Purchase Order Inquiry

There are occasions where you may want to view additional details of a purchase order

To inquiry on a Purchase Order

Responsibility: ANY end user responsibility.

Prerequisite: Ensure you are logged into the Oracle e-Business Suite and that you have noted down the number of the purchase order that you want to view.

1. From the Inquiries menu, click on the Purchase Order hyperlink to access the Core application.
2. In the Number field type in the purchase order number that you want to view.

! NOTE !

You can also use any of the fields on the Find Purchase Order screen search for a particular order if you don’t have the order number. The most common ones are the Supplier name, the Related documents tab for the requisition number, or the Deliver To tab for the Requestor name.
3. (B) Find

4. (M) Inquire to view any particular part of the order eg
   a. View Lines,
   b. View Shipments,
   c. View Distributions,
   d. View Action History,
   e. View Invoices,
   f. View Receipts, etc.

Alternatively, you can drill down through the screens using the buttons.
5. Use the scroll bar to see additional information on the screen or (B) Lines 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 Inquire menu from the Purchase Order Headers screen as shown in step 4.
6. Use the scroll bar to see additional information on the screen or (B) Shipments button to see summary details of shipments, amount ordered, receipted, billed etc for the line that you have selected.

7. Use the scroll bar to see additional information on the screen or (B) Distributions button to see the distribution lines for the particular purchase order line that you have selected.