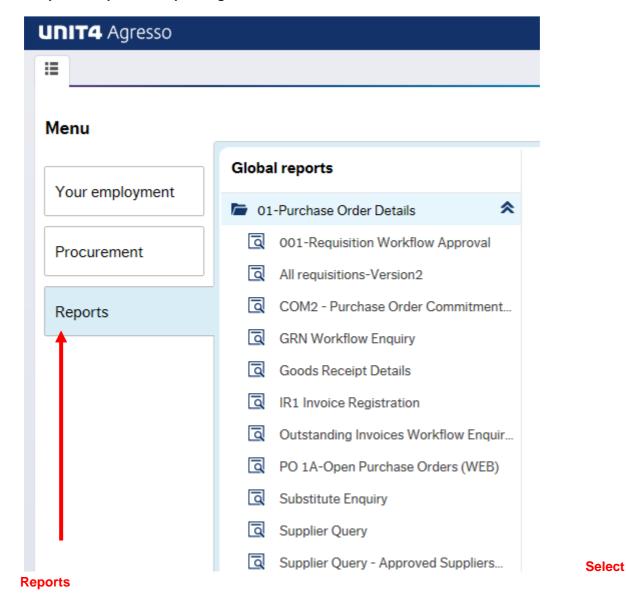## WEB- All Requisition – Version2

In the Agresso Website there exists an enquiry to allow the user to search all requisitions to gain the purchase order number from the requisition number or vice versa. This information will allow a user to locate the order number from a requisition and will give a purchasing officer the order number to print a copy order if required.
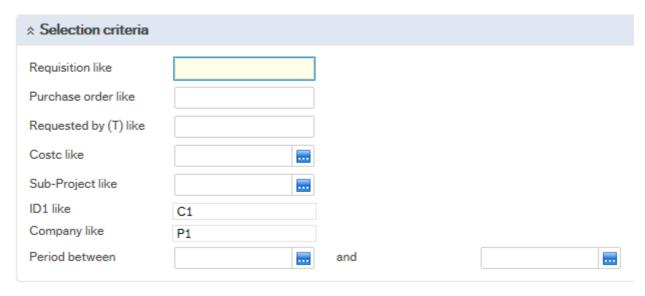
To open the specific Enquiries go to:

Reports

Select

At the top of the menu screen click on:
Select Reports

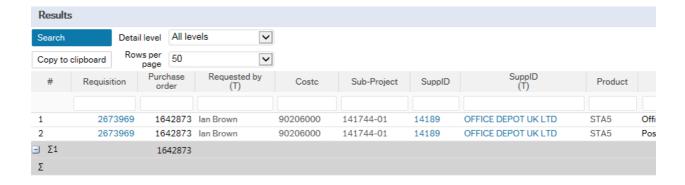📁 01- Purchase Order Details

🔍 All Requisitions-Version2

1. The following screen will be displayed:

Agresso Enquiries

1. Search against any of the fields within this pane by entering the details in the relevant field and clicking the search icon **Search**

2. The results will then appear depending on the search criteria
   N.B If no results will be shown please check the search criteria entered or you may not have access to the results.

3. If you are having any problems running this enquiry, please e-mail the Agresso support desk: fnsup@glasgow.ac.uk