AGRESSO – To search for a supplier by category

> Agresso Home Page
> Reports
> Global reports
> Procurement reports
> Commercial suppliers by category
Commercial suppliers by category search screen opens.

Select the blue ‘look up’ icon
The category list is shown.

- click on a single category or multiple categories (tip: select multiple categories with similar descriptions ie: EQPT (Equipment) and EQPU (Equipment & Uniforms).

- click the green arrow to transfer the category to the right hand column

- click OK
>Click ‘search’ once

>Click ‘search’ for a second time
Suppliers within the category chosen will be listed.

Note:

Suppliers of multiple types of goods are listed under their main product groups ie. Office Depot – STAT (Stationery) even though shredding machines etc. can be purchased from this supplier.

The list of categories is fixed.

The suppliers can only be listed under a single category.

The category is user defined at supplier creation but may be amended if necessary.

The user will need to contact the supplier to enquire whether the product they wish to purchase is supplied by that supplier.

Supplier contact details can be found from Agresso>Procurement>Supplier Information>Suppliers>enter supplier ID>Tab on keyboard>Click into contact information tab.