## Quick Reference

### Purchase Order Inquiry

<table>
<thead>
<tr>
<th>Responsibility: ANY end user responsibility.</th>
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<td><strong>Prerequisite:</strong> Ensure you are logged into the Oracle e-Business Suite and have noted the number of the purchase order that you want view.</td>
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1. From the Inquiries menu, click on the Purchase Order hyperlink to access the Core application.
2. Place cursor in the field called ‘Number’ from the window ‘Find Purchase Orders’. Type in the purchase order number that you want to view.
3. Click the Find button.
4. When the system displays the window ‘Purchase Order Headers’ with the details of the order, you can use the Tools pull down menu as a shortcut to view any particular part of the order eg View Lines, Distributions, Shipments, Invoices, Receipts etc, or drill down through the screens using the buttons.
5. If preferred, you can use the scroll bar to see additional information or click on the lines button to see line information.

### Note!

If you drill down from the lines screen, it will only show the information relating to the line you have selected. If you want to see certain information for all lines, please click use the Tools menu from the Purchase Order Headers screen in step 4

6. You can click on the Shipments button to see summary details of shipments, amount ordered, receipted, billed etc for the line that you have selected.
7. From the Shipments screen, you can click the Distributions button to see the distribution lines for the particular purchase order line that you have selected.

### Note!

You can also use any of the fields on the ‘Find Purchase Order’ screen in step 2 to search for a particular order if you don’t have the order number. The most common additional fields are the Supplier name, the Related documents tab for the requisition number, or the Deliver To tab for the Requestor name.