

How to Inquire on Open Purchase Orders By Buyer

Description: This form is an inquiry form used to query on open purchase orders by buyer code.

Form Name/Direct Access: FPIOPOB

Menu: Purchasing Query Menu *FINPOQRY

Navigation: Products Menu
Finance System Menu
Purchasing and Procurement System Menu
Purchase Order Processing Menu
Purchasing Query Menu
Open Purchase Orders
by Buyer Form

General Note:

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

Instructions:

1. Select *Open Purchase Orders by Buyer Form*.

Oracle Developer Forms Runtime - Web: Open > FPIOPOB [Q]

File Edit Options Block Item Record Query Tools Help

Open Purchase Orders by Buyer FPIOPOB 8.5

Buyer:

Purchase Order	Change Number	Commodity	U/M	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor: <input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor: <input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor: <input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor: <input type="text"/>				

Enter buyer code
Record: 1/1 | ... | List of Valu... | <OSC>

This form will list all open purchase orders (PO), blanket orders (BO), and change orders (CO) by *Buyer*.

Buyer: Enter the *Buyer* code to be queried. Double click the field to get a list of valid codes if you do not know the code of the *Buyer* you wish to query.

2. *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next*).

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File Edit Options Block Item Record Query Tools Help

Open Purchase Orders by Buyer: FPIOPOB 8.5

Buyer: EN01 Frank Pippy - Engineering

Purchase Order	Change Number	Commodity	U/M	Quantity
P0059054	0	Sun Fire X4450 Server	EA	1
Vendor: 000002545 Sun Microsystems of Canada Inc.				
P0059054		Sun Fire X4450 Server	EA	1
Vendor: 000002545 Sun Microsystems of Canada Inc.				
P0065943		Admin Fee	EA	1
Vendor: 000011381 ROI Engineering Inc.				
P0067235		Installation & Training for the Flotation Machine	EA	1
Vendor: 000038284 First Choice Group Canada				

List for Purchase Order Inquiry (FPIPURR)

Record: 1/? ... | <08C>

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.

- PO Code: Document number representing the PO/BO.
- Chg #: Number representing the change order sequence of the PO/BO.
- Commodity: Not used. Will be blank.
- 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.

3. You may scroll through list if you wish, using the scroll bar to the right of the screen.
4. 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. See applicable job aid.
5. To view the commodity information, select *View Commodities* from the *Options* menu at the top of the screen.
6. *Exit* when finished or *Rollback* (use the toolbar button or select *File* from the main menu, then *Rollback*) to view the open items for another *Buyer*.