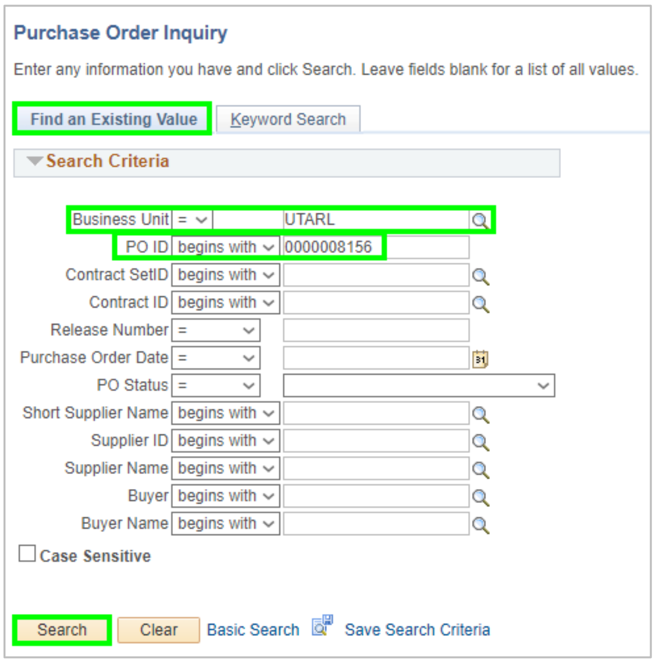
Purchase Order Inquiry

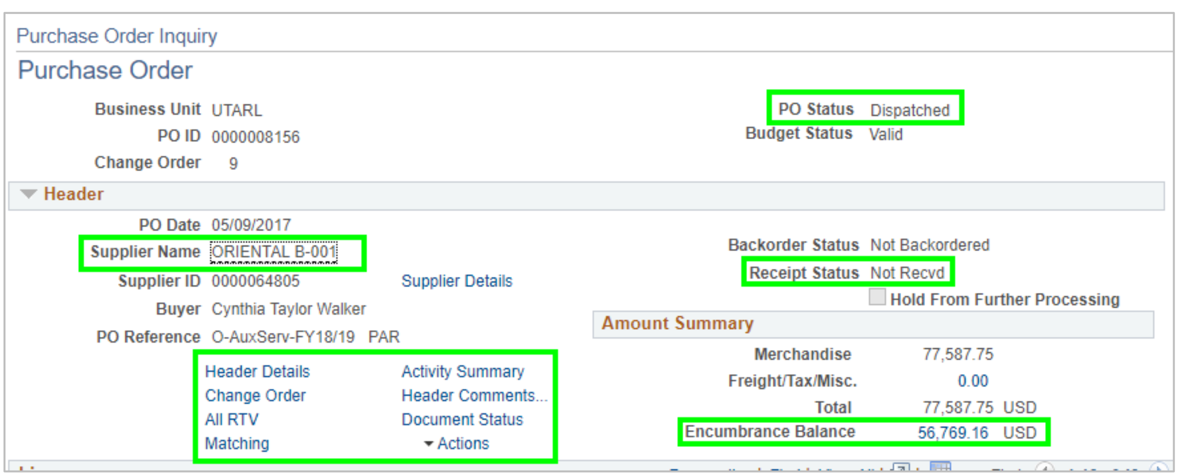
1) Begin by navigating to the Purchase Order (PO) Inquiry page: Navigator > Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Order. Alternatively, select the Procurement Operations home page and click the Review Purchase Order tile.

2) On the Find an Existing tab, enter "UTARL" for the Business Unit (if it does not pre-populate) and the PO ID number for the PO number to view, then click Search.

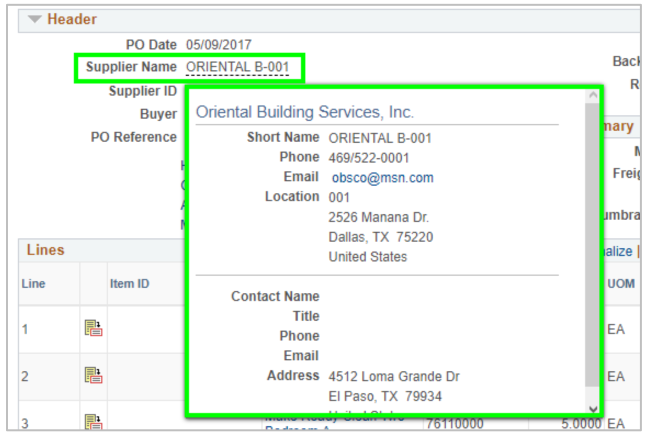
   Note: If the PO number is not known, other search criteria can be used to lookup the PO.



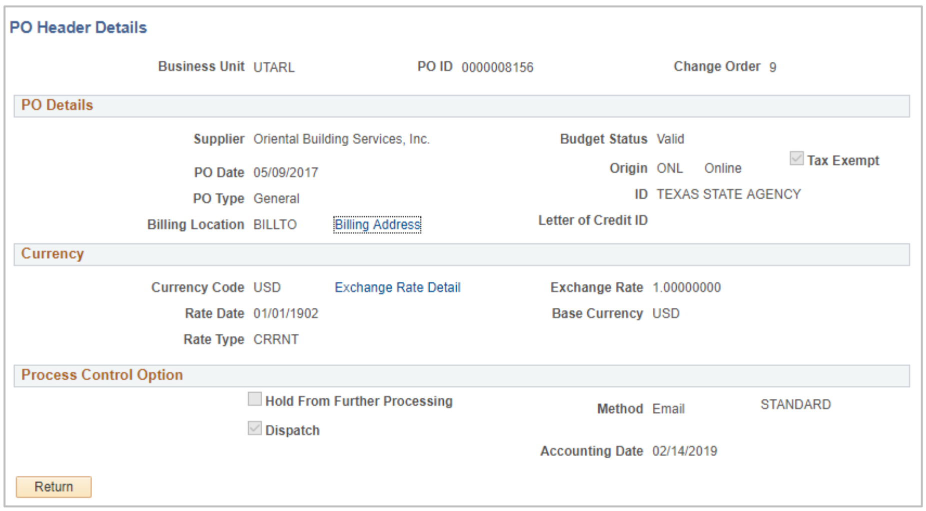
3) The Purchase Order Inquiry page includes information such as PO status, receipt status, encumbrance balance, and direct links to related documents. Please note, some of the links open in a new window.



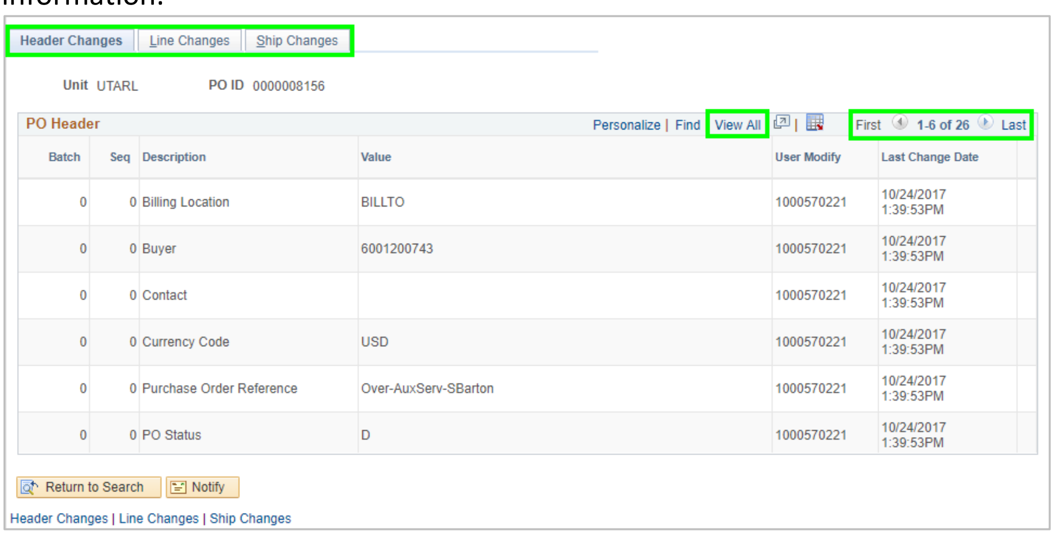
a. Supplier details can be seen by clicking on the Supplier Name.



b. The Header Details link is used to view details regarding the purchase order header.

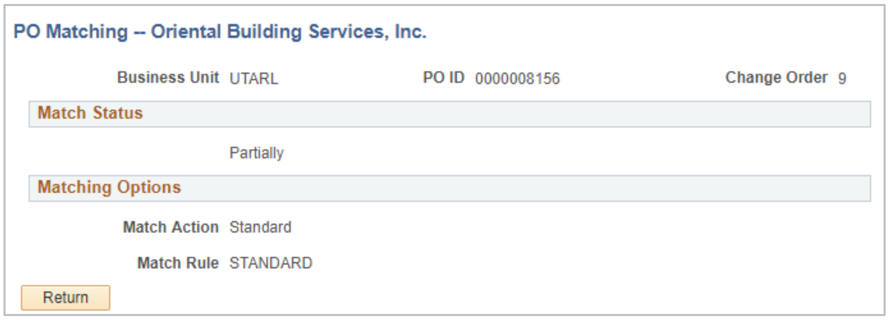


c. The Change Order link is used to view changes and corrections to the purchase order. If there is more than one, it may be necessary to use the navigation buttons to view all change orders. Also, there are three tabs containing change order information.

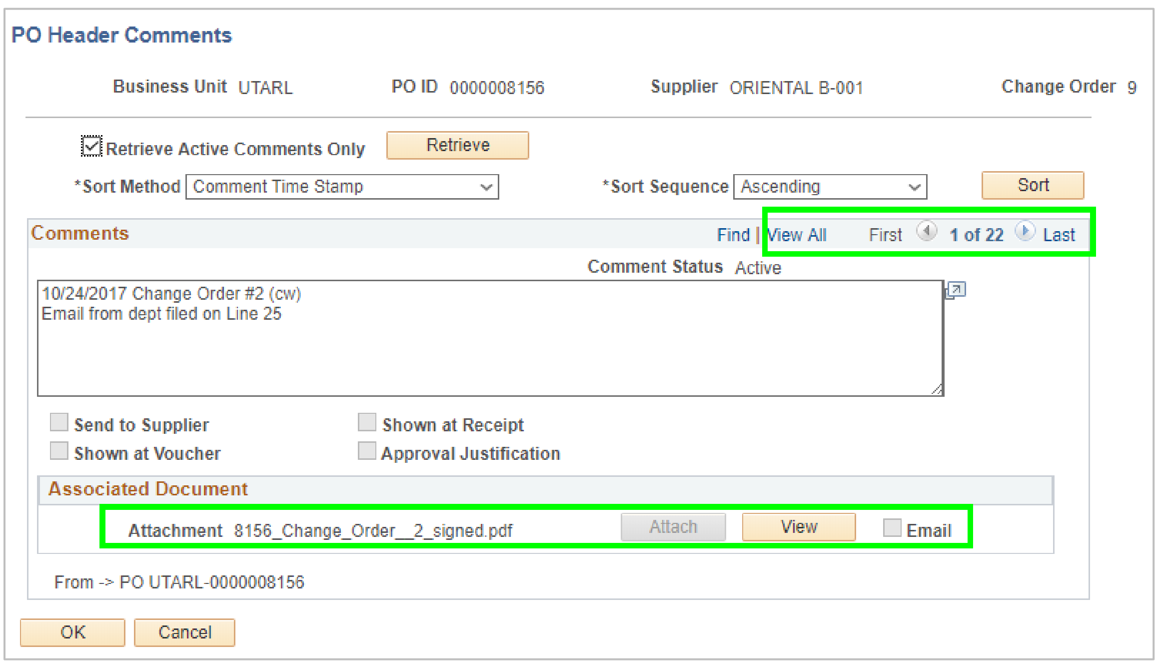


d. The All RTV link is used to view items that are returned to the vendor. This module is not use by UTA.

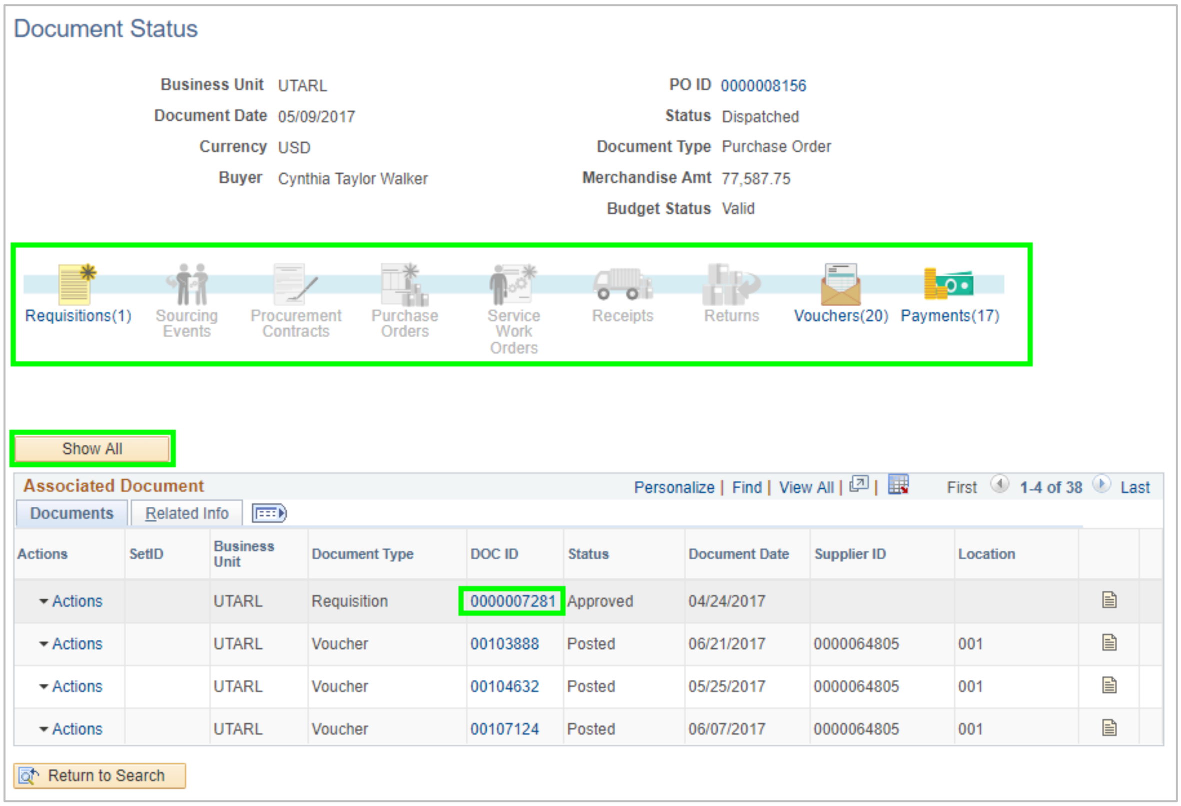
e. The Matching link displays the match status of the PO.



f. The Header Comments link is used to view comments and attachments that apply to the entire purchase order. If there is more than one header comment, use the navigation buttons in the Comments bar to navigate or view all comments. Also, if there are attachments included with the comment, they can be viewed by clicking the View button.

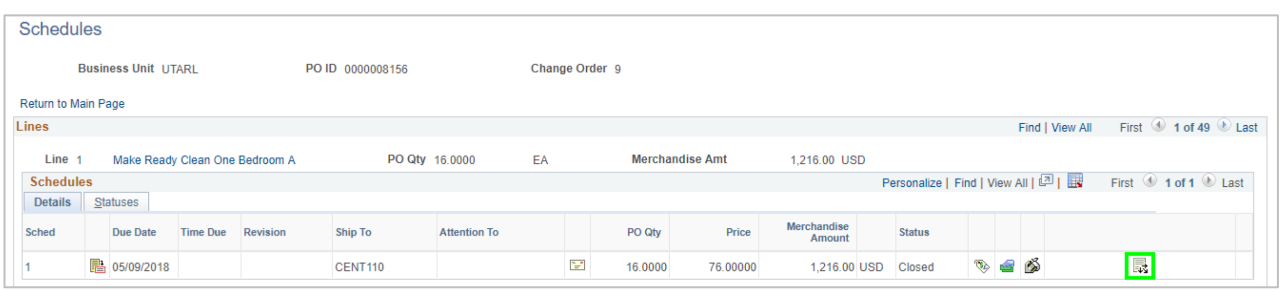


g. The Document Status link is to view all documents related to the purchase order. To find information for one document type, click on the icon in the purchase order life cycle. The icons in-color have actions at that status. To again show all document information, click the Show All button. To navigate to a particular document, click on the DOC ID link.

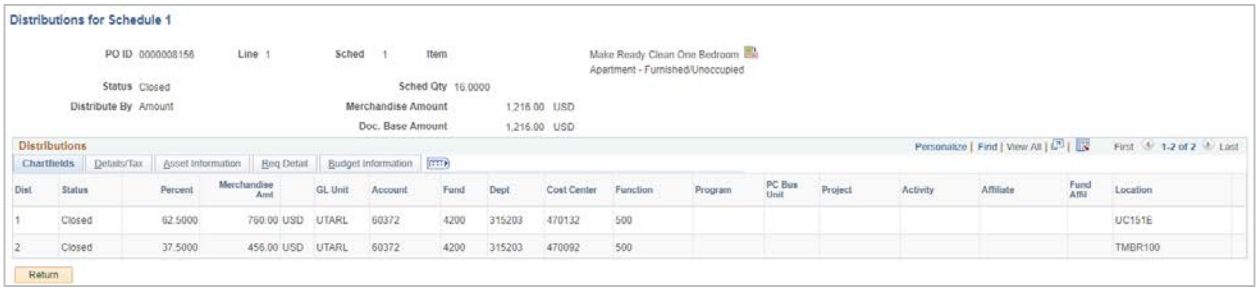


h. To view distribution information for a PO line, click on the Schedule icon for the PO line.

From the Schedules page, click on the Distributions/ChartFields icon.



The distribution for the PO line will be displayed.



To return to the Purchase Order Inquiry screen, click the Return button on the Distributions page, then the Return to Main Page link on the Schedules screen.