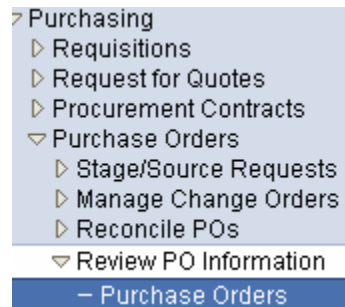


PO Inquiry

The following steps will assist in locating the status of a Purchase Order, total dollar amount, including freight and sales tax and whether receiving has taken place and if a voucher has been created.

Navigation: Purchasing, Purchase Orders, Review PO Information, Purchase Orders



➤ Enter the Purchase Order number and click search.

Purchase Order Inquiry

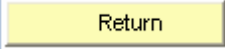
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	<input type="text" value="SLCMP"/>	<input type="button" value="Search"/>
PO ID:	begins with	<input type="text" value="2007201292"/>	<input type="button" value="Search"/>
Contract SetID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Contract ID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Release Number:	=	<input type="text"/>	
Purchase Order Date:	=	<input type="text"/>	<input type="button" value="Calendar"/>
PO Status:	=	<input type="text" value="Approved"/>	<input type="button" value="Search"/>
Short Vendor Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Vendor ID:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Buyer:	begins with	<input type="text"/>	<input type="button" value="Search"/>
Buyer Name:	begins with	<input type="text"/>	<input type="button" value="Search"/>
PO Type:	=	<input type="text"/>	<input type="button" value="Search"/>

Case Sensitive

[Basic Search](#)

- View PO Status and total dollar amount. Click the amount next to Freight, Tax or Misc Amt to view breakdown. Once reviewed select .

Purchase Order Inquiry

Purchase Order

Init: SLCMP
PO ID: 2007201292

PO Status: Approved
Budget Status: Valid

Header

PO Date: 05/27/2008
Vendor: DELL COMP-001
Vendor ID: 0000000655 [Vendor Details](#)
Buyer: Brenda Tesch
PO Reference: Online Src From Req 2007100958

Doc Tol Status: Valid
Backorder Status: None
Receipt: Not Recvd
 Hold From Further Processing

Amount Summary

Merchandise: 4,995.00
Freight/Tax/Misc.: 362.15
Total: 5,357.15 USD

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments...](#) [Document Status](#)
[Change Order](#)

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status		
1		mouse pads	20700	50.0000	EA	175.00 USD	Active		
2		lap top cases	20700	55.0000	EA	4,070.00 USD	Active		
3		web cam	20700	5.0000	EA	750.00 USD	Active		

Purchase Order Inquiry

PO Total Amount Details

Unit: SLCMP **PO ID:** 2007201292 **Vendor:** DELL COMP-001

PO Total Amount

Merchandise:	4,995.00
Freight:	0.00
Miscellaneous:	0.00
Sales/Use Tax:	362.15
VAT:	0.00
Total Adj Amt:	362.15
Total Amount:	5,357.15 USD

[Return](#)


- Click [Document Status](#) and the PO Document Status page will display in a new window.










PO Document Status

Document Status

Business Unit: SLCMP **PO ID:** [2007201292](#) **Status:** Approved
Document Date: 05/27/2008 **Document Type:** Purchase Order **Budget Status:** Valid
Currency: USD **Amount:** 4,995.00
Buyer: Brenda Tesch

Associated Document						Customize	Find	View All	First	1 of 1	Last
Business Unit	Document Type	DOC ID	Status	Document Date	Location						
SLCMP	REQ	2007100958	Approved	05/27/2008							


- Close the window when you have completed viewing.
- To view the schedule  icon. This is found at the right of the line description.

Lines											Customize	Find	View All	First	1-3 of 3	Last
Line	Item	Item Description	Category	PO Qty	UOM	Amount		Status								
1		mouse pads	20700	50.0000	EA	175.00	USD	Active								
2		lap top cases	20700	55.0000	EA	4,070.00	USD	Active								
3		web cam	20700	5.0000	EA	750.00	USD	Active								

- To view distribution/Chartfield strings information for each schedule, click on . This is found at the far right of the line details.


[Return to Main Page](#)

ines											Find	View All	First	1 of 3	Last	
Line:	1	mouse pads	PO Qty:	50.0000	EA	Amount:	175.00 USD									
Schedules											Customize	Find	View All	First	1 of 1	Last
Details		Statuses														
Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status								
1	06/17/2008			0700010800	50.0000	3.50000	175.00 USD	Active								

- To access requisition details by clicking [Req Detail](#) tab. Return by clicking .

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 2007201292 Line: 1 Sched: 1 Item: mouse pads 

Status: Active Sched Qty: 50.0000

Distribute by: Quantity Merchandise Amt: 175.00 USD

Doc. Base Amount: 175.00 USD

Distributions												
Chartfields		Details/Tax		Asset Information		Req Detail						
Dist	Status	Percent	PO Qty	Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	
1	Open	100.0000	50.0000	175.00 USD	SLCMP	680003		SL001	122300			