

ENQ8 – Viewing Documents Agresso 564 Version 2.0 Updated – Jan 2020

ENQ8 - Viewing Documents

On Agresso there are various documents attached to transactions:

- 1. Supplier Invoices Supplier invoices are scanned and registered on Agresso
- 2. Sales Invoices Sales Invoices raised for Customers are held on Agresso

When the user has created an enquiry with the requested results the attached documents can be viewed.

1. If the transaction has an invoice number the scanned invoice can be viewed by clicking on

	the Documents Icon										
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This will open the following screen:

2. Click on the EI02 Purchase Invoices Folder or relevant ticked folder Swhere a document is attached

3.	Double Cli	k on Invoice to view the Invoice

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If blank then no invoice has been scanned against the transaction

This will then show the Invoice details of the transaction.

* supplies team	Your Account Manager Details Jackee King Tel: 0870 8715629 Ext: 5836 Fax: 0870 8715928 Email jackie king@supplies team oo uk	Page 1/1
Invoice Address University of Glasgow Finance Office Gibert Scott Building	Despatch Address University of Glasgow Systems Support & Development Soctoon	

If you are unable to view the file due to File Types please contact the Agresso Support desk