Supplier Query

In Agresso there is a specific browser enquiry that allows you to check details of all suppliers on the Agresso.

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**
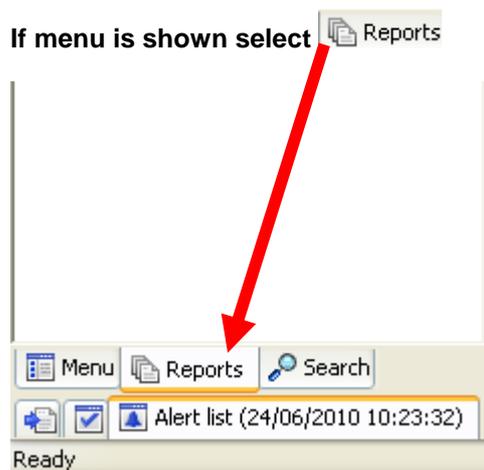
From the reports menu select

📁 *Global Reports*

📁 01- Purchase Order Details
🔍 Supplier Query (double click)

1. The following screen will be displayed:
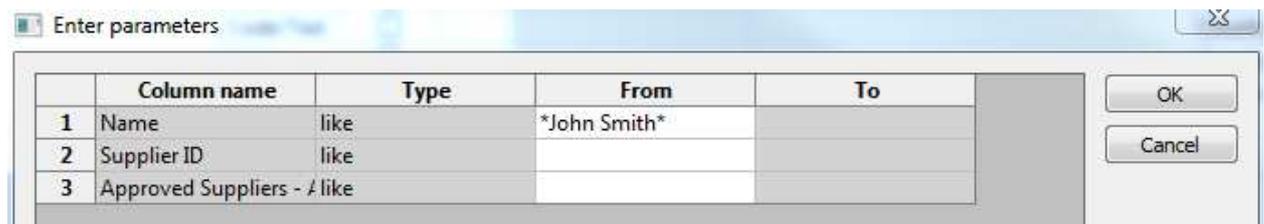
2. Enter the required Search Criteria

3. Click OK

4. This will then bring back required results:

Agresso SSD Enquiries

Supplier ID	Name	Approved Suppliers - Approved	Suppgrp	Suppgrp(T)	Address	
1	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	STATIONERY OFFICE	GLASGOW CALEDONIAN
2	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	JOHN MCINTYRE BUILDING	UNIVERSITY OF GLAS
3	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	57 ST VINCENT ST	
4	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	GLASGOW UNIVERSITY	THE JOHN MCINTYRE B
5	11119	JOHN SMITH & SON GLASGOW LTD	YES	01	Creditor - Ordinary	ACCOUNTS RECEIVABLE DEPT	ASH HOUSE
6	23490	JOHN SMITH & SONS BOOKSELLERS	YES	01	Creditor - Ordinary	University of Glasgow	The Fraser Building
7	23490	JOHN SMITH & SONS BOOKSELLERS	YES	01	Creditor - Ordinary	INSTITUTE OF EDUCATION	20 BEDFORD WAY

Your results will show the following information:

1. Supplier - Supplier ID

2. Name – Supplier Name

3. 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

4. Suppgrp & Suppgrp(T) - This will identify what supplier group the person is in.

5. Address - Supplier address/es

6. Post Code - Post code

7. Place - Town

8. Country & Country (T) – Country and country code for supplier

9. County – County for Supplier

10. Fax Number – Supplier Fax number

11. Email Address – Supplier Email Address

12. Status Parked – Supplier status- (N) Open (C) Closed (P)