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:
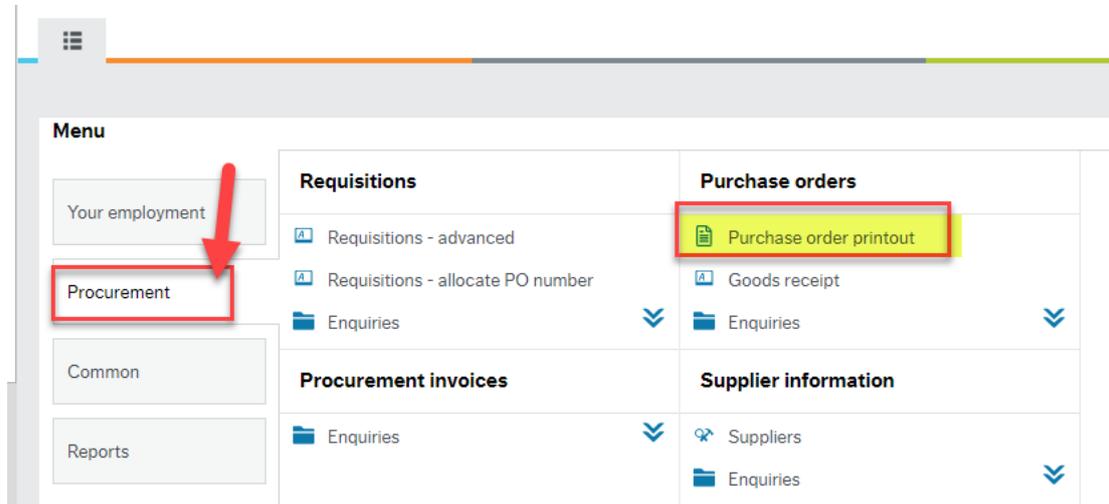
2. The following screen will appear:
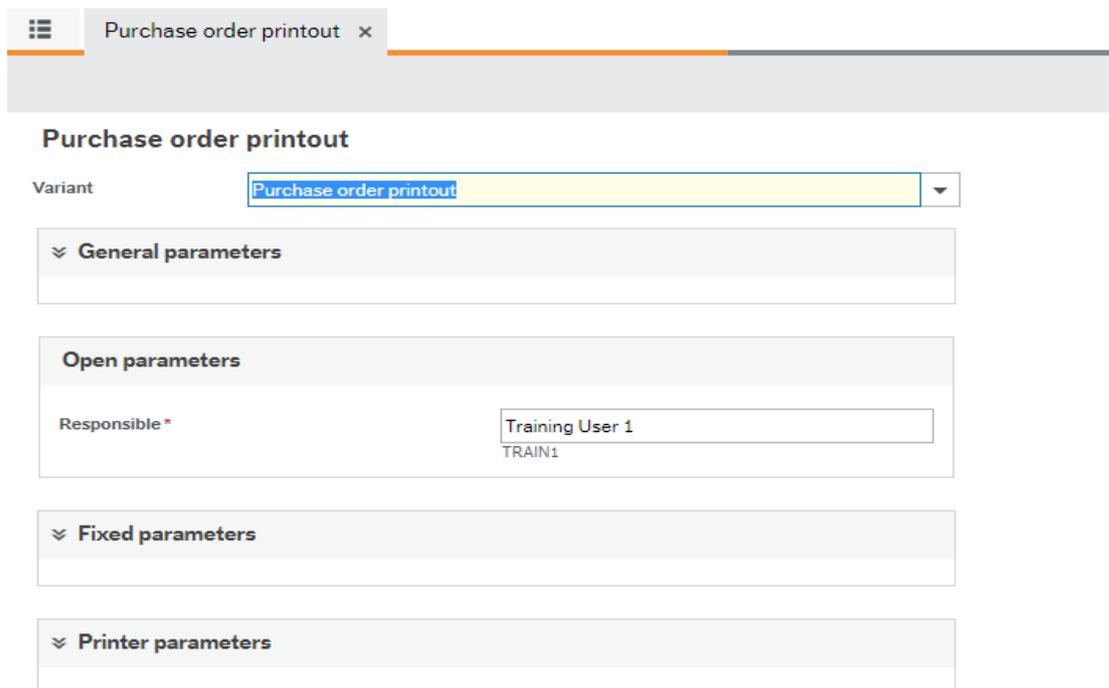
3. Click on '

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:
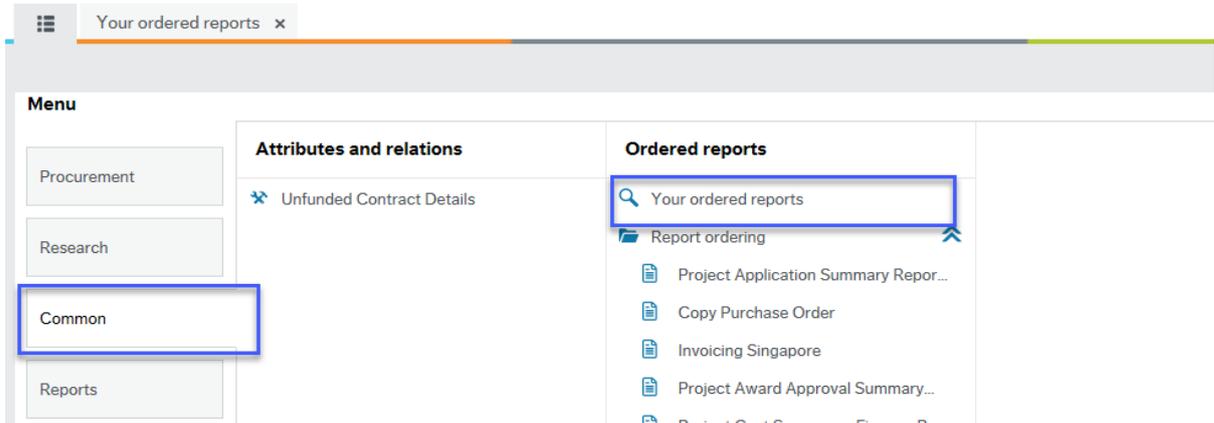
6. The screen will look like this:
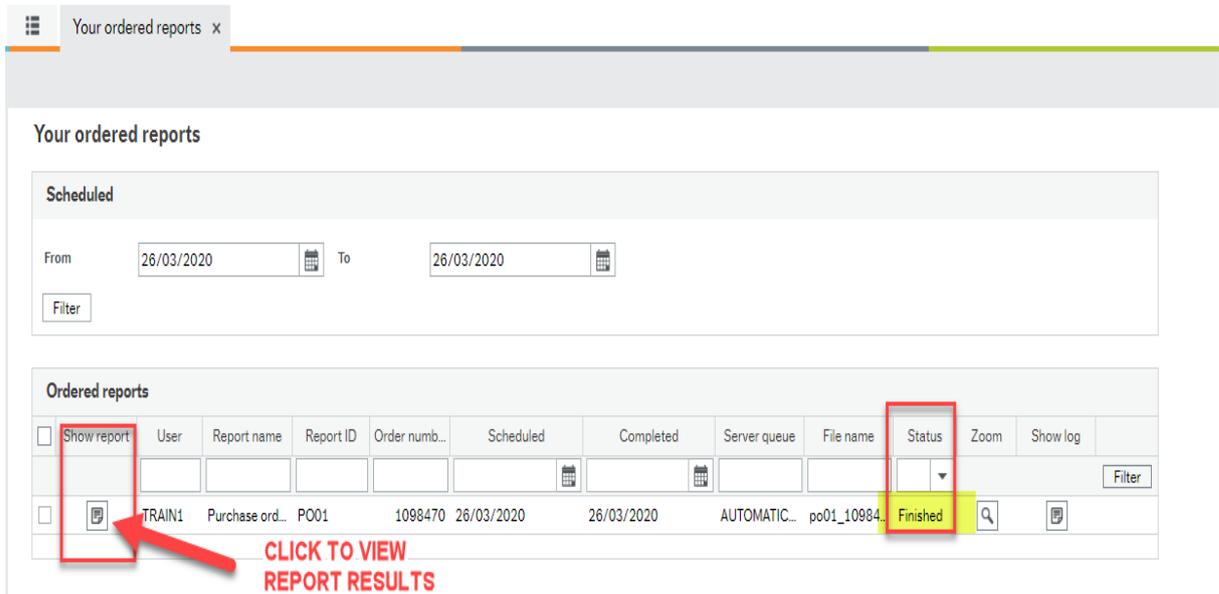
CLICK TO VIEW
REPORT RESULTS

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

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.