# Quick Reference

## Re-transmitting a Purchase Order

There are occasions where a supplier may not have received the original transmission of your purchase order. Please note; This method cannot be used for Corporate Express orders - please contact the Systems team if you need to resubmit a Corporate Express order.

**Responsibility:** ECU Generic Reporting & Inquiries responsibility.

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

1. From the Inquiries menu, click on the Purchase Order hyperlink to access the Core application.
2. Place your cursor in the field titled ‘Number’. Type in the purchase order number that you want to transmit.
3. Click the Find button.
4. Once the system has returned the details of your order, click on the Tools drop down menu, and choose the option ‘Communicate’.
5. Select which method you want to use for re-transmission by clicking in the radio button next to the option you wish to use. *Print* – to print out a copy of the purchase order, *Fax* – to fax a copy out to the number nominated, *Email* – to email a copy out to the address nominated.

**NOTE!**
The transmission details defaulted on the Communicate screen come from the supplier record. Any changes made on this screen will affect this transmission of the purchase order only – it will not change any details on the supplier record.

6. If the supplier has given you different details to send the order to, enter these into the field of the option you’ve chosen to use.
7. Click on the Ok button.
8. A confirmation window will open confirming that your request has been submitted.

**NOTE!**
If you need to change the default details for a supplier record, please contact the Shared Services Finance team on ssf@ecu.edu.au