



PO Inquiry Quick Reference Guide

Purpose: To give end users the ability to look up their information based on their EREQ number or Purchase Order number.

Purchasing

- Purchase Orders
- Review PO Information
- Activity Summary

PO Activity Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

Purchase Order: begins with

Purchase Order Date: =

Purchase Order Reference: begins with

Vendor ID: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

- 1) Enter the EReq number in the Purchase Order Reference field
- 2) Click Search button

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
[View All](#) [First](#) [Previous](#) [Next](#) [Last](#)

Business Unit	Purchase Order	Purchase Order Date	Purchase Order Reference	Vendor ID
STCMP	04733A	01/31/2006	FAC	0000001556
STCMP	04733A	01/31/2006	FAC	0000001556
STCMP	000000461	05/10/2005	FAC00087	0000000877
STCMP	000000563	06/09/2005	FAC00105	0000001568
STCMP	000000571	05/24/2005	FAC00108	0000000948
STCMP	0000001688	02/16/2006	FAC0017	0000000245
STCMP	0000000248	03/18/2005	FAC0031	0000001568
STCMP	0000000254	03/21/2005	FAC0038	0000001920
STCMP	0000000257	03/21/2005	FAC0038	0000001568
STCMP	0000000235	03/15/2005	FAC0040	0000001212
STCMP	04774	04/22/2005	FAC0042 and FAC0043	0000000834
STCMP	0000001723	02/23/2006	FAC00431b	0000003275
STCMP	0000000251	03/21/2005	FAC0047	0000001919
STCMP	0000000255	03/21/2005	FAC0048	0000000416
STCMP	0000000256	03/21/2005	FAC0049	0000001542
STCMP	04777A	07/01/2006	FAC0052	0000000801
STCMP	04777	04/24/2006	FAC0052	0000000801
STCMP	0000000266	03/25/2005	FAC0054	0000001422
STCMP	0000000272	03/29/2005	FAC0056	0000001933
STCMP	0405-02	06/11/2005	FAC0057	0000001397
STCMP	0000000948	08/01/2005	FAC0057	0000000813

- 3) The search results will be listed below the search fields.
The columns can be formatted in ascending or descending order by clicking on the column header.
- 4) Click on the appropriate information to see the corresponding PO.



Activity summary

Unit: STCMP PO: 06777 Vendor: Tri Technic Incorporated PO Status: Dispatched

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
1		Service - Storm Pump #3	LOT	1.0000	212600.000	

Receipt Invoice Matching

Open Qty: 0.0000 Open Amt: 69095.000

Return to Search Previous in List Next in List Notify

Item Description

Service - Storm Pump #3

OK Cancel

5) Click on the Item Description to read the full description of the item

6) Click Ok to return

Activity summary

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Return to Search Previous in List Next in List Notify

7) Click on the Receipt link to view the receipts to view the items received.

Click on the Invoice link to view the invoices paid from this PO.

Click on the Matching link to view the items that were matched on this PO.

Note: Items will only be links if there is information to view.



FIN84 PO Inquiry

Finance

Unit: STCMP PO: 06777 Line 1 Item ID

Sched Num	AP Unit	Voucher ID	Line	Quantity Invoiced	Amount Invoiced
<input type="checkbox"/>	1 STCMP	00022333	1	1.00	47835.000
<input type="checkbox"/>	1 STCMP	00024946	1	1.00	95670.000

[Activity Summary](#)

Unit: STCMP PO: 06777 Line 1 Item ID

Sched Num	AP Unit	Voucher ID	Line	Quantity Matched	Amount Matched
<input type="checkbox"/>	1 STCMP	00022333	1	0.0000	47835.000
<input type="checkbox"/>	1 STCMP	00024946	1	0.0000	95670.000

[Go Back To Activity Summary](#)

- 8) In the Invoice screen, select the Voucher ID to view by clicking the box.
- Once checked the Voucher Inquiry link will highlight at the bottom.
- Click on Voucher Inquiry to open a new window and view the voucher.
- 9) In the Matching screen, select the Voucher ID to view by clicking the box.
- Once checked the Voucher Inquiry link will highlight at the bottom.
- Click on Voucher Inquiry to open a new window and view the voucher.



- ▶ Purchasing
 - 📁 Shipments
 - 📄 Receipts

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 🔍

Receipt Number: begins with

Bill of Lading: begins with

PO Business Unit: = 🔍

Item ID: begins with 🔍

Origin: begins with

Purchase Order: begins with 🔍

Ship To Location: begins with 🔍

Shipment Number: begins with

Vendor ID: begins with 🔍

Received Date: = 📅

Receipt Status: =

[Basic Search](#)

10) Enter the PO number in the Purchase Order field.

A Search can be conducted on any of the fields listed if you know the information.

You may need to look the PO number up first on the PO Inquiry screen.

11) Click the Search button

Search Results

[View All](#)

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	More Information	Item ID	Origin	Purchase Order
STCMP	0000002317	(blank)	STCMP	Desogen, 48 per box, item # 0261-48	(blank)	(blank)	0000002845
STCMP	0000002304	(blank)	STCMP	NuvaRing, 12 per box, item # 0273-12	(blank)	(blank)	0000002845

FIRST 1-2 of 2 LAST

Ship To Location	Shipment Number	Vendor ID	Vendor Name 1	Received Date	Receipt Status
STANMAIN	(blank)	0000001127	Orqanon Incorporated	12/18/2006	Received
STANMAIN	(blank)	0000001127	Orqanon Incorporated	12/13/2006	Received

12) Select the appropriate receipt from the search results



Receipts

Unit: STCMP Receipt No: 000002317 Source: On-line Receipt Status: Received

Receipt Lines Customize | Find | View All | First | 1 of 1 | Last

Receipt Lines More Line Data | Optional Input | [F7]

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	Desogen, 48 per box, item # 02	86.40000	<input type="checkbox"/>	5.0000	BOX		<input type="checkbox"/>

[Header Details](#) [Line Details](#) [Manufacturer Info](#) [Asset Information](#) [Document Status](#) [Header Comment](#)
[Display RTV Information](#) [Line Status](#) [Distribution](#) [Putaway Information](#) [Device Tracking](#) [Line Comment](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

13. Look up additional information on any field that is a blue link.