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)

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

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 [Category Code ▼] [TEMP] (Go)

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 △	Commodity
○	📇	3284	TEMPORARY - OTHER	General Expense Items
○	📇	3284A	TEMPORARY WORKER EXPENSES	General Expense Items
○	📇	3282	TEMPORARY-ADMIN & CLERICAL	General Expense Items
○	📇	3288	TEMPORARY-ANCILLARY&MAINTENACE	General Expense Items
○	📇	3286	TEMPORARY-COLLECTIONS-HCP	General Expense Items
○	📇	3285	TEMPORARY-COLLECTIONS-NON-HCP	General Expense Items
○	📇	3289	TEMPORARY-MEDICAL	General Expense Items
○	📇	3287	TEMPORARY-SCIENTIFIC&TECHNICAL	General Expense Items

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

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.