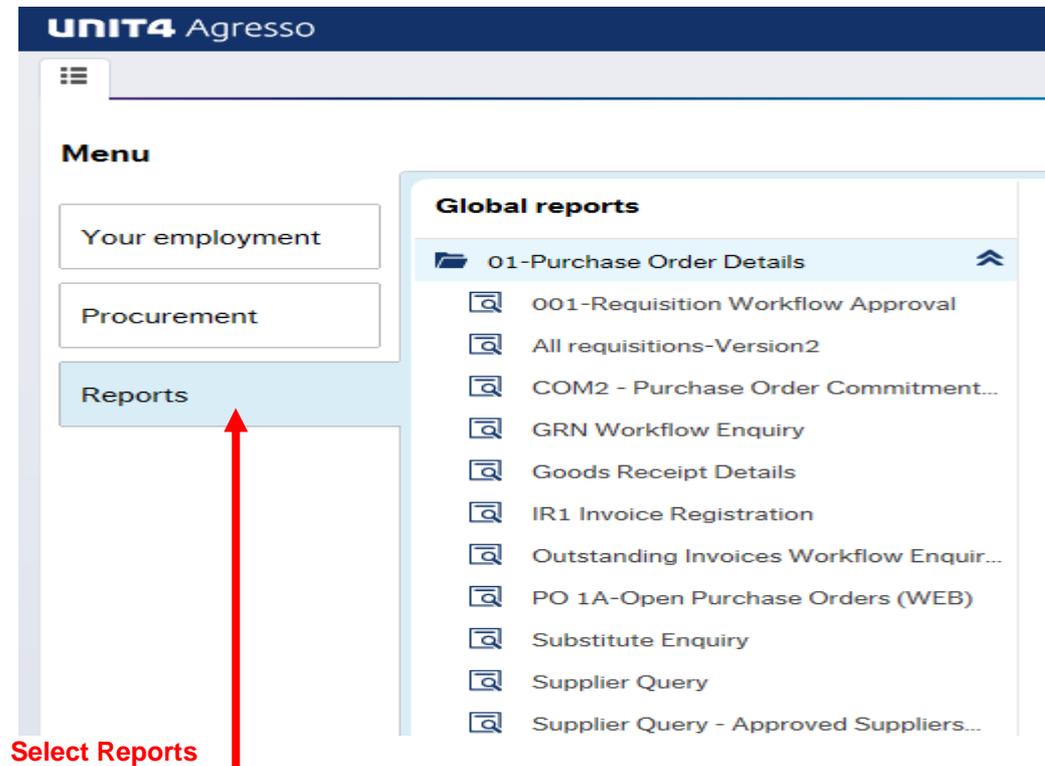


WEB: Supplier Query

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:



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	<input type="text" value="'1'"/>
Supplier group not like	<input type="text" value="10"/>
Supplier ID like	<input type="text"/> 
Name like	<input style="background-color: yellow;" type="text" value="*John Smith*"/>
Approved Suppliers - Approved like	<input type="text"/>

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

Results						
<input type="button" value="Search"/>		Detail level	<input type="text" value="All levels"/>			
<input type="button" value="Copy to clipboard"/>		Rows per page	<input type="text" value="50"/>			
#	Supplier ID	Name	Approved Suppliers - Approved	Suppgrp	Suppgrp (T)	Address
1	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	STATIONERY OFFICE GLASGOW CALEDONIAN UNIVERSITY 70 COWCADDENS ROAD
2	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	JOHN MCINTYRE BUILDING UNIVERSITY OF GLASGOW
3	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	57 ST VINCENT ST
4	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	GLASGOW UNIVERSITY THE JOHN MCINTYRE BUILDING UNIVERSITY AVENUE
5	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	ACCOUNTS RECEIVABLE DEPT ASH HOUSE HEADLANDS BUSINESS PARK
6	23490	JOHN SMITH & SONS BOOKSELLERS	YES	01	Creditor - Ordinary	University of Glasgow The Fraser Building 65 Hillhead Street
7	23490	JOHN SMITH & SONS BOOKSELLERS	YES	01	Creditor - Ordinary	INSTITUTE OF EDUCATION 20 BEDFORD WAY

1. Supplier - Supplier ID
2. Name - Supplier Name
3. Approved Supplier - If supplier is Approved
 YES – Contract/Framework Agreement exist
 NO – No Contract/Framework Agreement exist
 PARTNER – Supplier is in partnership with the University
4. Suppgrp & Suppgrp(T) - This will identify what supplier group the person is in.
5. Address - Supplier address/es
6. Post Code - Post code
7. Place - Town
8. Country & Country (T) – Country and country code for supplier
9. County – County for Supplier
10. Fax Number – Supplier Fax number
11. Email Address – Supplier Email Address
12. Status – Supplier status- (N) Open (C) Closed (P) Parked