Find a Purchase Order (Detail Inquiry)

1. Click the Purchasing link.

2. Click the Review PO Information button.

3. Click the Purchase Order Detail Inquiry button.

4. You can search for the PO using any of the fields and logical operators on this page. In our example, we'll search for POs in our Processing Unit with a PO Date more recent than 8/1/05. Click in the Processing Unit field.

5. Enter the desired information into the Processing Unit field. Enter a valid value e.g. "PHYSI".

6. Click the Purchase Order Date list.

7. Select a logical operator. In our example, we want all POs more recent than 8/1/05. Select greater than.

8. Press [Tab].

9. Enter the desired information into the Purchase Order Date field. Enter a valid value e.g. "8/1/05".

10. Press [Enter]. Or click the Search button.

11. Click the desired PO in the Search Results table. In our example, click PO 0000989301.

12. The PO page appears. Click the Collapse (Ctrl+Y) button.

13. Use the right scroll bar to view the entire PO.

14. You can now review the PO on your screen.

End of Procedure.