

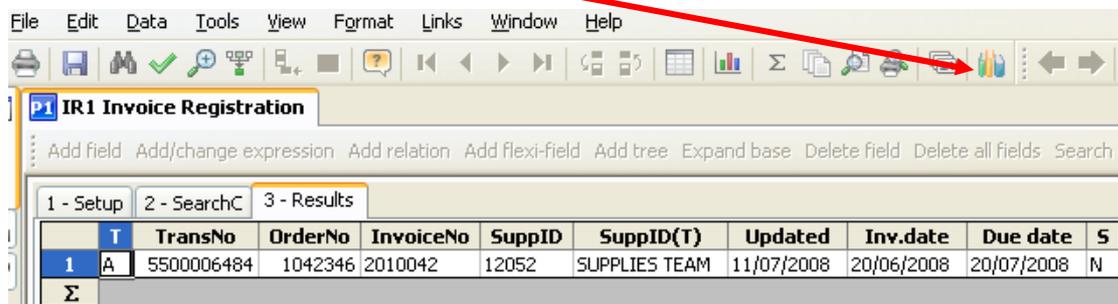
ENQ8 - Viewing Documents

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

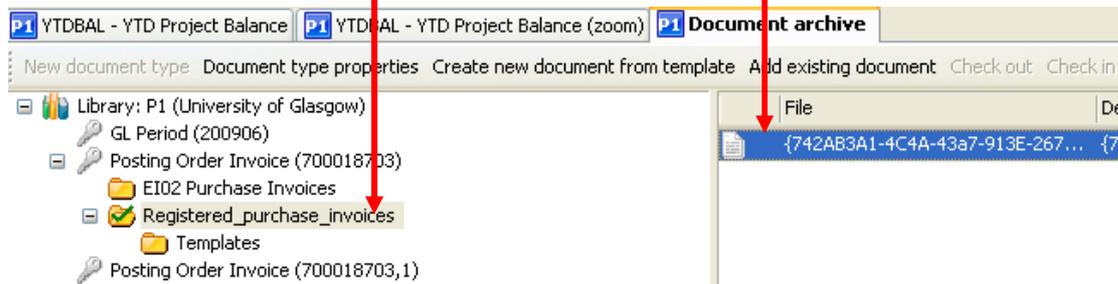
When the user has created an enquiry with the requested results the attached documents can be viewed.

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



This will open the following screen:

2. Click on the EI02 Purchase Invoices Folder or relevant ticked folder  where a document is attached
3. Double Click on Invoice to view the Invoice



If blank then no invoice has been scanned against the transaction

This will then show the Invoice details of the transaction.



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