

WEBPO2 Printing a Copy of a Single Purchase Order

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 Purchase Orders that have already been Emailed/Faxed/Printed. 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 20 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 20 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

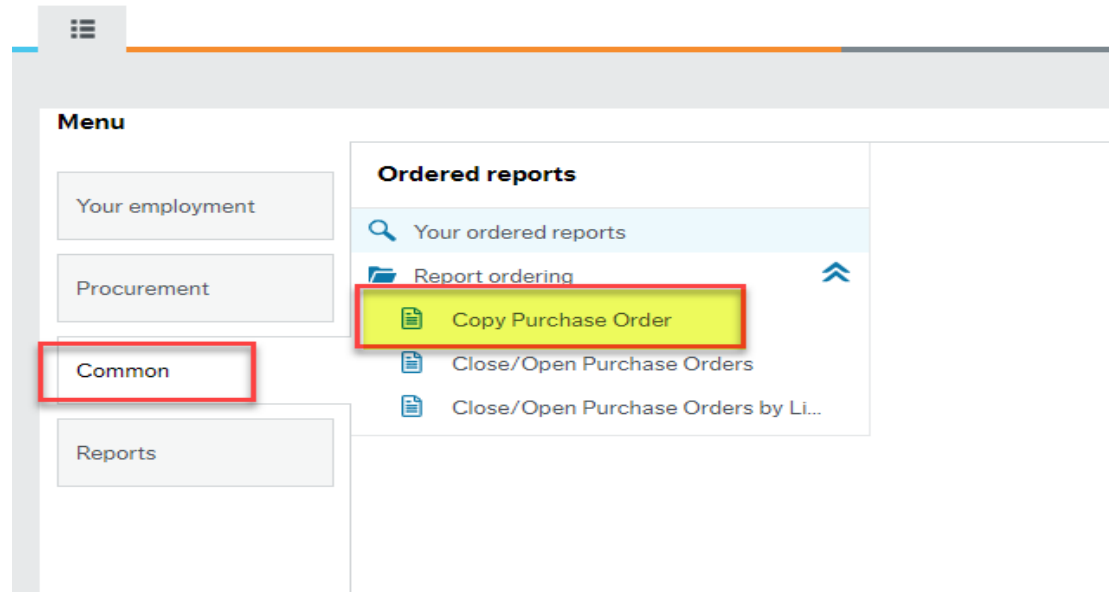
- **Requisition is not fully approved so will not convert into a Purchase Order.**
- **The time the request for print was processed too quick after the Requisition was approved by the Purchasing Officer – Systems Support Section advise waiting 15/20 minutes.**
- **Trying to print off a Purchase Order approved by another Purchasing Officer – How to do this is shown in this manual on the last page of this manual – Section WEBPO2.2**

Any other problems please contact the Agresso Support Desk

WEBPO2.1 Printing a Copy of a Purchase Order

1. Access the Copy Purchase screen by clicking on:

UNIT4 Business World On!



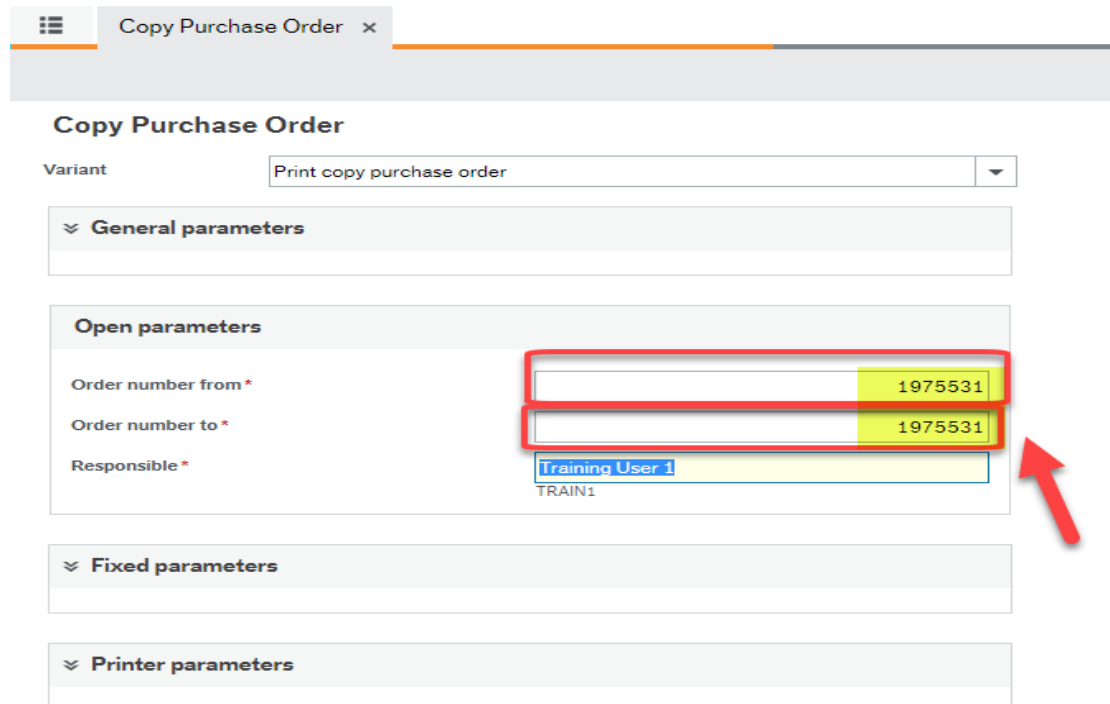
Menu

- Your employment
- Procurement
- Common**
- Reports

Ordered reports

- Your ordered reports
- Report ordering
 - Copy Purchase Order**
 - Close/Open Purchase Orders
 - Close/Open Purchase Orders by Li...

2. Enter order number/s to be printed in 'Order number from' and 'Order Number to' fields.



Copy Purchase Order

Variant: Print copy purchase order

General parameters

Open parameters

Order number from *	1975531
Order number to *	1975531
Responsible *	Training User 1 TRAIN1

Fixed parameters

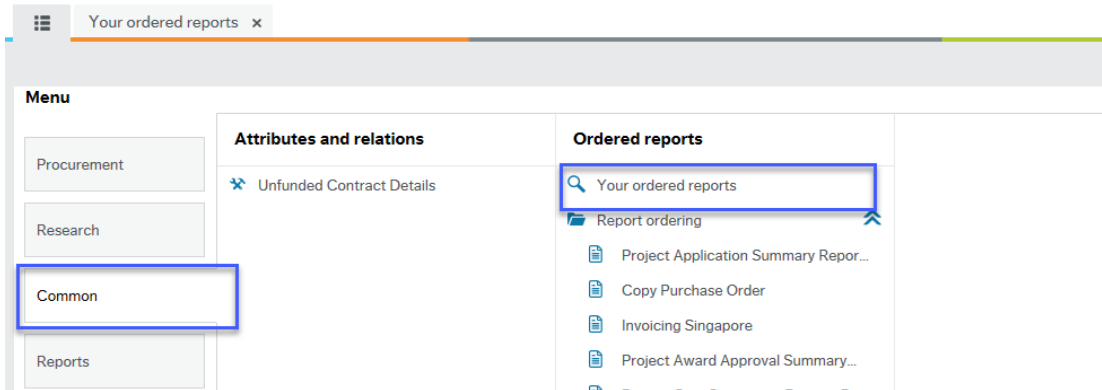
Printer parameters

Save

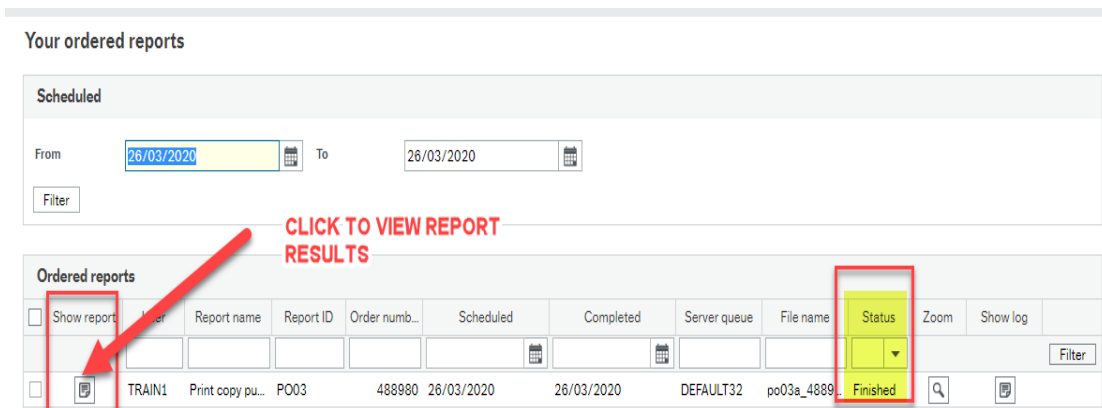
- Click on
- Once saved the following message should appear

✓ Successfully saved. The report output has order number 50 and is available in Your ordered reports.

- To view the report go to:

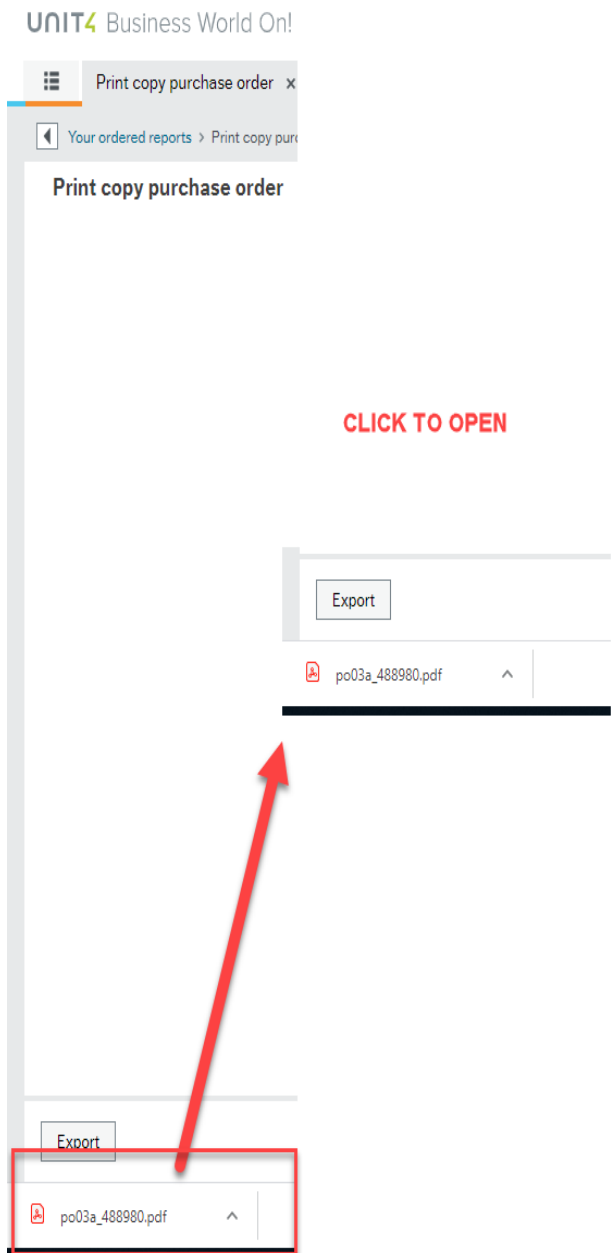


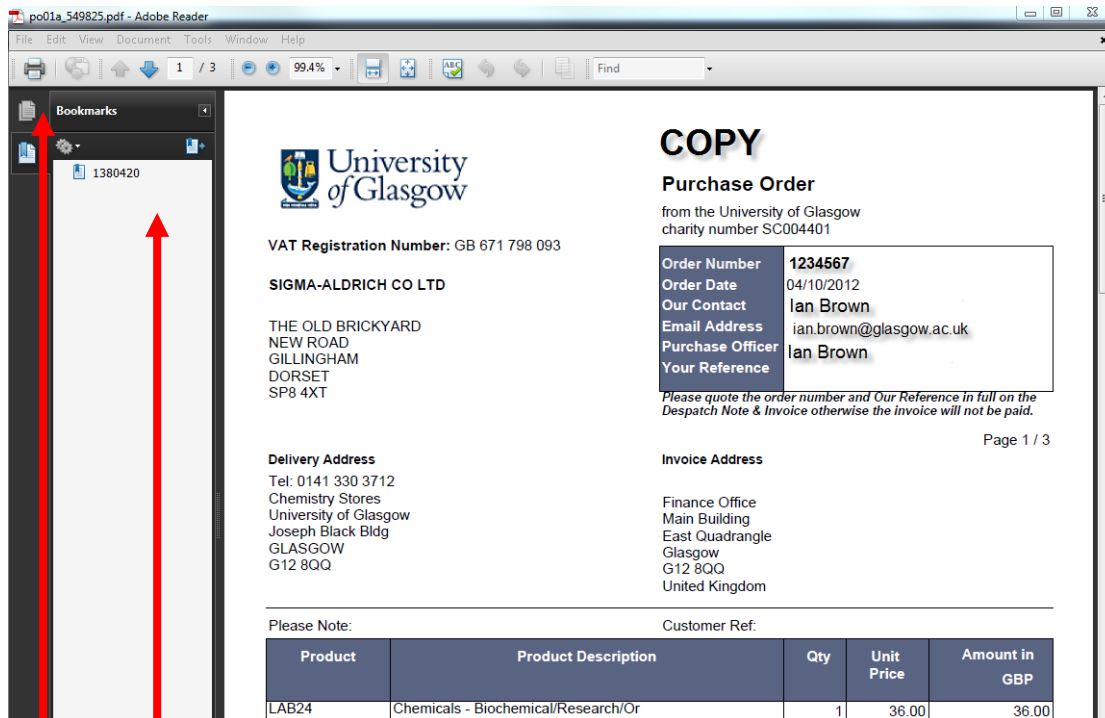
- The screen will look like this:



- 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





po01a_549825.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 3 99.4%

Bookmarks

1380420

COPY
Purchase Order
from the University of Glasgow
charity number SC004401

VAT Registration Number: GB 671 798 093

SIGMA-ALDRICH CO LTD

THE OLD BRICKYARD
NEW ROAD
GILLINGHAM
DORSET
SP8 4XT

Delivery Address
Tel: 0141 330 3712
Chemistry Stores
University of Glasgow
Joseph Black Bldg
GLASGOW
G12 8QQ

Order Number **1234567**
Order Date 04/10/2012
Our Contact **Ian Brown**
Email Address ian.brown@glasgow.ac.uk
Purchase Officer **Ian Brown**
Your Reference

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

Page 1 / 3

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

Please Note: Customer Ref:

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

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.

WEBPO2.2 Printing Copy Purchase Orders by Different Purchasing officer

To Print of a copy of a Purchase Order approved by another Purchasing Officer the name in the responsible field needs to be amended to the appropriate Purchasing Officer.

Copy Purchase Order

Variant ▼

General parameters

Open parameters

Order number from *

Order number to *

Responsible *

Fixed parameters

Printer parameters

- Training User 1 TRAIN1
- Training User 2 TRAIN2
- Training User 3 TRAIN3
- Training User 4 TRAIN4
- Training User 5 TRAIN5
- Training User 6 TRAIN6
- Training User 7 TRAIN7
- Training User 8 TRAIN8
- Training User 9 TRAIN9
- Training User 10 TRAIN10
- Training User 11 TRAIN11
- Training User 12 TRAIN12
- Training User 13 TRAIN13
- Training User 14 TRAIN14
- Training User 15 TRAIN15
- Training User 16 TRAIN16
- Training User 17 TRAIN17
- Training User 18 TRAIN18