Hello and welcome to our Oracle Procurement Video Guide series. This video on navigating the Purchase Orders module will cover searching UC San Diego orders, viewing important PO information in Oracle and finding invoices associated with a PO.

The PO module can be navigated to by clicking the Procurement icon, then the Purchase Orders icon. Once on the page, you can easily navigate back and forth between this module and the Purchase Requisitions module using the icons at the top of the page. Search for POs by clicking the magnifying glass at the right of the page, then entering your PO into the Keywords textbox. Click the magnifying glass or use the Enter key to pull up that PO.

For definitions of all PO statuses and funds statuses, you can refer to the Oracle Glossary in Blink.

The date on which the PO was sent to the supplier and the email to which the PO was sent are both available on this page. If you notice a blue 'I' icon next to the communication method, it's possible the PO was sent electronically instead of by email. We will cover how to confirm this in the document history shortly.

Just below where the supplier on the PO is listed, you can click the orange arrow next to the supplier site to view the particular site this PO was issued to.

Scrolling down to the Lines section, you can view all items ordered on the PO. Attachments may be viewed by clicking the paperclip icon. Scroll to the right and click the Details icon on each line to view the charge account and project to which the PO line item will be charged.

Back at the top, click the View PDF button to view the copy of the PO that was sent to the supplier. This PDF can be useful if you are calling the supplier to determine whether or not they received your order. Using the information on this page, you can provide the supplier the date on and email to which the PO was sent, and resend the PO PDF and all relevant attachments if they are not in receipt of your order.

Access the document history through the Actions menu to view more information about the PO. All change orders pending or processed will show here, and you can confirm how the PO was sent to the supplier by expanding the Original Document dropdown. Oracle B2B Gateway indicates the PO was sent electronically, and not by email.

The Order Life Cycle graph compares how much was ordered and how much has been invoiced. The invoices themselves can be viewed by clicking View Details, and then scrolling to the bottom of the page. More information about checking invoice status can be found in our Checking Invoice Status video guide.

If a change order is currently pending, it will show just below the order life cycle. The name of the individual who initiated the order, date on which the change order was submitted and dollar amount which will be added or subtracted as a result of the change is immediately available. For more details, click the hyperlinked number.

In the Actions menu, you can review the changes being made. Once on the resulting page, look for a blue dot indicating any fields that have been updated. If the status of the change order is incomplete, then the initiator began the change order but has not yet submitted it. If the status is pending approval, then you can click on the pending approval link to view whose action the change order is pending.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. If you have any further questions, please reach out to us by submitting a case through [Services & Support] or by calling us at 858.534.9494.