AGRESSO FOR NESA SUPPLIERS

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1. **SUPPLIER TYPE AND PO METHOD REPORT – check if an employment assessment is require/if supplier is on Agresso**

   This report can be used to confirm:

   - If a supplier is registered on Agresso
   - If an employment assessment is required when the supplier is engaged to provide 'services' to the University

   You can search by supplier Id or name (see example results over the page), then check the column 'Status - HMRC Flag'. If:

   - **'Requires employment assessment'** is displayed follow the HR NESA Process, see
     https:// www.bath.ac.uk/guides/engaging-contractors-through-non-employment-status-assessment-nesa/
   - If no details are returned the supplier is not registered as an approved supplier on Agresso, please follow the new supplier process to register the supplier (see, https://www.bath.ac.uk/publications/new-supplier-application/)
   - If supplier details are returned and the column 'Status – HMRC Flag' does not show 'Requires employment assessment' the NESA process does not apply and you can go ahead and raise your requisition
   - If the Supplier Name is prefixed by 'INACTIVE' please email Procurement via vendor.info@bath.ac.uk for advice.

   To find the report enter 'NESA' into the 'Search' bar in the top right corner of web Agresso or navigate to the report via Reports/Purchasing/Requisitioning/

   See examples using this report below

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Example 1:

Supplier Type and PO Method

Selection criteria

Supplier ID like	[_____] ...
Supplier Name like	*hughes*
Address type like	1
Status - HMRC Flag in list	'T000','T400','T800','T801' ...
Supplier group in list	'EG','ES','NG','NS','UN','UR' ...

Results

[Search] Detail level [All levels] [Copy to clipboard]

#	Supplier ID	Supplier Name	Status - HMRC Flag (T)	Marketplace Supplier	Po_method (T)
1	153733	A C Hughes Ltd	T000 - N/A - Ltd Company/LLP Partnership	☐	Manual PDF PO
2	167530	Hughes Brothers	T000 - N/A - Ltd Company/LLP Partnership	☐	Manual PDF PO
3	174079	Mr Chris Hughes	T000 - N/A - Ltd Company/LLP Partnership	☐	Manual PDF PO
4	174355	Professor M Hughes	T000 - N/A - Ltd Company/LLP Partnership	☐	Manual PDF PO
5	176881	INACTIVE - Joanna C Hughes	T800 - Requires Employment Assessment - Individual/sole trader	☐	Automated PO
6	177601	Jamie Hughes	T800 - Requires Employment Assessment - Individual/sole trader	☐	Automated PO
7	178010	Lindsey Hughes	T800 - Requires Employment Assessment - Individual/sole trader	☐	Automated PO
8	180114	Eve Hughes t/a Eve Hughes Ltd	T801 - Requires Employment Assessment - Ltd company/partnership	☐	Automated PO

> Requires employment assessment – follow the NESA Process

Example 2

27	180549	Reece-Jones Consulting Ltd	T000 - N/A - Ltd Company/LLP Partnership	☐	Paper PO
28	181133	D R Jones (Yeovil) Ltd	T000 - N/A - Ltd Company/LLP Partnership	☐	Paper PO
29	181666	Gareth Morgan-Jones	T400 - Sole Traders/Private Partnership	☐	Paper PO
30	181939	INACTIVE - Lesley Jones	T800 - Requires Employment Assessment - Individual/sole trader	☐	Paper PO
31	182745	INACTIVE - Rachel Dobbs & Hannah Jones t/a Low Profile	T800 - Requires Employment Assessment - Individual/sole trader	☐	Paper PO
32	183195	Alasdair Jones	T800 - Requires Employment Assessment - Individual/sole trader	☐	Paper PO
33	184502	A Jones T/A Jones Consultancy Ltd	T801 - Requires Employment Assessment - Ltd Compnay/Partnership	☐	Paper PO
34	303109	Alun Jones t/a Dow Jones Architects Ltd	T000 - N/A - Ltd Company/LLP Partnership	☐	Paper PO
35	303366	Alison Jones	T800 - Requires Employment Assessment - Individual/sole trader	☐	Paper PO
36	305792	Rachel Dobbs & Hannah Jones t/a Low Profile	T800 - Requires Employment Assessment - Individual/sole trader	☐	Paper PO

> No employment assessment required – raise the requisition

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2. REQUISITION ENTRY – enter the Employment Status Assessment Reference (and only set IR35 flag if relevant to this assessment)

Where the supplier falls under the NESA process and requires an employment assessment', complete the NESA related fields on the Requisition Entry screen as follows (your requisition will be returned in workflow if these are not completed):

- **Employment status assessment reference**
  Input the unique assessment reference for this specific supplier engagement from the NESA Webapp.
- **IR35 employment** (only if IR35 applies, otherwise leave blank)
  This field is used in Agresso to ensure tax and NI deductions are made from invoice payments relating to the PO quoted on the invoice.
  Care must be taken to ensure this field is populated correctly. If the NESA webapp confirmed '*Off-payroll working rules (IR35 legislation) applies to the engagement*' enter 'Y' in IR35 employment, otherwise leave the field blank– **check the HMRC Determination on the confirmation email from the NESA Webapp carefully.**

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3. **WORKFLOW TASKS RELATING TO NESA (Requisitioning and Invoicing)**

   To help ensure the University complies with HMRC regulations and the NESA process is followed, the following checks are made within Agresso:
   - Requisition Entry; to ensure an Employment Assessment has been completed for NESA suppliers and the Employment Status Assessment Reference entered on the Requisition.
   - the invoicing workflow for NESA suppliers to ensure a Purchase Order is raised for all Engagements and matched to the relevant invoices

	Workflow steps	For Action By	Action Required
	REQUISITIONING (Process - IR35 checks)		
R1.	REQ: NESA- Assessment Reference not populated	Requisitioner	Enter Employment Status Assessment Reference from NESA Webapp. To produce an Employment Status Assessment Reference see http://www.bath.ac.uk/guides/non-employment-status-nesa-engaging-contractors/
R2.	REQ: NESA-Employment Assessment Reference Required	Requisitioner	Enter Employment Status Assessment Reference from NESA Webapp. To produce an Employment Status Assessment Reference see http://www.bath.ac.uk/guides/non-employment-status-nesa-engaging-contractors/
R3.	REQ: NESA-IR35 Invalid for Supplier Type	Procurement (vendor team)	Please review Requisition and either: - Click "Amend Requisition" for Requisitioner to amend IR35 indicator on Req and resubmit - Click "Amend Supplier" if HMRC flag will be manually amended and then Req resubmitted
R4.	REQ: NESA-IR35 Invalid - Amend Supplier Type	Procurement (vendor team)	Amend supplier flag to indicate this supplier does not require Employment Assessments and NESA does not apply.
R5.	REQ: NESA Update IR35 Flag	Procurement (vendor team)	Update the '*IR35 employment*' field on the Requisition to AY or AN. Check the HMRC Determination on your confirmation email from the NESA Webapp for this employment assessment • If Off-payroll IR35 legislation does not apply, enter 'AN' • If Off-payroll IR35 legislation does apply enter 'AY'
R6.	REQ: NESA- Incorrect IR35 Flag Amend Requisition	Requisitioner	IR35 is not valid for this type of supplier. Amend requisition to set the 'IR35 employment field to 'AN'. If you need to query this, please email Procurement via consultancy@bath.ac.uk.
	INVOICING		
I1.	SIN: NESA - Requisition and Employment Assessment Reference required	Faculty Finance team or equivalent	A requisition must be raised for this invoice quoting the Employment Status Assessment Reference for this engagement. Once the PO has been generated, enter the relevant PO number and click 'Confirm PO number'.

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R1.   REQ: NESA – Assessment reference not populated

To be actioned by Requisitioner

- Enter Employment Status Assessment Reference from NESA Webapp on the requisition and 'Save'.
  To complete an Employment Status Assessment and obtain a reference see http://www.bath.ac.uk/guides/non-employment-status-nesa-engaging-contractors/.

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R2. REQ: NESA-Assessment Status Reference Required

To be actioned by Requisitioner:

Enter Employment Status Assessment Reference from NESA Webapp on the requisition and 'Save'.   To complete an Employment Status Assessment and obtain a reference see http://www.bath.ac.uk/guides/non-employment-status-nesa-engaging-contractors/.

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R6 - REQ: NESA- Incorrect IR35 Flag Amend Requisition

To be actioned by Requisitioner

- amend 'IR35 employment field' to 'AN' (IR35 not applicable to this type of supplier), and 'Save'

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I1. SIN: NESA-Requisition and Employment Assessment Ref required

To be actioned by Faculty Finance or equivalent – an employment status assessment and purchase order is required for this invoice

- raise a purchase order quoting the Employment Assessment Reference from the NESA Webapp that relates to this specific engagement.
  To complete an Employment Status Assessment and obtain a reference see http://www.bath.ac.uk/guides/non-employment-status-nesa-engaging-contractors/

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4. **RAISING & CHECKING PO'S RAISED AGAINST A NESA EMPLOYMENT STATUS ASSESSMENT REFERENCE**

A NESA Employment Assessment raised within the NESA Webapp holds 3 key pieces of information which must be considered when raising a Purchase Order quoting that NESA Employment Assessment Reference:

'V**alue of Engagement'**,
'**Description of Work'** and
'**Last Day of Work**'.

Guidance for raising a NESA PO

- A single PO should be raised for a NESA Employment Assessment Reference.
- Where there will be more than one invoice/payment, a blanket/call-off PO should be raised either with multiple PO lines or by creating one call-off line (see example call-off PO Example non-employment status application (NESA) call off purchase order (bath.ac.uk)
- The 'Value of Engagement' on the assessment must match the PO value and must also include the estimated travel expenses (where expenses are not already included in the fee).
- In 'exceptional' circumstances where it is necessary to raise more than one PO for a NESA Employment Assessment Reference, the following checks must be made before raising a further PO:

    Ensure the services to be provided are covered by the existing NESA Employment Assessment Reference:

    - Use the Admin Homepage function on the NESA Webapp to check the services to be provided under the new PO are included in the 'Description of Work' on the NESA employment assessment. If the services are different or not included in the Description of Work on the original assessment a new assessment must be raised in order to comply with HMRC regulations.
    - Check the final expected date for completion of services under the new PO is not later that the **'**Last Day of Work' for the NESA employment assessment, (otherwise HMRC will deem those services are not covered by an employment assessment). If the services will be completed later than the 'Last Day of Work' on the employment assessment you will need to complete a separate employment assessment for this work.

    Ensure the value on the existing NESA Employment Assessment Reference will not be exceeded by PO/s – check using the Web Agresso report 'NESA PO vs Assessment Ref'
    Using the guidance below, check the 'Value of Engagement' on the assessment will not be exceeded by   *value of existing PO's + value of the new PO*

NESA PO Vs Assessment Ref Report
Use this report on Web Agresso to check the value of PO's raised against a NESA employment assessment reference. Find the report on web Agresso by entering 'NESA' in the search box towards the top right corner of the screen.

- enter the NESA Employment Assessment Reference and select Search.   (If you do not know the NESA Employment Assessment Reference, use the Admin Homepage function within the NESA Webapp to search for assessments by Name, see 4. above for guidance).

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- As shown below, the column 'NESA Value of Engagement' displays the total value of services allowable under that NESA Employment Assessment Reference and at the bottom of the column 'PO Amount', the value shown is the total value of Purchase Orders raised to date against that reference. If the 'NESA Value of Engagement' for the assessment reference would be exceeded by the PO Amount + the new PO value then a new employment assessment <u>must</u> be raised to ensure the University complies with HMRC regulations.

This total value of PO's plus any additional PO value must not exceed the NESA Value of Engagement (i.e. value of work on the employment assessment)

NESA PO vs Assessment Ref ×

NESA PO vs Assessment Ref

Selection criteria

NESA Employment Assessment Reference like 006424-1907-CR ...

Results

Search | Detail level | All levels | Copy to clipboard

#	PO Supplier ID	PO Supplier ID (T)	Purchase Order CostCtr	NESA First Day of Work	NESA Last Day of Work	IR35EMP	NESA Value of Engagement	NESA Employment Assessment Reference	PO Order date	Purchase Order No	PO Amount	PO Requested By	
1	183609	Port de Barre	RTCL	04/10/2018	31/07/2019		4,200.00	006424-1907-CR	27/07/2018	23602133	175.00	RSF25	barre Fluid Classes 5 x sessions June - July 18
2	183609	Port de Barre	RTSP	04/10/2018	31/07/2019		4,200.00	006424-1907-CR	27/09/2018	23602177	80.00	RSF25	Taster Sessions (Freshers Experience Day)
3	183609	Port de Barre	RTPR	04/10/2018	31/07/2019		4,200.00	006424-1907-CR	17/06/2019	23602464	400.00	SS3559	Visiting Lecturers (non PAYE)Prepare, lead and deliver a five
4	183609	Port de Barre	RTCL	04/10/2018	31/07/2019		4,200.00	006424-1907-CR	31/01/2019	23602310	1,400.00	VAW25	Devise & deliver BARRE FLUID classes (NESA: 006424-1907
5	183609	Port de Barre	RTCL	04/10/2018	31/07/2019		4,200.00	006424-1907-CR	09/04/2019	23602389	480.00	PB735	Deliver of Barre Fluid Summer Classes - 6 weeks May 9 to 13
6	183609	Port de Barre	Split cost centre	04/10/2018	31/07/2019		4,200.00	006424-1907-CR	03/10/2018	23602187	1,400.00	RSF25	Delivery of Autumn Barre Fluid and Contemporary Classes
Σ											3,935.00		