

WEBPO1 Printing Purchase Orders on Agresso

All Requisitions once converted into a Purchase Order will be automatically emailed or faxed to the supplier. There are a number of suppliers excluded from this automated option (see Agresso website for supplier list) and in these circumstances the original Purchase order will have to be printed off and sent to the supplier by the Purchasing officer.

The purpose of this section allows the Purchasing Officer to print off any Purchase Orders that need to be sent to the supplier on the exclusion list.

1. **Any orders that have NOT been Automatically Emailed or Faxed to the supplier will be printed off by the Purchase Officer who approved the Requisitions.**
2. **COPY ORDERS**
If an order has already been Emailed/Faxed/Printed the Purchasing Officer can run a process to print off a Copy Purchase Order. The Order number must be known as this must be entered when requesting a copy.

Converting Requisition to a Purchase Order Process

There is an automatic process that converts all Requisitions to a Purchase Order. This process takes place every approx. 20minutes. After this the original purchase order is available to be printed and can then be sent to the supplier.

If there is a Purchase Order that has to be manually sent to a supplier and the Purchasing Officer who has approved this has forgotten to do so then an email will be sent to the Purchasing Officer to remind them to print of an original Purchase order.

The details of the order are held centrally on a University Server which must be requested to be available on the users PC using the printing process instructions in this section.

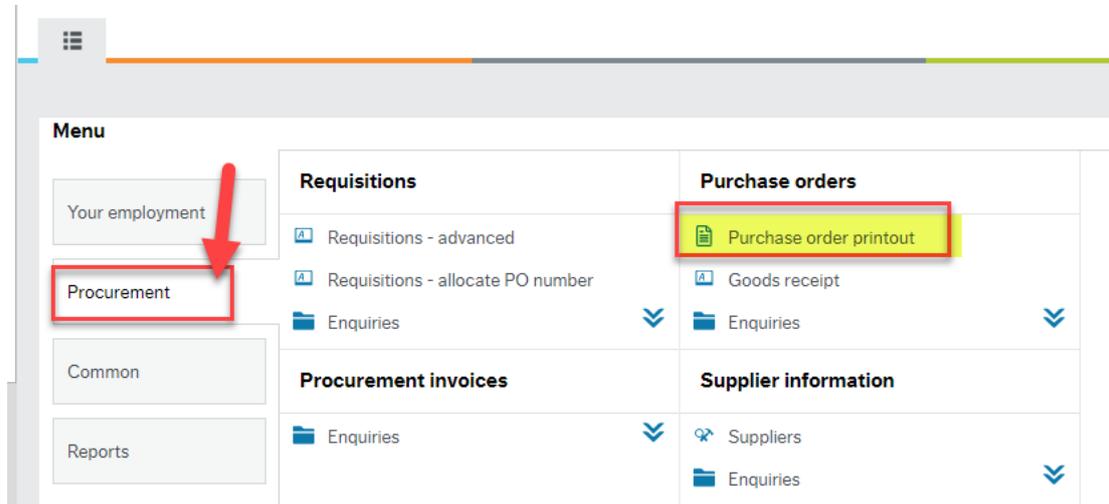
Known Causes for being unable to print order

- Requisition is not fully approved so will not convert into a Purchase Order.
- The time the request for print was processed too quick after the Requisition was approved by the Purchasing Officer – Systems Support Section advise waiting 15/20 minutes.
- Trying to print off a Purchase Order approved by another Purchasing Officer

Any other problems please contact the Agresso Support Desk.

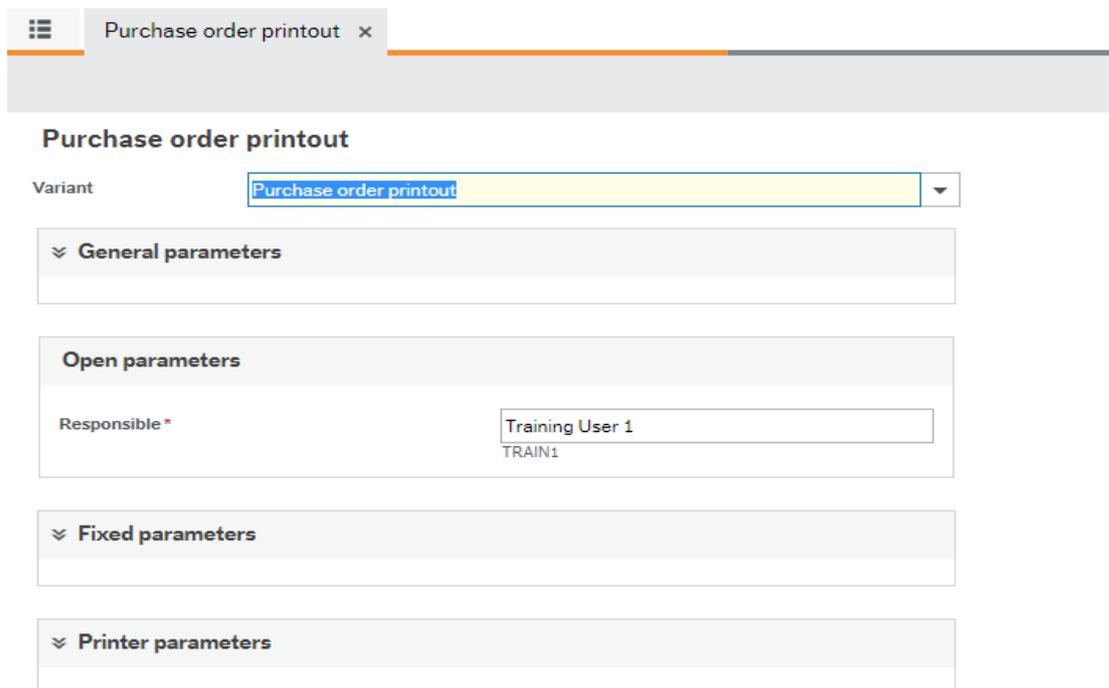
WEBPO1.1: Printing Purchase Orders

1. Access the Print Purchase Orders screen by clicking on:



The screenshot shows a web application interface. On the left is a 'Menu' sidebar with items: 'Your employment', 'Procurement' (highlighted with a red box and a red arrow), 'Common', and 'Reports'. The main content area is divided into four sections: 'Requisitions' (with sub-items: Requisitions - advanced, Requisitions - allocate PO number, Enquiries), 'Procurement invoices' (with sub-item: Enquiries), 'Purchase orders' (with sub-items: Purchase order printout (highlighted with a red box), Goods receipt, Enquiries), and 'Supplier information' (with sub-items: Suppliers, Enquiries).

2. The following screen will appear:



The screenshot shows the 'Purchase order printout' screen. At the top, there is a breadcrumb 'Purchase order printout' with a close icon. Below the title, there is a 'Variant' dropdown menu set to 'Purchase order printout'. The screen is organized into several expandable sections: 'General parameters', 'Open parameters' (containing a 'Responsible *' field with the value 'Training User 1' and 'TRAIN1' below it), 'Fixed parameters', and 'Printer parameters'.

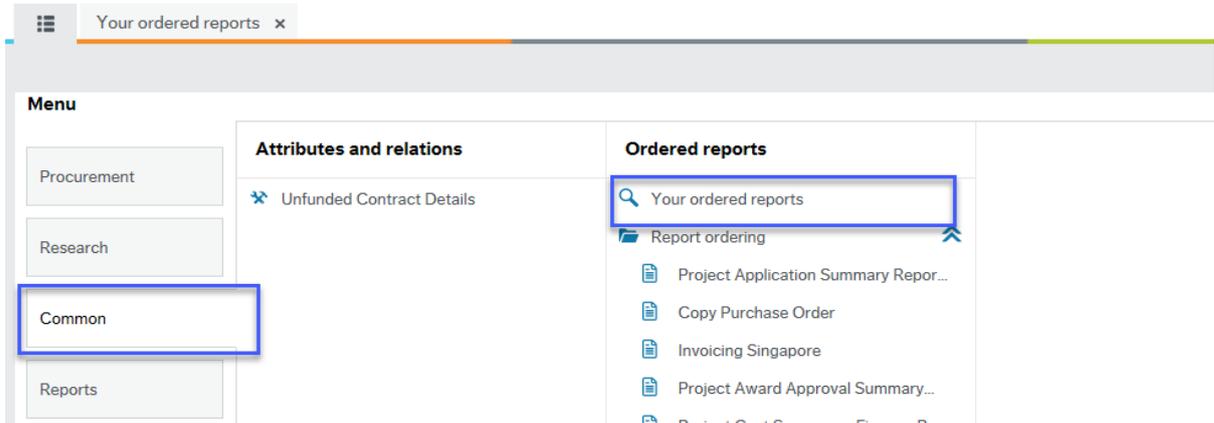
3. Click on

Save

4. Once saved the following message should appear

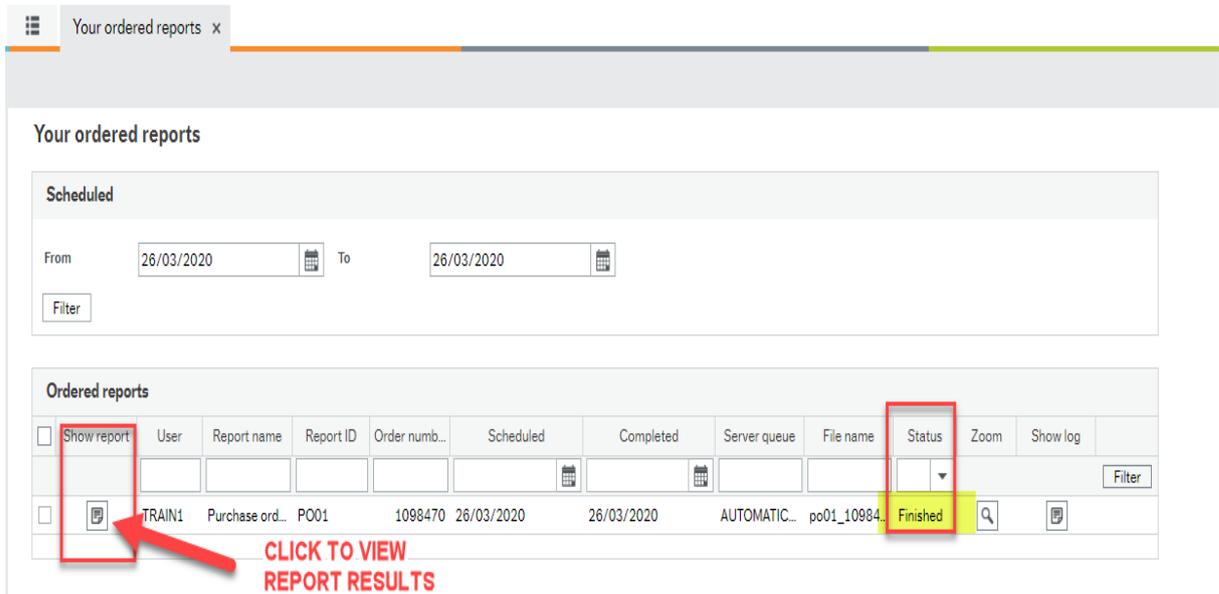
✓ Successfully saved. The report output has order number 50 and is available in Your ordered reports.

5. To view the report go to:



The screenshot shows the 'Your ordered reports' page. On the left, there is a 'Menu' section with buttons for 'Procurement', 'Research', 'Common', and 'Reports'. The 'Common' button is highlighted with a blue box. In the center, under 'Attributes and relations', 'Unfunded Contract Details' is selected. On the right, under 'Ordered reports', there is a search bar containing 'Your ordered reports' and a list of report types: 'Report ordering', 'Project Application Summary Repor...', 'Copy Purchase Order', 'Invoicing Singapore', 'Project Award Approval Summary...', and 'Project Cost Summary...'. The 'Report ordering' item is highlighted with a blue box.

6. The screen will look like this:

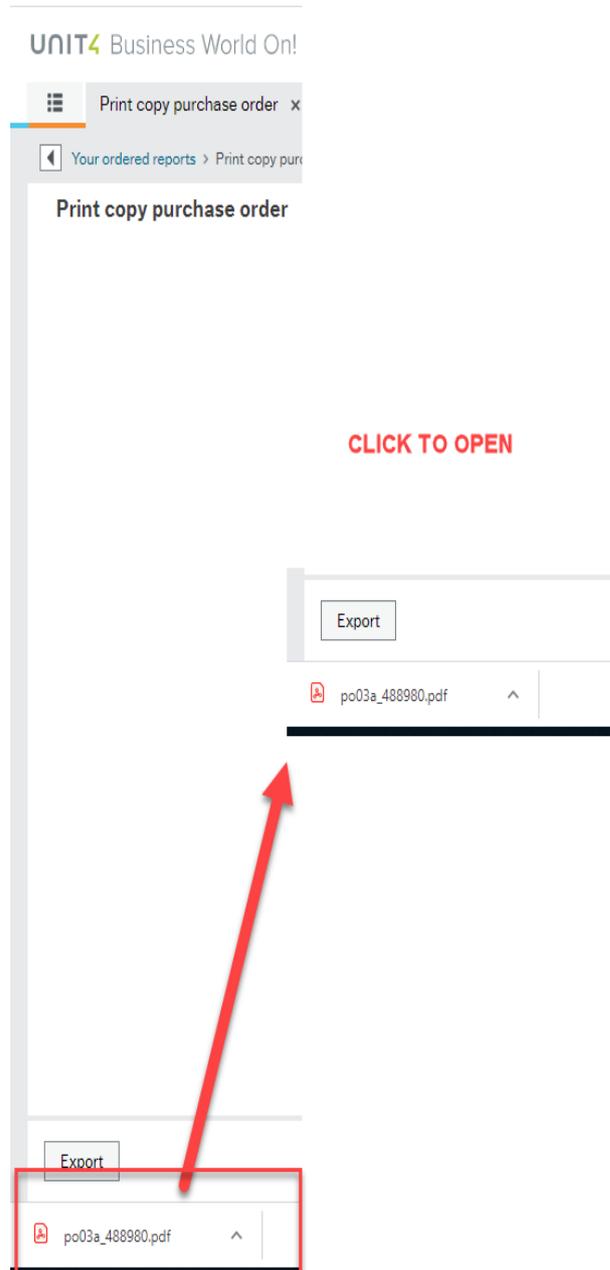


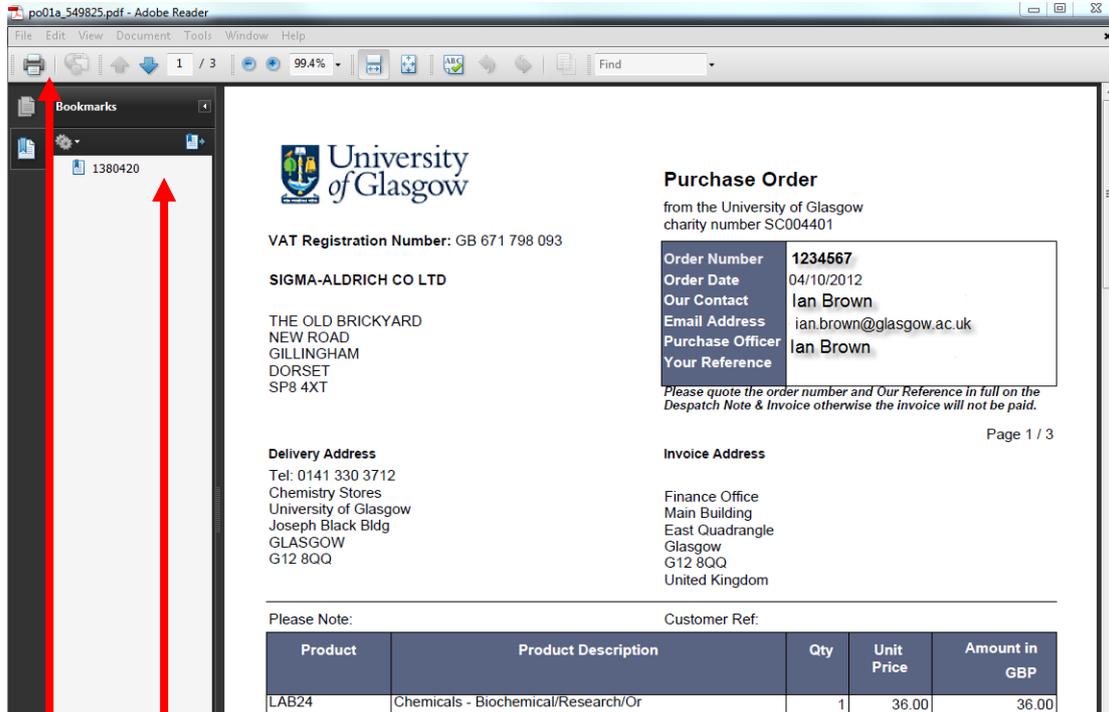
The screenshot shows the 'Your ordered reports' page with a table of reports. The table has columns: 'Show report', 'User', 'Report name', 'Report ID', 'Order numb...', 'Scheduled', 'Completed', 'Server queue', 'File name', 'Status', 'Zoom', and 'Show log'. A red box highlights the 'Show report' column header and the 'Status' column header. A red arrow points to the 'Show report' icon in the first row. The first row of data shows a report with status 'Finished'. Below the table, there is a red text box that says 'CLICK TO VIEW REPORT RESULTS'.

| Show report | User | Report name | Report ID | Order numb... | Scheduled | Completed | Server queue | File name | Status | Zoom | Show log |
|-------------|--------|-----------------|-----------|---------------|------------|------------|--------------|---------------|----------|------|----------|
| | TRAIN1 | Purchase ord... | PO01 | 1098470 | 26/03/2020 | 26/03/2020 | AUTOMATIC... | po01_10984... | Finished | | |

7. Once the status is Finished, you can view the report by selecting the report ordered.

8. The order will be shown on the screen and available to view or download





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1 / 3 99.4% Find

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1380420

 University of Glasgow

VAT Registration Number: GB 671 798 093

SIGMA-ALDRICH CO LTD

THE OLD BRICKYARD
NEW ROAD
GILLINGHAM
DORSET
SP8 4XT

Delivery Address
Tel: 0141 330 3712
Chemistry Stores
University of Glasgow
Joseph Black Bldg
GLASGOW
G12 8QQ

Purchase Order
from the University of Glasgow
charity number SC004401

| | |
|------------------|-------------------------|
| Order Number | 1234567 |
| Order Date | 04/10/2012 |
| Our Contact | Ian Brown |
| Email Address | ian.brown@glasgow.ac.uk |
| Purchase Officer | Ian Brown |
| Your Reference | |

Please quote the order number and Our Reference in full on the Despatch Note & Invoice otherwise the invoice will not be paid.

Page 1 / 3

Invoice Address

Finance Office
Main Building
East Quadrangle
Glasgow
G12 8QQ
United Kingdom

Please Note: Customer Ref:

| Product | Product Description | Qty | Unit Price | Amount in GBP |
|---------|-------------------------------------|-----|------------|---------------|
| LAB24 | Chemicals - Biochemical/Research/Or | 1 | 36.00 | 36.00 |

9. A list of orders in the printing request will be shown on the left hand side
10. To print the order, click on the print icon at the top of the window. Click 'OK'. The order will print at your local printer. **N.B. If required the order can also be saved or emailed.**
11. Click on the 'X' box in the top right hand corner, to close the Window.