

# View & Manage Purchase Order iSupplier Quick Reference Cards

## HOW TO VIEW & MANAGE PURCHASE ORDER (PO)

<b>PURPOSE</b>	View & Manage POs
<b>SCOPE</b>	<b>Order page</b> (Purchase Orders )
<b>RESPONSIBILITY</b>	Supplier Admin Account

### ORDER PAGE

#### A. HOW TO VIEW & UPDATE PO DETAILS?

##### 1. Click on the Order tab.

This view will default to All Purchase Orders. Click the drop down box to refine the results view,

Purchase Orders Export

Views

View All Purchase Orders Go Advanced Search

Select Order: View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">101140362</a>	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	<a href="#">FAHAD SAEED ALI ALRABAA</a>	SAR	1,000,000.00	Open		
<input type="radio"/>	<a href="#">101140361</a>	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	<a href="#">FAHAD SAEED ALI ALRABAA</a>	SAR	1,212.00	Open		
<input type="radio"/>	<a href="#">101140355</a>	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	<a href="#">FAHAD SAEED ALI ALRABAA</a>	SAR	9,900.00	Open		
<input type="radio"/>	<a href="#">101140350</a>	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	<a href="#">FAHAD SAEED ALI ALRABAA</a>	SAR	8,989.00	Open		

Export

- Locate the Purchase Order to review.
- Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">101140362</a>	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	<a href="#">FAHAD SAEED ALI ALRABAA</a>	SAR	1,000,000.00	Open		
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<input type="radio"/>	<a href="#">101140350</a>	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	<a href="#">FAHAD SAEED ALI ALRABAA</a>	SAR	8,989.00	Open		

##### 4. The Purchase Order Information and Details will populate.

Orders: Purchase Orders >  
NWC IT Complex PO: 101140361, 0 (Total SAR 1,212.00)  
Currency=SAR Actions View Change History Go Export

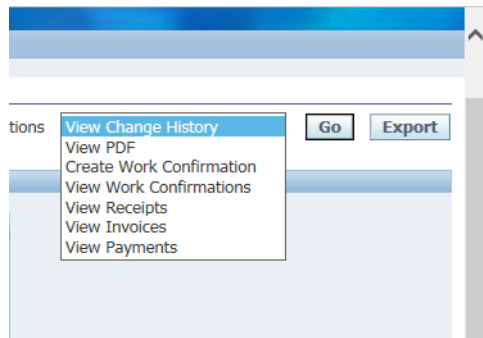
**Order Information**

General	Terms and Conditions	Summary
Total <b>1,212.00</b> Supplier <b>Modern Works</b> Supplier Site <b>Site_4</b> Address <b>Site_4</b> Riyadh, 34243234234 Buyer <b>FAHAD SAEED ALI ALRABAA</b> Order Date <b>21-Dec-2014 20:32:12</b> Description <b>Open</b> Status <b>Open</b> Note to Supplier <b>NWC - HQ</b> Operating Unit <b>NWC - HQ</b> Sourcing Document <b>NWC - HQ</b> Supplier Order Number <b>NWC - HQ</b> Attachments <b>None</b>	Payment Terms <b>30 Days</b> Carrier <b>FOB</b> Freight Terms <b>Shipping Control</b> Work Location Address <b>NWC Head Office</b> <b>King Fahd Road</b> <b>RYD, 11421</b> Bill-To Location Address <b>NWC Head Office</b> <b>King Fahd Road</b> <b>RYD, 11421</b>	Total <b>1,212.00</b> Approved <b>1,212.00</b> Billed <b>0.00</b> Advance Billed <b>0.00</b> Progress Payment <b>0.00</b>

**PO Details**

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5. The following Actions are available from the drop down list of values. If you are requesting changes that option is only available on Purchase Orders where the status is Open. You can also Export any of the results.



## **Helpful Hints:**

The View PDF value allows the Supplier to view or print the Purchase Order

The Orders tab provides you with a Full List of your Purchase Orders.

There are a variety of Purchase Order Statuses. The list below provides you with a brief definition. If you have questions regarding the status of a Purchase Order, please contact the Buyer indicated on the Purchase Order

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	101140362	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	FAHAD SAEED ALI ALRABAA	SAR	1,000,000.00	Open		
<input type="radio"/>	101140361	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	FAHAD SAEED ALI ALRABAA	SAR	1,212.00	Open		
<input type="radio"/>	101140355	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	FAHAD SAEED ALI ALRABAA	SAR	9,900.00	Open		
<input type="radio"/>	101140350	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	FAHAD SAEED ALI ALRABAA	SAR	8,989.00	Open		

## **Purchase Order Status and Definitions**

**Open** – The Purchase Order has been created. Payment has not yet been made.

**Closed** – The Purchase Order has been created and is closed for invoicing.

**Cancelled** – The Purchase Order has been cancelled. Goods/Services no longer needed.