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	Once logged into AAMC's system, **left click Supplier Portal.**
2	On the left hand side of the screen Workday list the **10 Most Recent Purchase Orders.** 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. If you can't find the PO number on the list, see step # 3. **PO status meanings:** **Issued:** Invoices _can_ be posted against PO, if funds are available. **Closed:** Invoices _can not_ be posted against PO. Funds have probably been exhausted.

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.

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.

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.