message Leave Supplier ID and Project code BLANK if doing marketplace order	<b>Default supplier &amp; contract</b> Supplier Contact <b>Default GL analysis</b> Costc Project Ir35 employment Employment status assessment reference	<b>Delivery contact</b> Delivery date 06/10/2021 Delivery contact CM01 - Computer Science (Delivery) Delivery address Computer Science Claverton Down Bath BA2 7AY Delivery Building/Room * 2 South 2.3 Delivery Contact Name * Joe Bloggs

## Step 2

- Search for the product code (found from [Covid PPE product list](#))
- Enter the product code, the detail will pop up, press tab to confirm the choice.

### Requisitions - advanced

Requisition entry Requisition details Marketplace

Requisition details							
<input type="checkbox"/>	#		Product	▲ Description	Unit	Supplier	Delivery date
<input type="checkbox"/>	1	*	3801522				06/10/2021
			3801522	Antibacterial Wipes Suresan 72 per pack *Does not contain			

- All the product details and supplier ID will auto populate, do not amend anything.

### Requisitions - advanced

Requisition entry Requisition details Marketplace

Requisition details												
<input type="checkbox"/>	#		Product	▲ Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Amount	Status
<input type="checkbox"/>	1	*	3801522	Antibacterial W	EA	90001	06/10/2021	1.00	GBP	3.79	3.79	Active
			Antibacterial Wipes Suresan...	Each	Central Stores	Sterling Pound (G...						

- Confirm the Qty you wish to order.
- Add any additional lines relating to Covid PPE. (A Separate requisition should be raised for non Covid PPE items).
- Press save to send into workflow for approval.