**Purchase Order: Display**

**Use this Job Aid to:**
- Learn how to display a Purchase Order

**BEFORE YOU BEGIN**
You need to have identifying information for the order (the Shopping Cart number, vendor, and/or date, etc).

**Display a Purchase Order**
Perform this procedure when displaying information relating to the details and status of a purchase order is required.

1. **Select “Go Shopping.”** After you select the “Go Shopping” tab from the top line, select “Go Shopping” again from the next line to access the Shopping Cart Home Page.

2. **Refresh.** At the Shopping Cart Home Page, click “Refresh” to make sure that you are viewing the most up-to-date information.
   - Your most recent work will not appear until you have clicked “Refresh.”
3. **Locate the Order.** The Shopping Cart Home Page displays a list of shopping carts, along with the status of each as shown in the right-most column labeled “Status.”

- A Shopping Cart that has an associated Purchase Order will have the status “Follow-On Document Created.”
- To access the Purchase Order, click on the “Follow-On Document Created” link. This displays the shopping cart (as if you had selected “Display” or “Edit”), but defaults to the tab called “Related Documents” in the “Details” section of the order.

4. **Locate the Follow-On Documents.** Notice that the “Related Documents” tab is open when you arrive at the shopping cart screen. You can see the Shopping Cart and Purchase Order numbers in this area.

- The Shopping Cart Number is shown in the first line and always starts with a “1.”
- The Purchase Order Number is shown in the second line and always starts with a “2.” You may click on the Purchase Order Number to view the details of the order.
- To view the Purchase Order, click on the PO Number.
5. **View the Purchase Order.** The “Display Purchase Order” screen will appear. This screen tells the current status of the items ordered on the PO. Note that there are no receipts or invoices applied at this point in time.

- Notice that the Purchasing Organization and Purchasing Group are now located on this Overview screen.

6. **Header Tab.** The “Header” tab contains additional information on the Purchasing Ship-to-Address, Pricing, and the Personnel associated with the order. From the header screen, you can access additional detail including notes and attachments, output documents associated with the PO, budget information, payment terms, extended PO history, and document totals.

7. **Items Tab.** The “Items” tab contains the line item details from the original shopping cart.
8. **Notes and Attachments Tab.** The “Notes and Attachments” tab displays a summary of the notes and documents attached to the order, and allows you to access the individual notes and documents.

9. **Approval Tab.** The “Approval” tab shows the approval status for the order along with any approval notes.

10. **Tracking Tab.** The “Tracking” tab shows process the order has passed through, including the history, status, version overview, and changed documents.