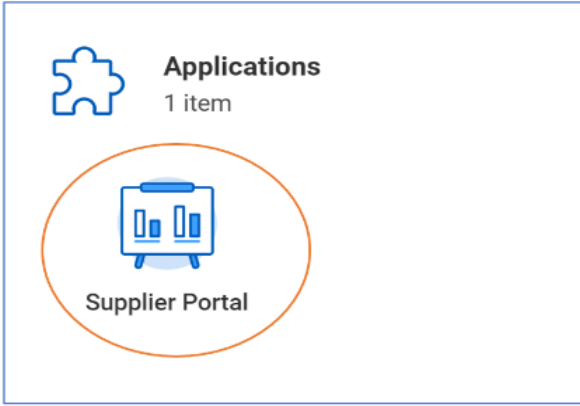
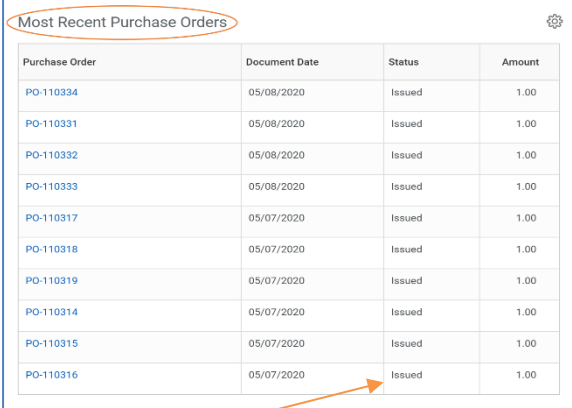



Purpose	How to find a Purchase Order (PO) within the Supplier Portal
Audience	Suppliers
Business Process	How to find a Purchase Order
Updated	3/26/21

Step	Action
1	<p>Once logged into AAMC's system, left click Supplier Portal.</p> <div style="text-align: center;">  </div>
2	<p>On the left hand side of the screen Workday list the 10 Most Recent Purchase Orders.</p> <p>If you need to view line details of the PO(s) listed, left click the PO number (PO-XXXXXX). Once you've found the correct PO, proceed with creating and submitting an invoice.</p> <p>If you can't find the PO number on the list, see step # 3.</p> <div style="text-align: center;">  </div> <p>PO status meanings:</p> <p>Issued: Invoices <u>can</u> be posted against PO, if funds are available.</p> <p>Closed: Invoices <u>can not</u> be posted against PO. Funds have probably been exhausted.</p>

3

If you don't see the PO you wish to submit an invoice against, **left click View More Details** to pull up additional POs by date.

Most Recent Purchase Orders 

Purchase Order	Document Date	Status	Amount
PO-110334	05/08/2020	Issued	1.00
PO-110331	05/08/2020	Issued	1.00
PO-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...](#)

4

You can search for POs via one of three ways...


Option # 1 – Find by Document Date on or After


Option # 2 – Find by Document Date on or Before

Option # 3 – Find by dates within a specific time period. Fill in both fields (listed in option # 1 and 2).

Once the date(s) have been filled in, **left click Ok** to bring up the POs.

Find Purchase Orders for Supplier Contact

Document Date On or After 

Document Date On or Before 

Purchase Order

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