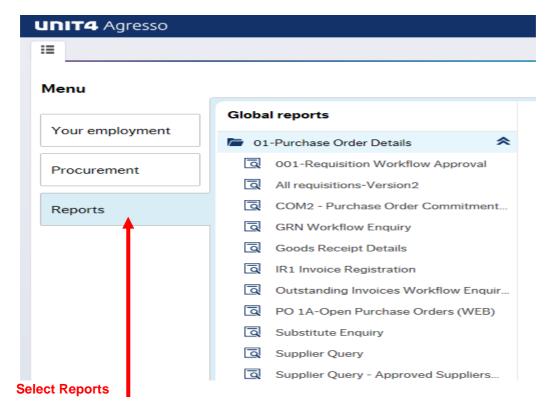University of Glasgow

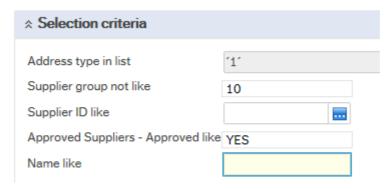## WEB: Supplier Query - Approved Suppliers Only

In Agresso there is a specific browser enquiry that allows you to check approved suppliers on Agresso **To open the specific Enquiries go to:**

Select Reports

At the top of the menu screen click on:
Select Reports

📁 01- Purchase Order Details

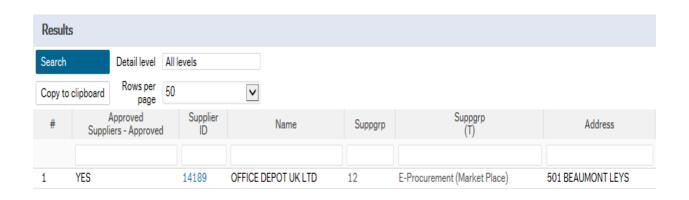🔍 Supplier Query – Approved Suppliers Only

1. The following screen will be displayed:

To search for information please enter the required details into above fields:

Then click [Search] 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

#	Approved Suppliers - Approved	Supplier ID	Name	Suppgrp	Suppgrp (T)	Address
1	YES	14189	OFFICE DEPOT UK LTD	12	E-Procurement (Market Place)	501 BEAUMONT LEYS

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)	- This will identify what supplier group the person is in.
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	– Supplier status- (N) Open (C) Closed (P) Parked