

OPEN PURCHASE ORDERS BY VENDOR FORM

How to Inquire on Open Purchase Orders by Vendor on FPIOPOV

Description:

This form is an inquiry form used to query on open purchase orders by *Vendor*. This form will list all purchase orders (PO), blanket orders (BO), and change orders (CO) by *Vendor* and optionally by *Fiscal Year* or *Organization*.

Navigation:

Access to the form can be done in three ways:

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

Step 1:

Follow the navigation process to FPIOPOV.

The screenshot displays a web-based application interface for querying purchase orders. The title bar reads "Open Purchase Orders by Vendor FPIOPOV 9.3.5 (banjune1)". The interface includes several search and filter fields: "Vendor:", "Fiscal Year:" (with "20" entered), "Organization:", and "COA:" (with "M" entered). A "Status:" filter is located to the right, with radio buttons for "Open" (selected), "Closed", "Cancelled", "Incomplete", and "All". A green "Go" button is positioned to the right of the status filter. Below the search fields, a grey instruction bar states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The browser's address bar shows the URL "https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless". A sidebar on the left contains navigation icons. The footer of the application displays "Memorial".

Step 2:

Enter key block fields as necessary to query the records:

- Vendor: Code and name of the vendor supplying goods/services. Enter the *Vendor* code to be queried. If you do not know the code, you can perform a search using the [...] button or F9 from the

keyboard to go to FTIIDEN. Execute a query to see the possible *Vendors*. Double click to select the desired *Vendor*.

- Status: Radio group that identifies the status of purchase orders the user wants to query. Click on the status you want.
 - Open: Query all open purchase orders for this vendor (default).
 - Closed: Query all closed purchase orders for this vendor.
 - Cancelled: Query all cancelled purchase orders for this vendor.
 - Incomplete: Query all incomplete purchase orders for this vendor.
 - All: Query all purchase orders for this vendor.
- Fiscal Year: Enter the fiscal year the purchase order was entered. It will default to the current year but can be overwritten. If you leave this field blank, you will get multiple years (how many depends on the record retention for the MUN system set-up).
- Organization: Code representing the *Organization* that made the purchase. Enter the desired *Organization* or double click the field to get a list of valid entries. If you leave this field blank, you will see all POs for the vendor irrespective of *Organization*.

Step 3:

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”. This action produces a list of open POs/BOs matching the query criteria you entered.

Purchase Order	Commodity	Commodity Description	Date	U/M	Quantity	Amount
20147735		Widgets - Red	06/07/2019	EA	100.00	258.75
P0147739		Widgets - Blue	06/07/2019	EA	100.00	172.50
P0147739		Widgets - White	06/07/2019	EA	100.00	201.25

This takes you to the second part of the *Open Purchase Orders by Vendor Form* and displays a list of POs and BOs (based upon the status previously selected) for the selected *Vendor* with an online summary of commodity data for each PO/BO attached to that *Vendor*. The PO/BO information that appears on this form is display only. You may not update any of these fields. You may scroll across to view additional information or down to view other documents, using the appropriate scroll bar.

- Purchase Order: Document number representing the PO/BO.
- Commodity: Only used by select departments. Normally will be blank.

- Commodity Description: Description of the item(s) on the PO/BO.
- Date: Date the commodities were ordered.
- U/M: Unit of measure of the item on the PO/BO.
- Quantity: Quantity of the item on the PO/BO.
- Amount: Dollar amount of the commodity on the PO/BO.

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 *Vendor*.