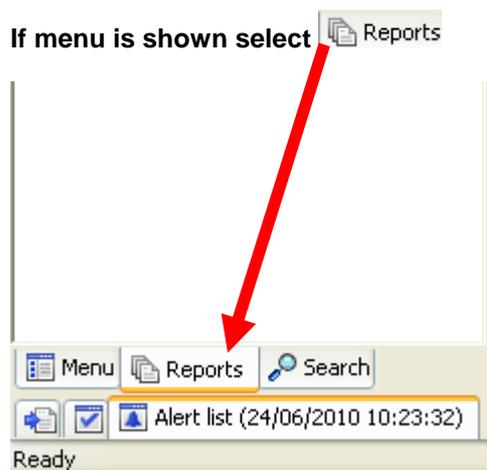


Supplier Query - Approved Suppliers Only

In Agresso there is a specific browser enquiry that allows you to check approved suppliers on Agresso.

To open the specific Browser Enquiries:

Select the Reports Tab that can be found depending on how the user's individual menu is set up.



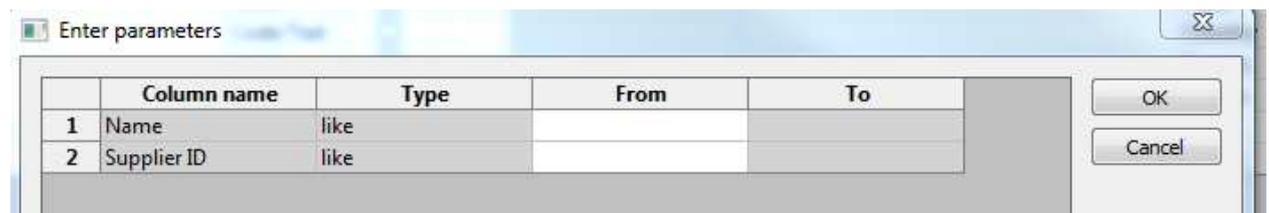
From the reports menu select

 Global Reports

 01- Purchase Order Details

 Supplier Query – Approved Suppliers Only (double click)

1. The following screen will be displayed:



2. Enter the required Search Criteria

3. Click OK

4. This will then bring back required results:

| Approved Suppliers - Approved | | Supplier ID | Name | Suppgrp | Suppgrp(T) | Address | Post Code |
|-------------------------------|-----|-------------|---------------------|---------|------------------------------|-------------------|-----------|
| 1 | YES | 14189 | OFFICE DEPOT UK LTD | 12 | E-Procurement (Market Place) | 501 BEAUMONT LEYS | LE4 2BW |

Agresso SSD Enquiries

Your results will show the following information:

- | | | |
|-----|---------------------------------------|---|
| 1. | 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 |
| 2. | Supplier | - Supplier ID |
| 3. | Name | – Supplier Name |
| 4. | Approved Supplier | – If supplier is Approved |
| 5. | Suppgrp & Suppgrp(T) person is in. | - This will identify what supplier group the |
| 6. | Address | - Supplier address/es |
| 7. | Post Code | - Post code |
| 8. | Place | - Town |
| 9. | Country & Country (T) | – Country and country code for supplier |
| 10. | County | – County for Supplier |
| 11. | Fax Number | – Supplier Fax number |
| 12. | Email Address | Of – Supplier Email Address |
| 13. | Status Parked | – Supplier status- (N) Open (C) Closed (P) |