

## Review Purchase Orders in the Supplier Portal

### Navigation

<http://procurement.umich.edu/supplier-resources/supplier-portal>

### Description

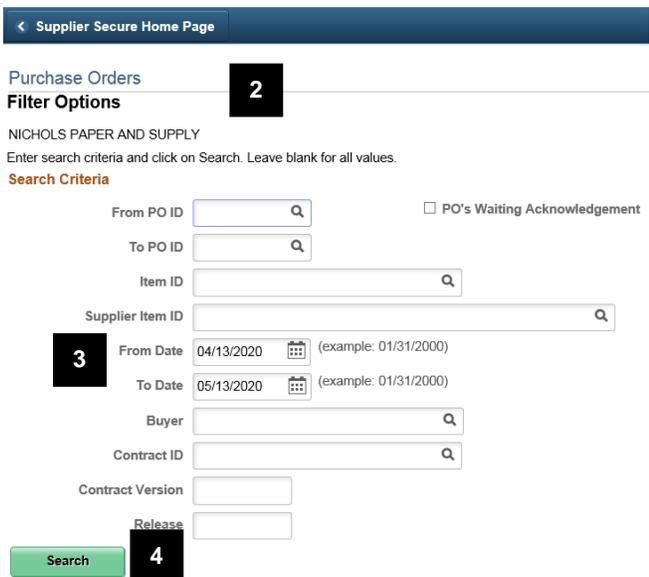
Supplier Portal users can view purchase orders (POs) issued by the University of Michigan. This job aid describes how to view and download PO Information.

### View Purchase Order Information



1. Click the Purchase Orders tile on your screen to view PO Information.

### Filters Options



2. The Filter Options page will display various search criteria to view the desired PO information.
3. Please note that you may have to modify the dispatched From / To date range, in order to view older POs.
4. You must click the *Search* button, in order to view any POs meeting the selection criteria.

### Purchase Order List

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Purchase Order List

1-100 of 125 | View 100

| Purchase Order                      | Status          | Last Dispatched DateTime | Lines | Total Amount |                          |
|-------------------------------------|-----------------|--------------------------|-------|--------------|--------------------------|
| <input type="checkbox"/> 3006011461 | Change Order -1 | 04/25/2020 12:38:13AM    | 1     | 0.00 USD     | <a href="#">View PDF</a> |
| <input type="checkbox"/> 3006015327 | Dispatched      | 04/24/2020 3:22:14PM     | 1     | 17.74 USD    | <a href="#">View PDF</a> |
| <input type="checkbox"/> 3006015281 | Dispatched      | 04/24/2020 2:23:51PM     | 5     | 2,243.55 USD | <a href="#">View PDF</a> |
| <input type="checkbox"/> 3006015216 | Dispatched      | 04/24/2020 1:25:22PM     | 9     | 1,120.02 USD | <a href="#">View PDF</a> |
| <input type="checkbox"/> 3006015215 | Dispatched      | 04/24/2020 1:25:22PM     | 1     | 35.48 USD    | <a href="#">View PDF</a> |

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Select All Clear All

View Selected POs in Downloadable Format

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5. You may download POs by clicking on the *grid* in the upper left hand corner.

6. You may view purchase order details by clicking on the desired purchase order number.

7. You may also view a printable copy of the purchase order by clicking on the desired View PDF button.

### Purchase Order Details

Purchase Order Details

PO Number: 3004967925      Purchase Order Date: 05/25/2018  
 PO Status: Dispatched      Last Dispatch: 02/13/20 12:36:09PM  
 Buyer: PROCUREMENT  
 Billing Location: PAYABLESBU  
 Payment Terms: 2%13 DuNow

| Purchase Order Total |                 |
|----------------------|-----------------|
| Merchandise Amount   | 6.86            |
| Freight/Tax/Misc.    | 0.00            |
| <b>Total Amount</b>  | <b>6.86 USD</b> |

Standard BU Comments

Purchase Order Lines

| Line | Status | Item ID | Description                       | Quantity  | Merchandise Amt |
|------|--------|---------|-----------------------------------|-----------|-----------------|
| 1    | Active | V04480  | Bigelow Green Tea Decaf - Box(28) | 1.0000 BX | 3.43 USD        |
| 2    | Active | V01085  | Bigelow Green Tea Bags - Box(28)  | 1.0000 BX | 3.43 USD        |

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**Note:** The PO Details screen displays the PO Number, PO Status, PO Merchandise Amt, Freight/Tax/Misc amount, and the PO line details.

8. Click the **line** number link to view line details.

### Invoice List

Invoice List

| Invoice                  | Invoice Date | Amount   | Due Date   | Appr. Stat | Voucher  |
|--------------------------|--------------|----------|------------|------------|----------|
| <a href="#">ML512345</a> | 03/02/2020   | 6.86 USD | 03/16/2020 | Pending    | 63788732 |

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**Note:** Invoice List displays all invoices applied to the PO.

9. In the **Invoice** column, click the invoice number link to view the invoice details.

### Invoice Details

Invoice Details

Invoice Number: ML512345      Invoice Date: 03/02/2020  
 Gross Invoice Amount: \$6,860      Due Date: 03/16/2020

**Invoice Lines**

| Item ID | Description | Statistic Amount | Unit Price | Merchandise Amount |
|---------|-------------|------------------|------------|--------------------|
|         | TEA         |                  | 3.43000    | \$3.43 USD         |
|         | TEA         |                  | 3.43000    | \$3.43 USD         |

**Payment Schedule**

| Scheduled to Pay | Payment | Amount     | Discount | Method | Status     | On Hold | Withd Hold |
|------------------|---------|------------|----------|--------|------------|---------|------------|
| 03/16/2020       |         | \$6.86 USD | \$0.00   | EFT    | Unselected | No      | No         |

[Return to Purchase Order Details](#)

**Note:** The Invoice Details screen displays: Invoice Number, Invoice Date, Gross Amount, Due Date or Payment Date, and the invoice Line details.

10. Click the link at the bottom to return to the Purchase Order Details screen.

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