Agresso Enquiries



WEB: Supplier Query

In Agresso there is a specific browser enquiry that allows you to check details of all suppliers on the Agresso.

To open the specific Enquiries go to:

UNIT4 Agresso										
Menu										
Global reports										
🗁 01-Purchase Order Details										
O01-Requisition Workflow Approval										
All requisitions-Version2										
COM2 - Purchase Order Commitment										
GRN Workflow Enquiry										
Goods Receipt Details										
R1 Invoice Registration										
Outstanding Invoices Workflow Enquir										
PO 1A-Open Purchase Orders (WEB)										
Q Substitute Enquiry										
Q Supplier Query										
Supplier Query - Approved Suppliers										
At the top of the menu screen click on: Select Reports										
01- Purchase Order Details										
Supplier Query										

1. The following screen will be displayed:

* Selection criteria	
Address type in list	'1'
Supplier group not like	10
Supplier ID like	
Name like	*John Smith*
Approved Suppliers - Approved like	

Agresso Enquiries



To search for information please enter the required details into above fields:

Then click Search

to view the results

The results will then appear or depending on the search criteria *N.B. If no results will be shown please check the search criteria entered*

Result	S									
Search		Detail level	All levels							
Copy to clipboard		Rows per	50	\checkmark						
#	Supplier ID	page	Name		Approved Suppliers - Approved	Suppgrp	Suppgrp (T)	Address		
1	11119	JOHN SMI	TH & SON GLASGO	W LTD	YES	01	Creditor - Ordinary	STATIONERY OFFICE GLASGOW CALEDONIAN UNIVERSITY 70 COWCADDENS ROAD		
2	11119	JOHN SMI	TH & SON GLASGO	W LTD	YES	01	Creditor - Ordinary	JOHN MCINTYRE BUILDING UNIVERSITY OF GLASGOW		
3	11119	JOHN SMI	TH & SON GLASGO	W LTD	YES	01	Creditor - Ordinary	57 ST VINCENT ST		
4	11119	JOHN SMI	TH & SON GLASGO	WLTD	YES	01	Creditor - Ordinary	GLASGOW UNIVERSITY THE JOHN MCINTYRE BUILDING UNIVERSITY AVENUE		
5	11119	JOHN SMI	TH & SON GLASGO	WLTD	YES	01	Creditor - Ordinary	ACCOUNTS RECEIVABLE DEPT ASH HOUSE HEADLANDS BUSINESS PARK		
6	23490	JOHN SMI	TH & SONS BOOKS	ELLERS	YES	01	Creditor - Ordinary	University of Glasgow The Fraser Building 65 Hillhead Street		
7	23490	JOHN SMI	TH & SONS BOOKS	ELLERS	YES	01	Creditor - Ordinary	INSTITUTE OF EDUCATION 20 BEDFORD WAY		
1. 2.		Na	Name				- Supplier ID – Supplier Name			
3. Approved Supplier				upplier		– If s	upplier is Ap	pproved		
						YES – Contract/Framework Agreement exist NO – No Contract/Framework Agreement exist PARTNER – Supplier is in partnership with the University				
4.		Su	Suppgrp & Suppgrp(T)				- This will identify what supplier group the person is in.			
5.		Ade	Address				- Supplier address/es			
6.		Pos	Post Code			- Post code				
7.		Place			- Town					
8.		Co	Country & Country (T)			 Country and country code for supplier 				
9.		Co	County			- County for Supplier				
1	0.	Fax	Fax Number				– Supplier Fax number			
1	1.	Em	Email Address				– Supplier Email Address			
1:	2.	Status					- Supplier status- (N) Open (C) Closed (P) Parked			