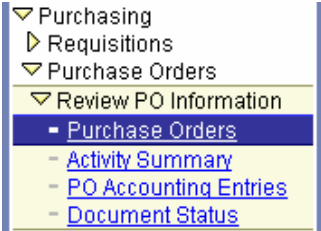


PO Inquiry

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: [=] SLCMP [Q]

Purchase Order: [begins with] %943

Contract SetID: [begins with] [Q]

Contract ID: [begins with] [Q]

Release Number: [=]

Purchase Order Date: [=] [E]

PO Status: [=]

Short Vendor Name: [begins with] [Q]

Vendor ID: [begins with] [Q]

Buyer: [begins with] [Q]

PO Type: [=]

Purchase Order Reference: [begins with]

Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#)

Business Unit	Purchase Order	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Narr
SLCMP	2003200943	SLCMP	(blank)	0	10/18/2003	Compl	DOOL ENTE-001	0000009104	DOC
SLCMP	2002202943	SLCMP	(blank)	0	05/23/2003	Compl	ATAS FORD-001	0000007827	ATA

- If a list displays, click on the PO you want to inquire on.

Form **Schedule**

Unit: SLCMP PO: 2003200943

Vendor: DOOLENTE-001 ID: 0000009104 [Vendor Details](#) Buyer: Patricia McKnight

PO Date: 10/16/200 **PO Status: Compl** Receipt: Received Backorder Status: None

Budget Status: Valid Doc Tol Status: Valid 1 to 3 of 3

Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1		#RA40T 1000 rounds of 180 gr	68000	1.0000	UNT	325.00 USD	Closed
<input type="checkbox"/>	2		#RA45T 1000 rounds of 230 gr J	68000	1.0000	UNT	340.00 USD	Closed
<input type="checkbox"/>	3		#Q3131A 5000 rounds of 55 gr F	68000	5.0000	UNT	900.00 USD	Closed

Merch.: 1565.00 **Adj Amt:** 113.460 **Total:** 1678.46 USD 1 to 3 of 3

[Header Details](#) [Matching](#) [Header VAT](#) [All RTV](#) [Header Comments...](#) [Line Details](#) [Line Comments](#) [Document Status](#)

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Related Links](#)

Form | [Schedule](#)

➤ View PO Status and total dollar amount. Click to view Adj Amt

Adjustment Breakdown

Purchase Order: 2003200943 Currency: USD

Adjustment	
Freight:	0.00
Sales/Use Tax:	113.46
Miscellaneous:	0.00
VAT:	0.00
Total Adj Amt:	\$113.46

[Return](#)

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

PO Document Status

Business Unit: SLCMP PO ID: [2003200943](#) Status: Compl
 Document Date: 10/16/2003 Document Type: Purchase Order Budget Status: Valid
 Currency: USD Amount: 1565.00
 Buyer: Patricia McKnight

Associated Document Customize | Find | View All | First 1-4 of 4 Last

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
SLCMP		2003100802	REQ	Complete	10/15/2003		
SLCMP		2003300608	Receipt	Received	11/05/2003	000009104	ANAHEIM
SLCMP		00081082	Voucher	Posted	10/17/2003	000009104	ANAHEIM
SLCMP		0000074974	Payment	Posted	11/06/2003	000009104	ANAHEIM

➤ Close the window when you have completed viewing.
 To continue viewing the Purchase Order inquiry information, click on the Schedule page.
 To view distribution information for each schedule, click the select box on and click [Distribution](#)

[Eorm](#) **Schedule**

Unit: SLCMP PO: 2003200943

PO Schedule Find | View All First 1 of 3 Last

Line: 1 #RA40T 1000 rounds of 180 gr

Details Customize | Find | View All | First 1 of 1 Last

Sel	Sched	Due Date	Time Due	Ship To	PO Qty	Price	Amount	Revision	Status
<input checked="" type="checkbox"/>	1	10/24/2003		070_108	1.0000	325.00000	325.00 USD		Closed

Amount: 325.00 USD PO Qty: 1.0000 UOM: UNT

[Schedule Details](#) [ShipTo Comments...](#) [Sched Sales/Use Tax](#) [Schedule Freight](#) [Distribution](#)
[Ship To Address](#) [Value Adjustment](#) [Miscellaneous Charges](#) Schedule VAT [Reg Detail](#)

➤ Access requisition details by clicking [Reg Detail](#) Return by clicking

Requisition Details -- DOOL ENTE-001

Business Unit: SLCMP Purchase Order: 2003200943

Requisition Details Requestor Details Customize | Find | View All | First 1-3 of 3 Last

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	SLCMP	2003100802	1	1	1	1.0000	348.560	325.000	1.0000	<input type="checkbox"/>

PO Inquiry is complete.