

PO3 Printing Copy Purchase Orders by Different Purchasing officer

All Requisitions once converted into a Purchase Order will be automatically be emailed or faxed to the supplier. The purpose of this section allows the person to print off a copy of any Requisitions that have been and approved by a different Purchasing Officer and converted into Purchase Orders. The Order number must be known as this must be entered when requesting a copy.

1. 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 10 minutes.

2. Automatic Emailing/Faxing Process

After this the order is emailed or faxed to the supplier depending on the supplier contact details. This process takes place every 10 minutes.

If the email or fax has been unsuccessful the Data Control section within General Ledger will check to see the reason why it has not been sent and re-send the Purchase Order.

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

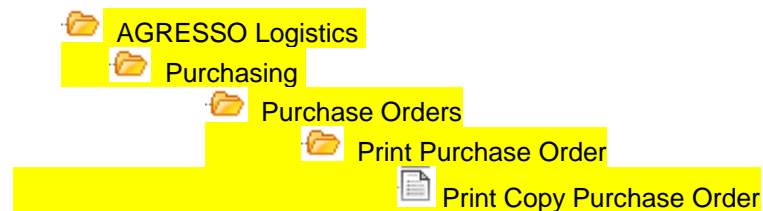
Known Causes for being unable to print order

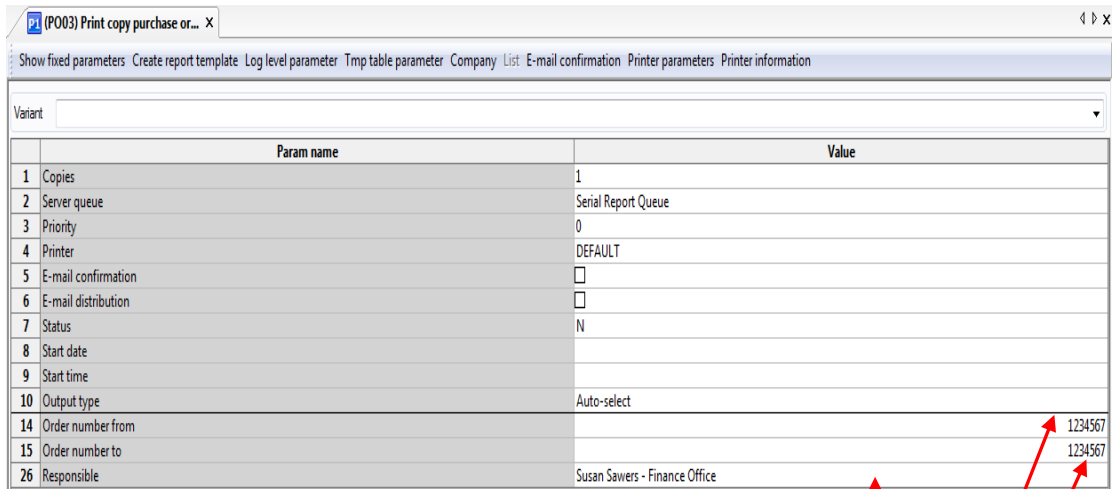
- Requisition is not fully approved so will not convert into a Purchase Order.
- The time the request for print was processed too quick after the Requisition was approved by the Purchasing Officer – Systems Support Section advise waiting 15/20 minutes.
- Trying to print off a Purchase Order approved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

Any other problems please contact the Agresso Support Desk

PO3.1 Printing a Copy of a Single Purchase Order

1. Access the 'Entry/Amendment of a Purchase Order' screen by clicking on:






	Param name	Value
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
14	Order number from	1234567
15	Order number to	1234567
26	Responsible	Susan Savers - Finance Office

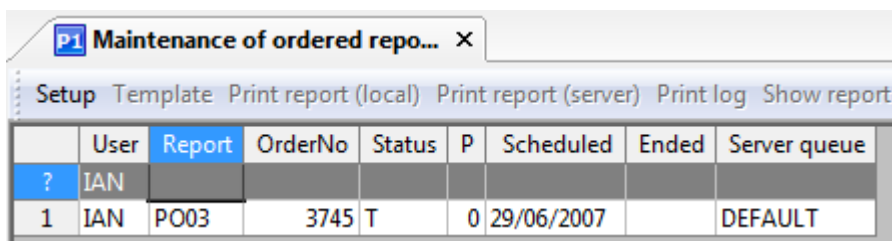
- In row 14 Type the first order number to be printed in 'Order number from' and In row 15 the last order number to be printed in 'Order Number to'. **Tab** out of the field.
- In row 26 Change the name from yours to the actual Purchasing Officer who approved the Purchase order.

4. Press 'Save'  or press **F12**.


5. Agresso will allocate an 'order' number to the report. **Note this down.**

6. To check on the progress of this 'ordered report', click on the 'Maintenance of Ordered Reports' icon. 

7. The screen will look like this:



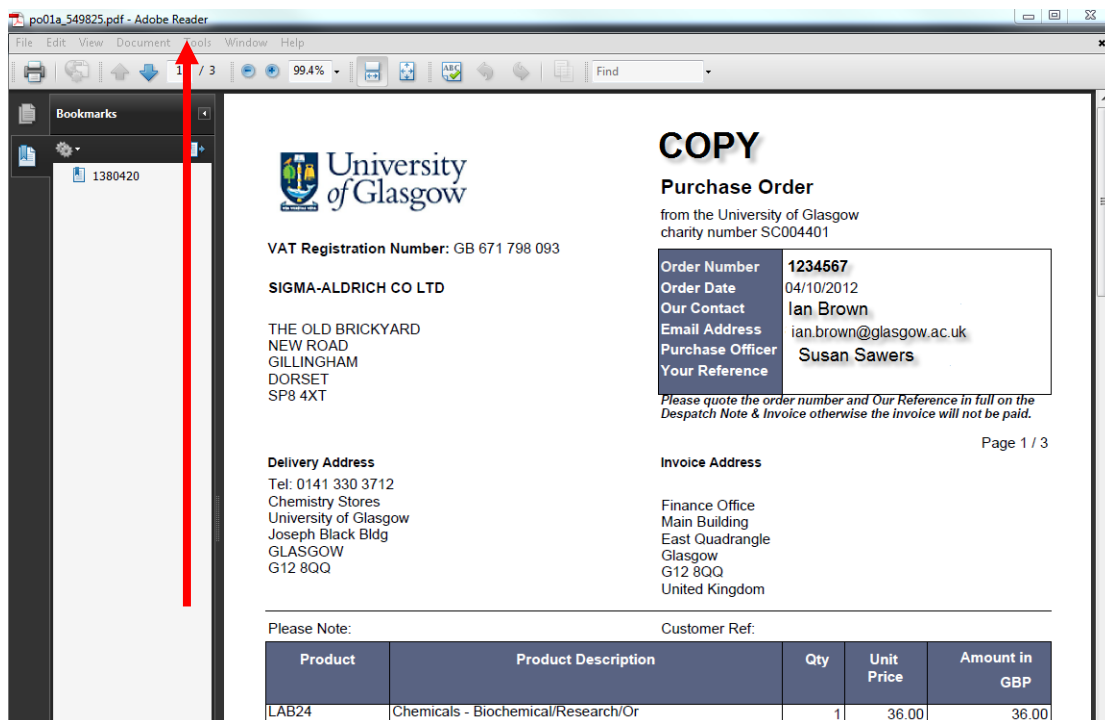
	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	IAN							
1	IAN	PO03	3745	T	0	29/06/2007		DEFAULT

8. If the status is still '**N** - in queue', '**W** – working' on the request, '**T - Finished**' the system has completed your request. To check the status wait a few moments and then click on  or press **F7** again until the status changes to 'T'

9. When the Status is 'T' **double click** on the line, or select 'Tools', 'Show Report Printout'.

10. The order will be shown on the screen.

11. Please Note the Purchase Order will have the word 'COPY' appearing on the order.




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

COPY
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	Susan Sawers
Your Reference	

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

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Please Note: Customer Ref:

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

12. 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.**

13. Click on the 'X' box in the top right hand corner, to close the Window.