

# 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

- Purchasing
  - ▷ Requisitions
  - ▷ Request for Quotes
  - ▷ Procurement Contracts
  - ▼ Purchase Orders
    - ▷ Stage/Source Requests
    - ▷ Manage Change Orders
    - ▷ Reconcile POs
    - ▼ Review PO Information
      - Purchase Orders

- Enter the Purchase Order number and click search.

### Purchase Order Inquiry

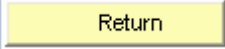
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

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

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

Lines										
Line	Item	Item Description	Category	PO Qty	UOM	Amount		Status		
1		<a href="#">mouse pads</a>	20700	50.0000	EA	175.00	USD	Active		
2		<a href="#">lap top cases</a>	20700	55.0000	EA	4,070.00	USD	Active		
3		<a href="#">web cam</a>	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
<b>Total Adj Amt:</b>	<b>362.15</b>
<b>Total Amount:</b>	<b>5,357.15 USD</b>

[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	<a href="#">2007100958</a>	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		<a href="#">mouse pads</a>	20700	50.0000	EA	175.00	USD	Active								
2		<a href="#">lap top cases</a>	20700	55.0000	EA	4,070.00	USD	Active								
3		<a href="#">web cam</a>	20700	5.0000	EA	750.00	USD	Active	