

 $_{\text{Page}}\mathbf{1}$ 

| Purpose          | How to find a Purchase Order (PO) within the Supplier Portal |
|------------------|--|
| Audience         | Suppliers  |
| Business Process | How to find a Purchase Order                                 |
| Updated          | 3/26/21  |

| itep |   |  | Action   | า   |  |              |              |
|------|---|--|--|---|--|--------------|--------------|
| 1    | Once logged into AAMC's system, left click Supplier Portal.                                 |  |  |   |  |              |              |
|      |   |  |  |   |  |              |              |
|      |   |  | <b>plications</b><br>em  |   |  |              |              |
|      |   | Supplier P   | ortal  |   |  |              |              |
|      |   |  |  |   |  |              |              |
|      |   |  |  |   |  |              |              |
|      | On the left hand side of  | f the screep W/s   | orkdov list th   | 10 Mod  | + Pocon  | - Durchaco O | Indore       |
| 2    | On the left hand side of the screen Workday list the <b>10 Most Recent Purchase Orders.</b> |  |  |   |  |              | nuers.       |
| -    | If you need to <b>view line</b>   | e details of the   | PO(s) listed.  | eft click   | the PO   | number ( PO  | -XXXXXX), On |
| -    | If you need to <b>view line</b><br>you've found the correc<br>If you can't find the PO      | ct PO, proceed   | with creating  | g and sub   |  | -            | -XXXXXX). On |
| -    | you've found the correc   | ct PO, proceed   | with creating<br>e list, see step  | g and sub   |  | -            | -XXXXXX). On |
| -    | you've found the correc   | ct PO, proceed<br>number on the  | with creating<br>e list, see step  | g and sub   | omitting   | -            | -XXXXXX). On |
| -    | you've found the correc   | ct PO, proceed<br>number on the  | with creating<br>e list, see step  | ; and sub<br>) # 3.   | omitting   | -            | -XXXXXX). On |
| -    | you've found the correc   | ct PO, proceed<br>number on the<br>Most Recent Purchase C  | with creating<br>e list, see step<br>orders<br>Document Date   | g and sub<br>o # 3.   | Amount   | -            | -XXXXXX). On |
| _    | you've found the correc   | Ct PO, proceed<br>number on the<br>Most Recent Purchase C<br>Purchase Order<br>P0-110334<br>P0-110331<br>P0-110332   | with creating<br>e list, see step<br>orders  | g and sub<br>b # 3.<br>status<br>Issued<br>Issued   | Amount<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
| _    | you've found the correc   | tt PO, proceed<br>number on the<br>Most Recent Purchase C<br>Purchase Order<br>P0-110331<br>P0-110332<br>P0-110332   | with creating<br>e list, see step<br>Drders<br>Document Date<br>05/08/2020<br>05/08/2020<br>05/08/2020   | g and sub<br>b # 3.<br>Status<br>Issued<br>Issued<br>Issued   | Amount<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
| _    | you've found the correc   | ct PO, proceed<br>number on the<br>Most Recent Purchase C<br>Purchase Order<br>Po-110331<br>Po-110332<br>Po-110333<br>Po-110317  | Document Date       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020  | g and sub<br>b # 3.<br>Status<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued   | Amount<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
| _    | you've found the correc   | tt PO, proceed<br>number on the<br>Most Recent Purchase C<br>Purchase Order<br>P0-110331<br>P0-110332<br>P0-110332   | with creating<br>e list, see step<br>Drders<br>Document Date<br>05/08/2020<br>05/08/2020<br>05/08/2020   | g and sub<br>b # 3.<br>Status<br>Issued<br>Issued<br>Issued   | Amount<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
| _    | you've found the correc   | ct PO, proceed<br>number on the<br>Most Recent Purchase C<br>Purchase Order<br>Po-110331<br>Po-110332<br>Po-110333<br>Po-110337<br>Po-110317<br>Po-110318  | Document Date       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020       05/08/2020  | g and sub<br>b # 3.<br>Status<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued   | Amount<br>Amount<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
|      | you've found the correc   | ct PO, proceed       number on the       Most Recent Purchase C       Purchase Order       P0-110334       P0-110333       P0-110333       P0-110317       P0-110318       P0-110319                 | with creating       e list, see step       orders       orders       os/os/2020   | g and sub<br>b # 3.<br>stus<br>issued<br>issued<br>issued<br>issued<br>issued<br>issued<br>issued   | Amount<br>Amount<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
|      | you've found the correc   | ct PO, proceed       number on the       Most Recent Purchase C       Purchase Order       P0-110334       P0-110331       P0-110333       P0-110317       P0-110318       P0-110314                 | with creating       e list, see step       orders       orders       os/os/2020   | g and sub<br>b # 3.   | Amount 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00  | -            | -XXXXXX). On |
|      | you've found the correc   | ct PO, proceed       number on the       Most Recent Purchase C       Purchase Order       P0-110334       P0-110332       P0-110333       P0-110318       P0-110318       P0-110314       P0-110315 | with creating       e list, see step       orders       orders       os/os/2020       os/os/2020 | g and sub<br>b # 3.<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>su  | Amount<br>Amount<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
|      | you've found the correct  | ct PO, proceed       number on the       Most Recent Purchase C       Purchase Order       P0-110334       P0-110332       P0-110333       P0-110318       P0-110318       P0-110314       P0-110315 | with creating       e list, see step       orders       orders       os/os/2020       os/os/2020 | g and sub<br>b # 3.<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>su  | Amount<br>Amount<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
|      | you've found the correc   | ct PO, proceed       number on the       Most Recent Purchase C       Purchase Order       P0-110334       P0-110332       P0-110333       P0-110318       P0-110318       P0-110314       P0-110315 | with creating       e list, see step       orders       orders       os/os/2020       os/os/2020 | g and sub<br>b # 3.<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>sub<br>su  | Amount<br>Amount<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00<br>1.00   | -            | -XXXXXX). On |
|      | you've found the correct  | Ct PO, proceed<br>number on the<br>Most Recent Purchase C<br>Purchase Order<br>Po-110334<br>Po-110331<br>Po-110332<br>Po-110337<br>Po-110318<br>Po-110316<br>Po-110316                               | with creating       e list, see step       orders       os/o8/2020       os/08/2020       os/08/2020       os/08/2020       os/08/2020       os/08/2020       os/08/2020       os/08/2020       os/08/2020       os/07/2020       os/07/2020       os/07/2020       os/07/2020       os/07/2020       os/07/2020       os/07/2020  | g and sub<br>b # 3.<br>Status<br>Status<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issued<br>Issu 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| -            | -XXXXXX). On |

| pull up addit   |  |  |  |            |          |              |            |
|---|--|--|--|------------|----------|--------------|------------|
|   | Most Recent Purchase   | e Orders   |  | ŝ          |          |              |            |
|   | Purchase Order   | Document Date  | Status   | Amount     |          |              |            |
|   | PO-110334  | 05/08/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110331  | 05/08/2020   | Issued   | 1.00       |          |              |            |
|   | P0-110332  | 05/08/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110333  | 05/08/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110317  | 05/07/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110318  | 05/07/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110319  | 05/07/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110314  | 05/07/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110315  | 05/07/2020   | Issued   | 1.00       |          |              |            |
|   | PO-110316  | 05/07/2020   | Issued   | 1.00       |          |              |            |
|   | View More Details  |  |  |            |          |              |            |
|   |  |  |  |            |          |              |            |
| Option # 2 –  | Find by Document D<br>Find by Document D<br>Find by dates within   | ate on or Befo   | ore  | Fill in bc | th field | s (listed in | option # 1 |
| Option # 2 –  |  | ate on or Befo   | ore  | Fill in bo | th field | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D   | ate on or Befo<br>a specific time  | ere<br>period.                                       |            |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>ce(s) have been filled   | ate on or Befo<br>a specific time  | ore<br>e period.<br><b>k</b> to bring                | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>ce(s) have been filled   | ate on or Befo<br>a specific time<br>in, <b>left click O</b><br>chase Orders for | ore<br>e period.<br><b>k</b> to bring<br>Supplier Co | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur                                       | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur                                       | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |
| <b>Option # 2</b> –<br><b>Option # 3</b> –<br>and 2). | Find by Document D<br>Find by dates within<br>te(s) have been filled<br>Find Pur<br>Document Date (<br>Document Date ( | a specific time<br>in, left click O<br>chase Orders for                          | ore<br>e period.<br>k to bring<br>Supplier Co        | g up the   |          | s (listed in | option # 1 |

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| 5 | Scroll through the list to find the correct PO.  |
|---|--|
|   | Once you've confirmed the PO number, proceed with creating and submitting an invoice against the PO. |
|   |  |