

Search for a Purchase Order

1. Go to the left side of the menu, select Documents, Document Search and then Search Documents (Figure 1).

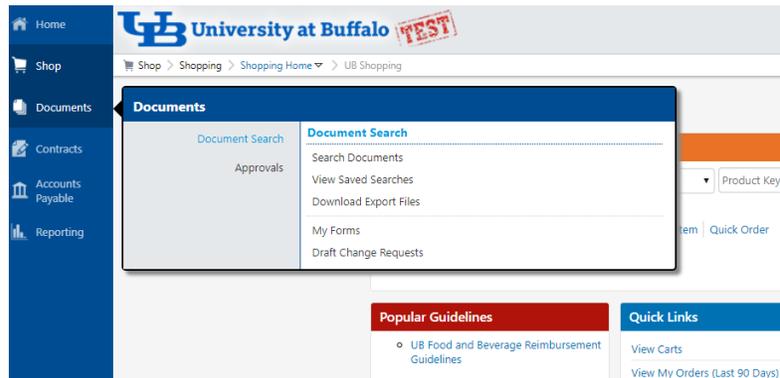


Figure 1

2. In the Search option, select Purchase Orders, fill in any search terms (PO numbers, Supplier name, product information) or dates, and click Go (Figure 2).

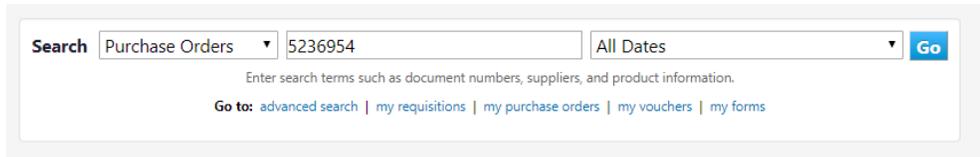


Figure 2

Alternatively, in the “Go to” section below search, click my purchase orders to view all (Figure 3).



Figure 3

3. In the search results, view quick information on the PO’s status in the Settlement Status* column (Figure 4). Statuses include: Fully Invoiced, Partially Invoiced, Received, Matched, No Matches.

| PO No | Supplier | Creation Date/Time | Requisition No. | Requisitioner | Supplier Status | Settlement Status | PO Total |
|-----------|--------------------------------|--------------------|-----------------|------------------|-----------------|-------------------|----------|
| ✓ 1114467 | Corr Distributors Incorporated | 4/2/2018 3:34 PM | 2209393 | JordanAnn Wilson | Cancelled | No Matches | 0.00 USD |

Figure 4

4. Access full PO information by clicking on the PO number (Figure 5).

| PO No | Supplier | Creation Date/Time |
|-----------|--------------------------------|--------------------|
| ✓ 1114467 | Corr Distributors Incorporated | 4/2/2018 3:34 PM |

Figure 5

5. The PO information will display