University *of* Glasgow

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 Browser Enquiries:

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

If menu is shown select Reports   **If menu is hidden select Reports tab**
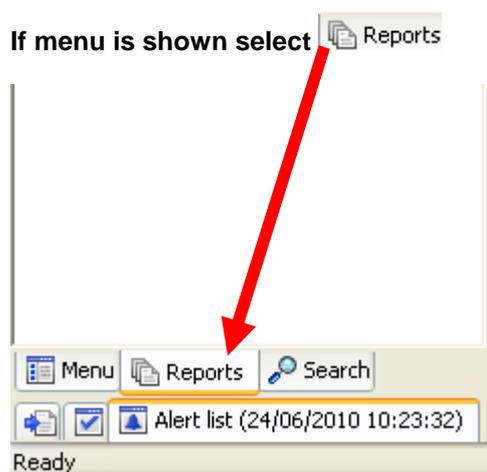
From the reports menu select

📁 *Global Reports*

📁 01- Purchase Order Details
All Requisitions-Version2 (double-click to open)

1. The following screen will be displayed:

	Column name	Type	From	To
1	Requisition	like		
2	Purchase order	like		
3	Requested by (T)	like		
4	Sub-Project	like		
5	Costc	like		
6	Period	between		
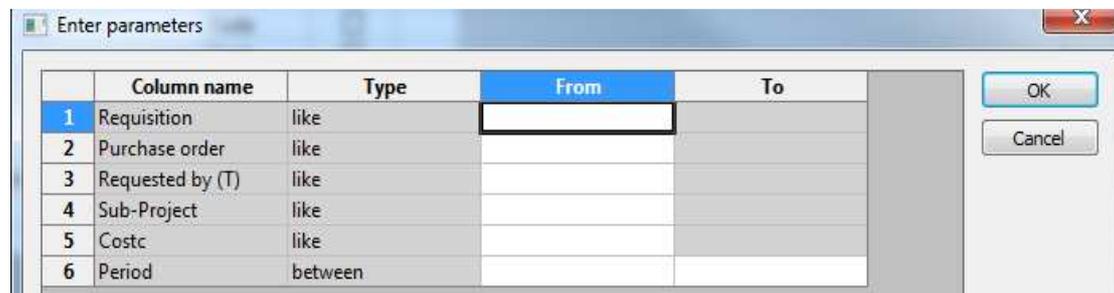
2. Search against any of the fields within this pane by entering the details in the relevant field and then Click OK

3. The details will of your result will appear:
NB: If the results screen produces no value, then either:
(a) The search criteria is inaccurate; e.g. Wrong Sub-Project code, or, worn period range entered
(b) There are no results for the particular search
(c) You do not have access to the results

4. A list of results should appear:

	Requisition	Purchase order	Requested by(T)	Costc	Sub-Project	SuppID	SuppID(T)	Product	Description
1	2673969	1642873	Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Office Depot A4 Everyday Paper 80gsm
2	2673969	1642873	Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Post it Super Sticky Notes Neon Rainbow Ass
Σ1		1642873							
Σ									

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