

How to Inquire on Open Purchase Orders By Vendor

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

Form Name/Direct Access: FPIOPOV

Menu: Purchasing Query Menu *FINPOQRY

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Open Purchase Orders
by Vendor 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 Vendor Form*.

view additional information or down to view other documents, using the appropriate scroll bar.

Purchase Order

Code: Document number representing the PO/BO.

(Commodity) Code: Not used. Will be blank.

(Commodity)

Description: Description of the item(s) on the PO/BO.

(Commodity)

Quantity: Quantity of the item on the PO/BO.

(Commodity)

Amount: Dollar amount of the commodity on the PO/BO.

Purchase Order	Commodity	Date	U/M	Quantity	Amount
P0082899	Airport improvement Fee	19-APR-2011	EA	2.00	80.00
P0082899	Security Charge	19-APR-2011	EA	2.00	28.50
P0082899	Canada Harmonized Sales Tax	19-APR-2011	EA	2.00	164.90
P0082899	Airfare M.Penney & S.McDonald	19-APR-2011	EA	2.00	1,088.00
P0082899	Surcharges NAV	19-APR-2011	EA	2.00	72.00
P0082905	Service Fee	19-APR-2011	EA	1.00	56.50
P0082905	Airline tax	19-APR-2011	EA	1.00	61.30
P0082905	Goose Bay to St. John's Return - Provincial Air	19-APR-2011	EA	1.00	749.70
P0082905	Rigolet to Goose Bay Return - Air Labrador	19-APR-2011	EA	1.00	553.70
P0083881	travel consulting fee	27-MAY-2011	EA	1.00	62.15
P0083881	taxes on ticket	27-MAY-2011	EA	1.00	554.61
P0083882	airfare	27-MAY-2011	EA	1.00	5,198.70
P0083882	travel consulting fee	27-MAY-2011	EA	5.00	310.75
P0083882	portion HST applicable	27-MAY-2011	EA	1.00	113.00
P0086813	Airline ticket - Anita Fells	27-SEP-2011	EA	1.00	1,100.66
P0086813	Travel Cuts Fee	27-SEP-2011	EA	1.00	56.50

(Commodity)

Date: Date the commodities were ordered.

(Commodity)

U/M: Unit of measure of the item on the PO/BO.

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 Information* from the *Options* menu at the top of the screen. This takes you to the *Purchase/Blanket Order Inquiry Form* FPIPURR. Perform a *Next Block* or select *Document Information* from the *Options* menu at the top of the screen. Refer to the job aid for FPIPURR.
5. To view the commodity information, select *Review Commodity Information* 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 *Vendor*.