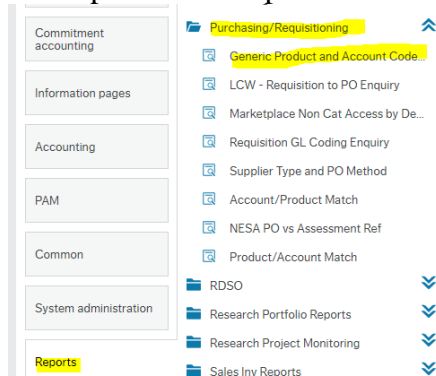


## Agresso Generic Product and Account Code List

1. These are the codes you use to requisition purchases through Agresso.
2. They are referred to as 'generic product codes' as they are not specific to a supplier product or service.
3. They come with a 'generic' description which must be over typed with the supplier part number (where applicable) and full description of the goods or service being bought.
4. They are linked to finance account codes for accounting purposes.
5. Each product may appear more than once. This is due to the multiple account codes linked to that product.
6. Please note the following when selecting the product and account code for your transaction.
  - a. the product code should reflect what the goods or service is (not what the product is being used for), e.g a kettle being used in a lab test should use product code P-FA-12, Electrical White Goods & Kitchen Equipment - Small Equipment Purchases (<£3k), not a code from the laboratory range of codes.
  - b. for delivery costs associated with an order of goods use the same product code as the goods (i.e. not a delivery/mail product code)
7. If you wish to request an additional generic product code please [raise a ticket via IT Help desk](#)
8. Please email [procurement@bath.ac.uk](mailto:procurement@bath.ac.uk) if you have a product code query.

The report to find a product code can be found in the Reports menu:



*Meu path – Reports>Purchasing/Requisitioning>Generic Product and Account code list.*

You can search by product code, product description, account code, account description e.g. search for 'stationery' using the asterix\* each side of the word:

### Generic Product and Account Code list

Selection criteria

Results					
<input type="button" value="Search"/> <input type="button" value="Detail level"/> <input type="button" value="All levels"/> <input type="button" value="Copy to clipboard"/>					
#	Product	Description	Account	Account (T)	Status
1	P-SH-00	Pre-printed Stationery	4023	Stationery & Office supplies	N
2	P-SH-00	Pre-printed Stationery	6891	Capital - F&F - £25K (Aggregated)	N
3	P-SL-00	Stationery - Education Packs and Materials Specific to Teaching and Learning	4095	Training materials	N
4	P-SL-00	Stationery - Education Packs and Materials Specific to Teaching and Learning	4607	Estates consumables	N
5	P-SL-00	Stationery - Education Packs and Materials Specific to Teaching and Learning	6891	Capital - F&F - £25K (Aggregated)	N
6	P-SL-00	Stationery - Paper (all paper based products incl: print & photocopy papers, labels, envelopes & diaries)	4023	Stationery & Office supplies	N
7	P-SL-00	Stationery - Paper (all paper based products incl: print & photocopy papers, labels, envelopes & diaries)	6891	Capital - F&F - £25K (Aggregated)	N
8	P-SP-00	Stationery - Paper (all paper based products incl: print & photocopy papers, labels, envelopes & diaries)	4607	Estates consumables	N
9	P-SZ-00	General Stationery and Office Consumables (incl: files, covers, staples, pens etc)	4023	Stationery & Office supplies	N
10	P-SZ-00	General Stationery and Office Consumables (incl: files, covers, staples, pens etc)	4023	Stationery & Office supplies	N
11	P-SZ-00	General Stationery and Office Consumables (incl: files, covers, staples, pens etc)	6891	Capital - F&F - £25K (Aggregated)	N

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### Full List

To produce a full list of generic product codes you can press on ‘search’ (ensure no search data is in any field).

#### Generic Product and Account Code list

⌵ Selection criteria

Results

SearchDetail levelAll levelsCopy to clipboard

#	Product	Description	Account	Account (T)	Status
1	P-AA-10	Audio Visual Equipment - Over £25k Capitalised Purchases	4607	Estates consumables	N
2	P-AA-10	Audio Visual Equipment - Over £25k Capitalised Purchases	6400	Equipment & Furniture > £25K	N
3	P-AA-10	Audio Visual Equipment - Over £25k Capitalised Purchases	6891	Capital - F&F > £25K (Aggregated)	N
4	P-AA-11	Audio Visual Equipment - Purchases (£3k-25k)	6891	Capital - F&F > £25K (Aggregated)	N
5	P-AA-11	Audio Visual Equipment - Purchases (£3k-25k)	6132	Equipment Items (3K-25K) (c/be medical)	N
6	P-AA-11	Audio Visual Equipment - Purchases (£3k-25k)	6130	Equipment Items (3K-25K)	N
7	P-AA-11	Audio Visual Equipment - Purchases (£3k-25k)	6135	Estates - Equipment Items (3K-25K)	N
8	P-AA-12	Audio Visual Equipment - Small Equipment Purchases	6891	Capital - F&F > £25K (Aggregated)	N
9	P-AA-12	Audio Visual Equipment - Small Equipment Purchases	6122	Equipment Items (<3K) (c/be medical)	N
10	P-AA-12	Audio Visual Equipment - Small Equipment Purchases	4607	Estates consumables	N
11	P-AA-12	Audio Visual Equipment - Small Equipment Purchases	6120	Equipment Items (<3K)	N
12	P-AA-20	Audio Visual Equipment - Lease	6891	Capital - F&F > £25K (Aggregated)	N
13	P-AA-20	Audio Visual Equipment - Lease	4278	Finance Leases	N
14	P-AA-20	Audio Visual Equipment - Lease	4274	Equipment lease and other hire	N
15	P-AA-21	Audio Visual Equipment - Short Term Hire	4270	Equipment short-term hire	N
16	P-AA-21	Audio Visual Equipment - Short Term Hire	6891	Capital - F&F > £25K (Aggregated)	N
17	P-AA-30	Audio Visual Equipment - Maintenance Contracts	6891	Capital - F&F > £25K (Aggregated)	N
18	P-AA-30	Audio Visual Equipment - Maintenance Contracts	4265	Equipment maintenance & repair	N
19	P-AA-31	Audio Visual Equipment - Repair, Servicing and Tuning	4265	Equipment maintenance & repair	N
20	P-AA-31	Audio Visual Equipment - Repair, Servicing and Tuning	6891	Capital - F&F > £25K (Aggregated)	N
21	P-AA-90	Audio Visual Equipment - Consumables	4607	Estates consumables	N
22	P-AA-90	Audio Visual Equipment - Consumables	6070	Equipment parts	N
23	P-AA-90	Audio Visual Equipment - Consumables	6891	Capital - F&F > £25K (Aggregated)	N

### Exporting the list

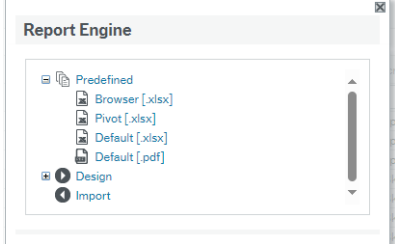
You can export the full list of codes (or subset by search) by using the export button at the bottom of the screen:

48	P-ADA-11	Music Instruments - Purchases (£3k-25k)	6891	Capital - F&F > £25K (Aggregated)	N
49	P-ADA-11	Music Instruments - Purchases (£3k-25k)	6135	Estates - Equipment Items (3K-25K)	N
50	P-ADA-11	Music Instruments - Purchases (£3k-25k)	6132	Equipment Items (3K-25K) (c/be medical)	N

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Choose columnsExport

Choose the output type you would like



A file will be created in your internet browser to retrieve the file.

**PLEASE NOTE: This list will change with products being removed and new products added. Ensure you are referring to the latest list of products by using this report if you export a list.**