

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

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.						
			plications 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 10 Most Recent Purchase Orders.						nuers.
-	If you need to view line	e details of the	PO(s) listed.	eft click	the PO	number (PO	-XXXXXX), On
-	If you need to view line you've found the correc 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 e list, see step	g and sub		-	-XXXXXX). On
-	you've found the correc	ct PO, proceed number on the	with creating e list, see step	g and sub	omitting	-	-XXXXXX). On
-	you've found the correc	ct PO, proceed number on the	with creating e list, see step	; and sub) # 3.	omitting	-	-XXXXXX). On
-	you've found the correc	ct PO, proceed number on the Most Recent Purchase C	with creating e list, see step orders Document Date	g and sub o # 3.	Amount	-	-XXXXXX). On
_	you've found the correc	Ct PO, proceed number on the Most Recent Purchase C Purchase Order P0-110334 P0-110331 P0-110332	with creating e list, see step orders	g and sub b # 3. status Issued Issued	Amount 1.00 1.00 1.00	-	-XXXXXX). On
_	you've found the correc	tt PO, proceed number on the Most Recent Purchase C Purchase Order P0-110331 P0-110332 P0-110332	with creating e list, see step Drders Document Date 05/08/2020 05/08/2020 05/08/2020	g and sub b # 3. Status Issued Issued Issued	Amount 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 Po-110331 Po-110332 Po-110333 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 b # 3. Status Issued Issued Issued Issued Issued	Amount 1.00 1.00 1.00 1.00 1.00 1.00	-	-XXXXXX). On
_	you've found the correc	tt PO, proceed number on the Most Recent Purchase C Purchase Order P0-110331 P0-110332 P0-110332	with creating e list, see step Drders Document Date 05/08/2020 05/08/2020 05/08/2020	g and sub b # 3. Status Issued Issued Issued	Amount 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 Po-110331 Po-110332 Po-110333 Po-110337 Po-110317 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 b # 3. Status Issued Issued Issued Issued Issued Issued	Amount Amount 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 P0-110333 P0-110333 P0-110317 P0-110318 P0-110319	with creating e list, see step orders orders os/os/2020	g and sub b # 3. stus issued issued issued issued issued issued issued	Amount Amount 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 P0-110331 P0-110333 P0-110317 P0-110318 P0-110314	with creating e list, see step orders orders os/os/2020	g and sub 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 b # 3. sub sub sub sub sub sub sub sub sub su	Amount Amount 1.00 1.00 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 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 b # 3. sub sub sub sub sub sub sub sub sub su	Amount Amount 1.00 1.00 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 b # 3. sub sub sub sub sub sub sub sub sub su	Amount Amount 1.00 1.00 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 correct	Ct PO, proceed number on the Most Recent Purchase C Purchase Order Po-110334 Po-110331 Po-110332 Po-110337 Po-110318 Po-110316 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 b # 3. Status Status Issued Issu	Amount Amount	-	-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 Find by Document D 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
Option # 2 – Option # 3 – and 2).	Find by Document D	ate on or Befo a specific time	ere period.			s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within ce(s) have been filled	ate on or Befo a specific time	ore e period. k to bring	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within ce(s) have been filled	ate on or Befo a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur	a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur	a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1
Option # 2 – Option # 3 – and 2).	Find by Document D Find by dates within te(s) have been filled Find Pur Document Date (Document Date (a specific time in, left click O chase Orders for	ore e period. k to bring Supplier Co	g up the		s (listed in	option # 1

ŠAAMC

 ${}^{Page}Z$



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.