

Quick Reference Guide

Purchase Order Inquiry

UNI e-Business Suite

FINDING PURCHASE ORDER INFORMATION

The Find Purchase Orders form is used to access purchase order information. Inquiries can be performed at the header, line, shipment or distribution level.

A search can be completed by entering a variety of search criteria. The more criteria included, the more restrictive the search will be. The selections below give the most widely used means of searching for purchase order information.

Purchase order number - The PO number is known and you wish to view information related to this specific number

Requisition number - PO number is unknown

Supplier name - PO and Requisition numbers are unknown, but the supplier is known (this will return all orders).

Date range - Date range coupled with a supplier name is a means of limiting the number of possible purchase order numbers that match the query.

- 1) Login to UNI e-Business Suite and click on your FIN responsibility.
- 2) Click on Purchase Order Summary to open the Find Purchase Orders form.
- 3) Search by one of the parameter instructions.

Search by PO number

Enter the number in the number field of the Find Purchase Orders form. Click the Find button to initiate the search.

The screenshot shows the 'Find Purchase Orders' form with the 'Number' field circled in red. The 'Find (F)' button at the bottom right is also circled in red. Other fields include Release, Type, Currency, Supplier, Site, Ship-To Org, Line Type, Bill-To, Buyer, Ship-To, View Releases, Line, VMI Only, and Shipment.

Note: If any of the search criteria entered is incorrect, there will be no return on the search.

Search by Requisition number

Click on the Related Documents tab and enter the requisition number in the Requisition field. Click the Find button to initiate the search.

The screenshot shows the 'Find Purchase Orders' form with the 'Related Documents' tab selected. The 'Requisition' field is circled in red. The 'Find (F)' button at the bottom right is also circled in red. Other fields include Number, Release, Type, Currency, Supplier, Site, Ship-To Org, Line Type, Bill-To, Buyer, Ship-To, View Releases, Line, VMI Only, and Shipment.

Search by Supplier and Date Range

A search for purchase order information using a supplier name and date range can be used if a PO number or Requisition number is unknown.

Select a Supplier from the List of Values in the Supplier field. Entering only a supplier will display all orders a supplier has received (this could include several years).

It is recommended a date range is entered to restrict the search. To enter a date range, click on the Date Range tab and enter the beginning and ending dates in the fields following Order. The format for entering dates is DD-Mon-YYYY (e.g. 03-Jul-2003) or dates can be selected from the calendar in the LOV.

Click the Find button to initiate the search.

The screenshot shows the 'Find Purchase Orders' form with the 'Date Ranges' tab selected. The 'Supplier' field is circled in red. The 'Date Ranges' section is also circled in red. The 'Find (F)' button at the bottom right is also circled in red. Other fields include Number, Release, Type, Currency, Site, Ship-To Org, Line Type, Bill-To, Buyer, Ship-To, View Releases, Line, VMI Only, and Shipment.

Once a purchase order is found line, shipment and distribution information can be viewed.

For questions, please contact the Help Desk at 3-5555 or email ebusiness@uni.edu.

For questions about this document, please contact Pat Whitt, at 3-6881.