



Oracle User Procedure

Title:

Purchase Order Inquiries

Description:

This procedure describes how to view a Purchase Order that has been previously entered into the system.

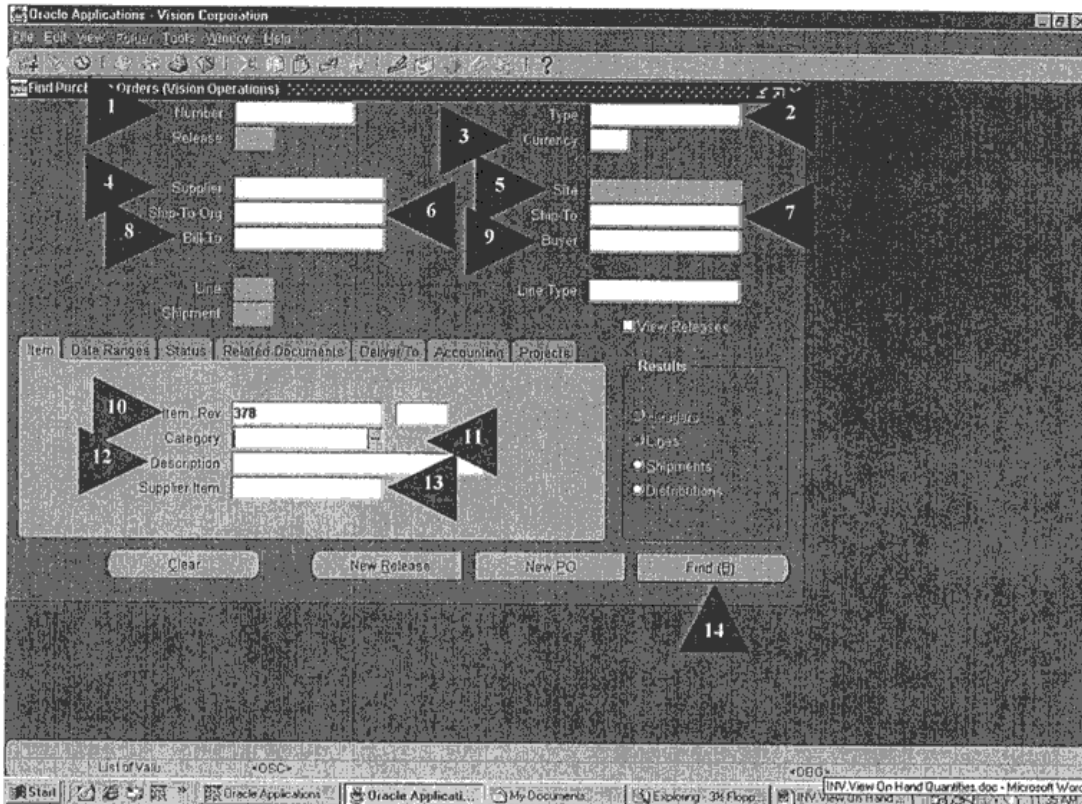
Oracle Prerequisites:

- *An approved Purchase Order must have been entered.*

<i>Menu Path</i>

Purchase Orders > Purchase Order Summary
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Window Name:
Find Purchase Orders




The Find screen allows you to search for a specific Purchase Order, or range of PO's, by entering search criteria. You may enter search criteria in one, or many of the fields, on the Find screen.

Field Name Description/Action

Note: In the example above, we are looking for all PO's for a specific item, 378.

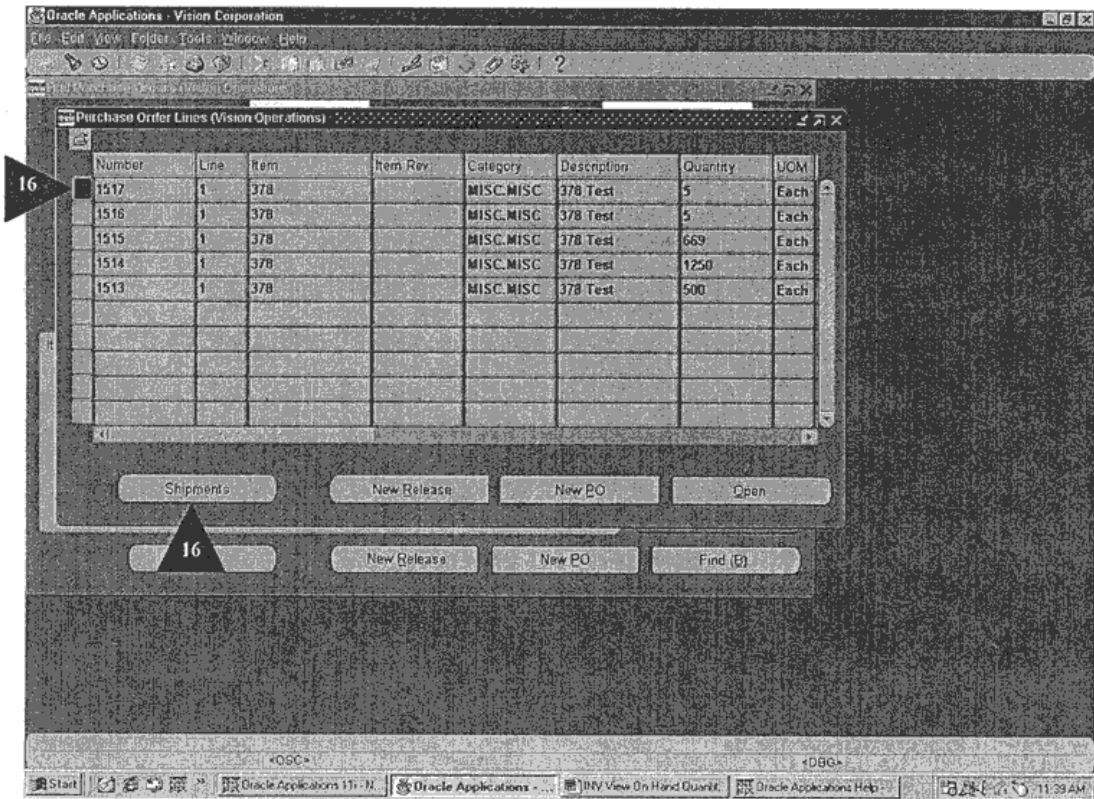
- 1. **Number** Enter PO number (LOV), if used as search criteria.
- 2. **Type** Enter PO type (LOV), if used as search criteria.
- 3. **Currency** Enter currency (LOV), if used as search criteria.
- 4. **Supplier** Enter supplier name (LOV), if used as search criteria.
- 5. **Site** Enter supplier site (LOV), if used as search criteria.
- 6. **Ship-To Org** Enter ship-to organization (LOV), if used as search criteria.
- 7. **Ship-To** Enter ship-to location (LOV), if used as search criteria.
- 8. **Bill-To** Enter bill-to location (LOV), if used as search criteria.

Field Name	Description/Action
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 Note: In the example above, we are looking for all PO's for a specific item, 378.

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|--|---|
| 9. Buyer | Enter buyer (LOV), if used as search criteria. |
| 10. Item, Rev | Enter item number (LOV), if used as search criteria. |
| 11. Category | Enter item category (LOV), if used as search criteria. |
| 12. Description | Enter description. |
| 13. Supplier Item | Enter supplier's item number (LOV), if used as search criteria. |
| 14. Click on the END button. | |

Window Name:
Purchase Order Lines



All PO lines that meet the search criteria are viewed in this window. (Additional information can be viewed by scrolling to the right.). Open the shipment window to view Shipment History for a line.

Field Name Description/Action

- 15. Click on the line to highlight the desired item.
- 16. Click on the **SHIPMENTS** button to view shipment history.

Window Name:

Purchase Order Summary to Purchase Orders

Oracle Applications - Vision Corporation

Purchase Order Summary to Purchase Orders (Vision Operations) - 1523

PO, Rev: 1523, 0 | Type: Standard Purchase | Created: 19-FEB-2001

Supplier: Allied Manufactur | Site: SAN JOSE | Contact: []

Ship To: M1- Seattle | Bill To: V1- New York City | Currency: USD

Buyer: Smith, Mr. Jonath | Status: Approved | Total: 2,500.00

Num	Type	Item	Rev	Category	Description	UOM	Quant
1	Goods	378		MISC.MISC	378 Test	Each	50

Item: 378 | 378 Test

Buttons: Cancel, Currency, Terms, Shipments, Approve

Review the summary data.

Field Name Description/Action

18. Close the windows.



End of procedure