

OPEN PURCHASE ORDERS BY BUYER FORM

How to Inquire on Open Purchase Orders by Buyer on FPIOPOB

Description:

This is an inquiry form used to query on open purchase orders by buyer code. The screen will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by *Buyer*.

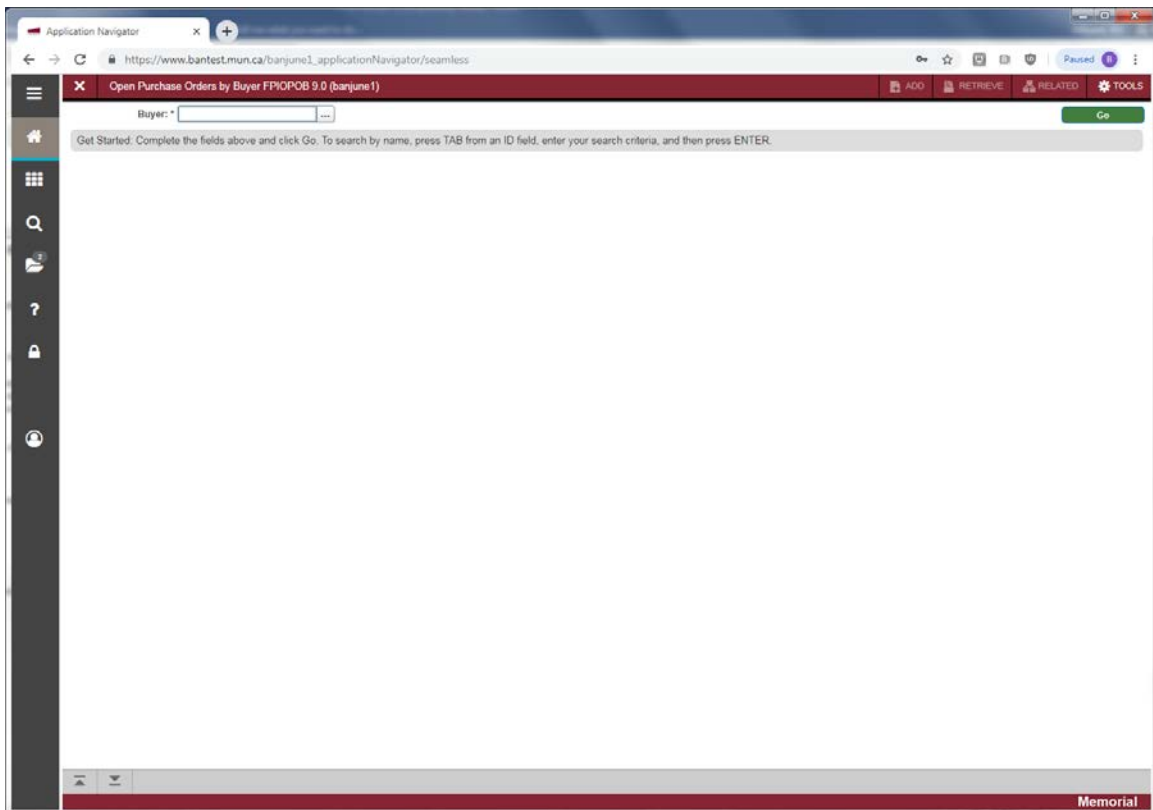
Navigation:

Access to the form can be done in three ways:

1. Type FPIOPOB in the search field
2. Type Open Purchase Orders by Buyer in the search field
3. Select from the Purchasing Query menu under Applications

Step 1:

Follow the navigation process to FPIOPOB.



Step 2:

Enter the *Buyer* code to be queried or use the search icon [...] or F9 from the keyboard to get a list of valid codes if you do not know the code of the *Buyer* you wish to query.

Step 3:

Click the "Go" button on the right. If you use the keyboard, Press "ALT" and "Page Down".

This takes you to the second part of the *Open Purchase Orders by Buyer Form* and displays a list of all open POs, BOs and COs for the selected Buyer with an online summary of purchasing and commodity data for each document assigned to the *Buyer* you specify. The PO information that appears on this form is display only. You may not update any of these fields. If there are no open documents for the selected *Buyer*, a message is displayed to that effect at the bottom of the screen.

Purchase Order	Change Number	Commodity	Commodity Description	U/M	Quantity	Vendor	Vendor Name
P0146621			.002 Custom shape white gloss polyester decals	EA	2,500	000001010	Woipe
P0147737			small widgets	EA	10	000000122	Hassard
P0147737			large widgets	EA	15	000000122	Hassard
P0147738			Widgets - Blue	EA	100	000000010	Mankin
P0147738			Widgets - White	EA	100	000000010	Mankin
P0147739			Widgets - Red	EA	100	000000022	Wanschek test of a long vendor name for P...
P0147739			Widgets - Blue	EA	100	000000022	Wanschek test of a long vendor name for P...
P0147739			Widgets - White	EA	100	000000022	Wanschek test of a long vendor name for P...

- PO Code: Document number representing the PO/BO.
- Change Number: Number representing the change order sequence of the PO/BO.
- Commodity: Only used by select departments. Normally will be blank.
- Commodity Description: Description of the item(s) on the PO/BO.
- U/M: Unit of measure of the item on the PO/BO.
- Quantity: Quantity of the item on the PO/BO.
- Vendor: Code representing the vendor to whom the PO/BO was issued.
- Vendor Name: Name of the vendor to whom the PO/BO was issued.

Step 4:

Additional Information:

- To view the PO/BO details, select *Query Purchase Order* from the *Options* menu at the top of the screen. This takes you to form FPIPURR.
- To view the commodity information, select *View Commodities* from the *Options* menu at the top of the screen.

Press *Exit* to leave the form or *Start Over* to query on another *Buyer*.