

Does the supplier I wish to use exist on Agresso?

- To find a supplier ID on the Agresso system, navigate to the Reports area and expand Global Reports/Purchasing Reports and double click to open the report 'Is the supplier on Agresso?'

The screenshot displays the UNIT4 Agresso user interface. At the top, a dark blue header contains the text "UNIT4 Agresso". Below the header is a light grey navigation bar with a hamburger menu icon on the left. The main content area is divided into a left-hand "Menu" sidebar and a right-hand report list. The "Menu" sidebar contains two buttons: "Your employment" and "Procurement". The right-hand panel shows a list of reports under the heading "Global reports". The "Purchasing reports" folder is expanded, showing a list of reports. The report "Is the supplier on agresso?" is highlighted in purple and has a green checkmark next to it, indicating it is the target report.

UNIT4 Agresso

Menu

Your employment

Procurement

Global reports

Purchasing reports

Punch Out Reports

9. Supplier Invoice query

Closed PO's - no invoices posted

Is the supplier on agresso? ✓

Open PO's - no invoices posted

Outstanding Orders

PO Activity

Reports

- When the report opens, type the name (or part thereof) of the supplier in the Name like field using an asterisk on either side of the word
- Click on the Search button located directly under the Results area

UNIT4 Agresso University College Cork

UC Is the supplier on agresso? X

Is the supplier on agresso?

1. Enter the supplier you wish to find between the ** on the Name Like field

Selection criteria

Address type like 1

Supplier group in list '1','14','16','2','3'

Name like *Enter Text between a **1**

2. Click on Search

Results

Search

Address	Currency	Country (T)	Status

Time executed 25/07/2016 15:19:53 Number of rows 0

- In this example we look for a supplier with the word *Marketing* in their title. We type *marketing* in the Name Like field and click on Search. See results below, any supplier which includes the word marketing in their name is returned and we can see the status of the supplier i.e. if the supplier is available the status is **Open**, if the Supplier is on the system but inactive they show with the status **Parked**

The screenshot shows the UNIT4 Agresso interface. At the top, there's a search bar with the text "UC Is the supplier on agresso? x". Below it, a section titled "Is the supplier on agresso?" contains search criteria: "Address type like" set to 1, "Supplier group in list" set to '1','14','16','2','3', and "Name like" set to *marketing*. The "Results" section shows a table with 22 rows of supplier data.

#	Supplier ID	Name	Address	Currency	Country (T)	Status
1	200053	A.S.A. Marketing Limited	The Marketing Centre, Ballinlough Road, Co...	EUR	Ireland	Open
2	200110	Bowsprit Marketing Ltd. T/A Creo	Beech Park House, Beech House, Shannon,...	EUR	Ireland	Parked
3	200169	Irish Intumescent Systems Ltd T/A Celtic Marketing	11 Synge Place Dublin 8 Ireland	EUR	Ireland	Parked
4	200419	Healy Design & Advertising Ltd T/A H & A Marketing & PR.	Emmet House Barrack Square, Ballincollig,...	EUR	Ireland	Open
5	200629	Marketing Bureau Services (M.B.S)Ltd	Unit E, Merrywell Business park Ballymount...	EUR	Ireland	Parked
6	201006	Revolution Marketing Ltd t/a Upper Case	Unit 251 Building 1000 City Gate Mahon Co...	EUR	Ireland	Open
7	202075	Alpha Marketing (Ire) Ltd	Unit 1E Broomhill Bus.Complex Tallaght, Du...	EUR	Ireland	Parked
8	202234	Peter Griffin T/A Hi-Fidelity Marketing	Berkley New Ross Co Wexford	EUR	Ireland	Open
9	202523	Ward's International Marketing Group	PO Box 27932 New York NY 10087-7392...	USD	United States	Parked
10	202902	The Marketing Institute	South County Business Park Leopardstown...	EUR	Ireland	Parked
11	202940	ThreeSixty Marketing Ltd	The Green Gowran Co Kilkenny	EUR	Ireland	Parked
12	203200	MEI - Marketing English in Ireland Ltd	1 Lower Pembroke St Dublin 2	EUR	Ireland	Open
13	204225	Silchester Marketing	Dalkey Business Centre 17 Castle Street Da...	EUR	Ireland	Parked
14	204582	Eumom Marketing Ltd	101 Monkstown Road Blackrock Co. Dublin	EUR	Ireland	Parked
15	205101	Abacus Electronic Holdings Limited T/A Avnet Electronics Marketing	Abacus House Bone Lane Newbury Berkshir...	GBP	United Kingdom	Parked
16	207682	Dandielion Management & Marketing	Allswell Barley Hill East Rosscarbery Co. Cork	EUR	Ireland	Parked
17	207688	Betco Marketing Ltd	Exham House The Fingerpost Douglas Cork	EUR	Ireland	Open
18	208061	Aimarketing	Suite 102, Highview Business Centre High S...	GBP	United Kingdom	Parked
19	209365	RDmarketing and Media	6 Percy Terrace Lower Newtown Waterford...	EUR	Ireland	Parked
20	210647	Strategic Social Marketing Ltd	Attabara Conford Hants GU30 7QW	EUR	United Kingdom	Parked
21	211250	Envisage Online Marketing	44 Effra Court Brixton London SW2 1RB	EUR	United Kingdom	Parked
22	211309	Moore Marketing Solutions	'Meadowlands' Rathankar Monkstown Co C...	EUR	Ireland	Open

- If you want to create a requisition using a supplier that has been Parked (deactivated) then please email your request to unpark/activate the supplier to Procurement@ucc.ie