Search for a Purchase Order

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

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

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

5. The PO information will display