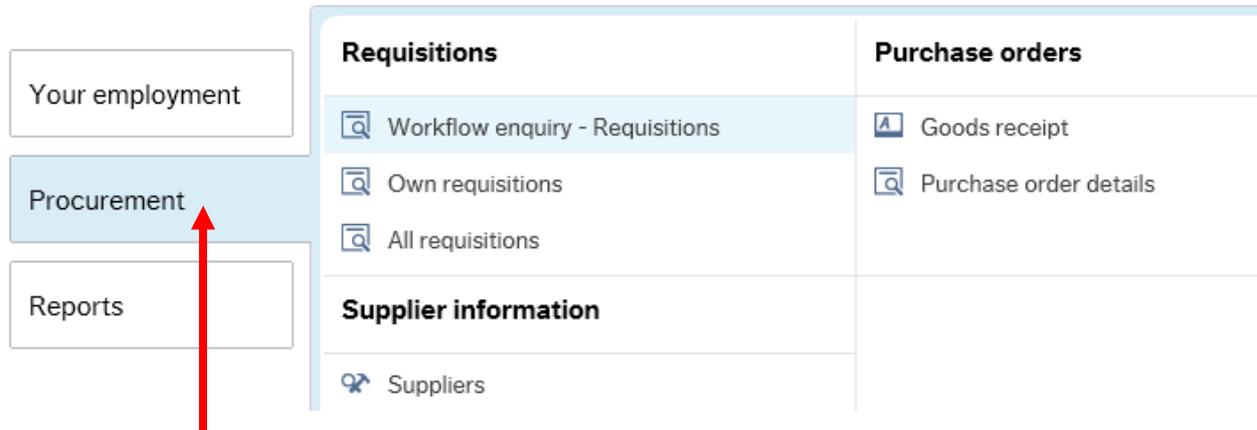


WEB: Purchase Order Details

In the Agresso Website there exists an enquiry to allow the user to view the details of a Purchase Order.

To open the specific Enquiries go to:

Menu



The menu structure is as follows:

- Your employment
- Procurement** (indicated by a red arrow)
- Reports

The 'Procurement' sub-menu contains:

- Requisitions**
 - Workflow enquiry - Requisitions (highlighted)
 - Own requisitions
 - All requisitions
- Supplier information**
 - Suppliers
- Purchase orders**
 - Goods receipt
 - Purchase order details (highlighted)

Select Procurement

At the top of the menu screen click on:



1. The following screen will be displayed with the Search Parameters:

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

Then click  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

#	OrderNo	Original order	SupplierID	SupplierID (T)	Ordered	Amount (C)	Tax code	Deliv'd	InvoicedNo	Account	Costc	Sub-Project	
1	1290515	2298839	14189	OFFICE DEPOT UK LTD	2.00	2.64	AS	2.00	2.00	6910	25606000	164776-01	F
2	1290515	2298839	14189	OFFICE DEPOT UK LTD	3.00	36.69	AS	3.00	3.00	7170	25606000	164776-01	F
3	1290515	2298839	14189	OFFICE DEPOT UK LTD	1.00	0.68	AS	1.00	1.00	7170	25606000	164776-01	F
4	1290515	2298839	14189	OFFICE DEPOT UK LTD	3.00	1.62	AS	3.00	3.00	8050	25606000	164776-01	F
Σ1	1290515				9.00	41.63		9.00	9.00				
Σ					9.00	41.63		9.00	9.00				

1. OrderNo. – Order Number.
2. Original Order – This is actually the requisition number

3. Supplier ID and Supp Name – Supplier Used for order
4. Ordered – The amount of goods Ordered
5. Amount – Price of goods before VAT
6. Tax Code – Tax code per row
7. Delivered - The amount of goods Delivered to date
8. Invoiced – The amount of goods invoiced to date
9. Account – Account code of ordered details
10. Cost Centre. – Cost Centre of ordered details
11. Sub-Project – Sub-Project of ordered details
12. Status of Row – Row status F- Finished, T – Terminated, C- Closed, O - Open
13. Project – Project of ordered details
14. Responsible - Purchasing Officer for Order
15. Requested by – Person who raised the requisition
16. ExtRef – External reference filled out on by Requisitioner
17. Printed – Confirms if the order has been printed/faxed/emailed depending on supplier.
18. Description – Order Details
19. Product Code – Agresso Product Code
20. Supp. Product – Supplier product code – where applicable
21. Order date – Date order opened
22. Deliv.Date – Delivery Date of when Goods received notes were entered on the system.