



QUICK TIPS

Purchase Orders – PO Activity Summary

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary

Step	Process	Comments
1	Enter Business Unit	
2	Enter Purchase Order Number	
3	Click on "Search"	

Processing Tips

- A. Reviewing the Activity Summary will provide the following information by line:
 - Vendor
 - PO Status
 - Line Information

- B. If the purchase order has been received, invoiced or matched, the hyperlinks will be available for the user to drill down to the pertinent information

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If a discrepancy is found in the above information, email Laura.Lovell@core.state.ok.us with the details.

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