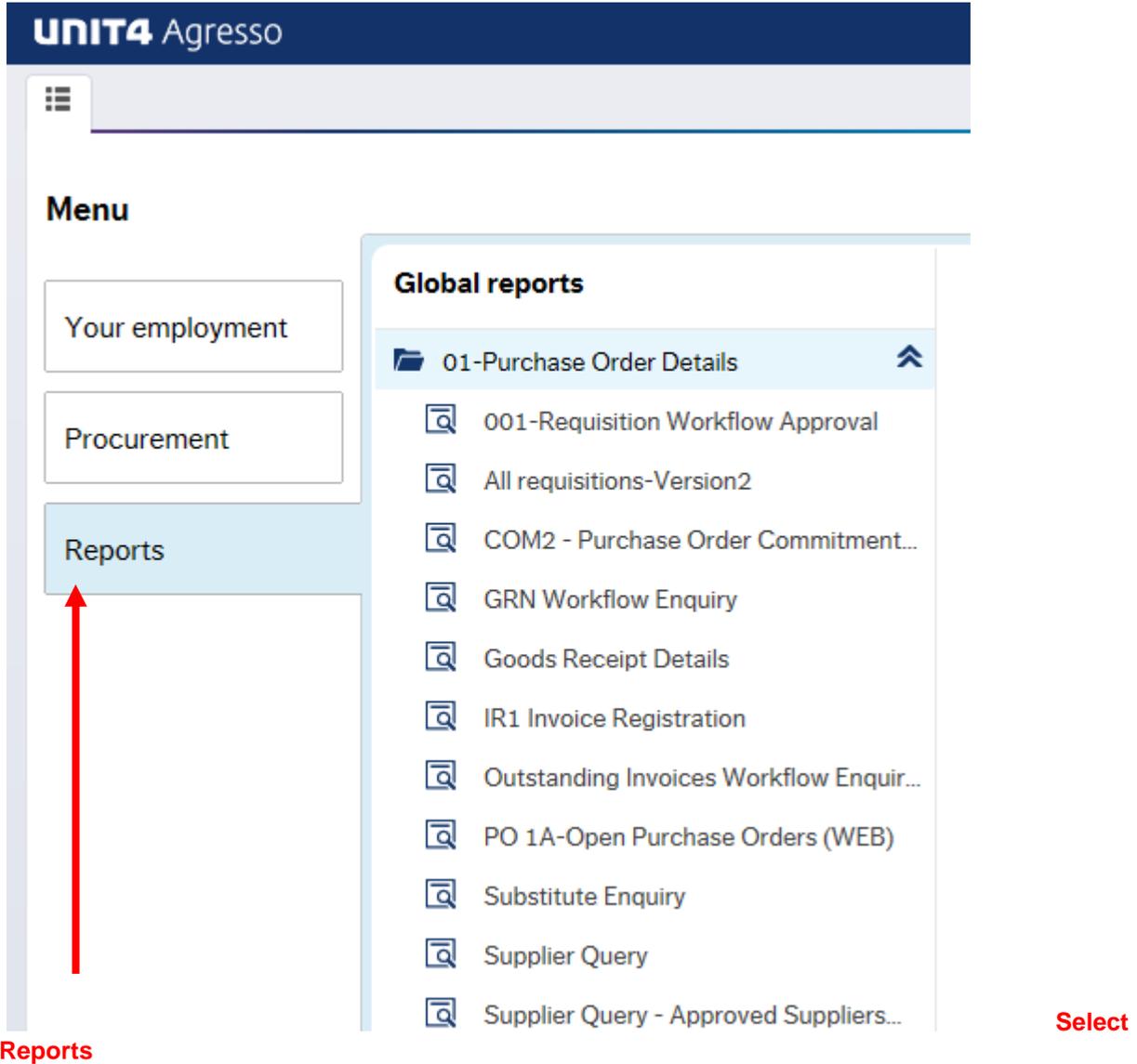


WEB- All Requisition – Version2

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:



The screenshot shows the UNIT4 Agresso interface. On the left, a 'Menu' sidebar has 'Reports' highlighted with a red arrow pointing to it. The main area displays 'Global reports' with a list of items. The first item is '01-Purchase Order Details', which is expanded to show a list of reports including '001-Requisition Workflow Approval', 'All requisitions-Version2', 'COM2 - Purchase Order Commitment...', 'GRN Workflow Enquiry', 'Goods Receipt Details', 'IR1 Invoice Registration', 'Outstanding Invoices Workflow Enquir...', 'PO 1A-Open Purchase Orders (WEB)', 'Substitute Enquiry', 'Supplier Query', and 'Supplier Query - Approved Suppliers...'. The word 'Select' is written in red at the bottom right of the screenshot.

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:

Selection criteria

Requisition like

Purchase order like

Requested by (T) like

Costc like 

Sub-Project like 

ID1 like

Company like

Period between  and 

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

Results

 Detail level

Rows per page

#	Requisition	Purchase order	Requested by (T)	Costc	Sub-Project	SupplD	SupplD (T)	Product	
1	2673969	1642873	Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Offi
2	2673969	1642873	Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Pos
	Σ1	1642873							
	Σ								

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