Manage Orders

This section provides steps to inquire Purchase Order information awarded to you by the council.

Navigate to Tasks → Orders → Manage Orders
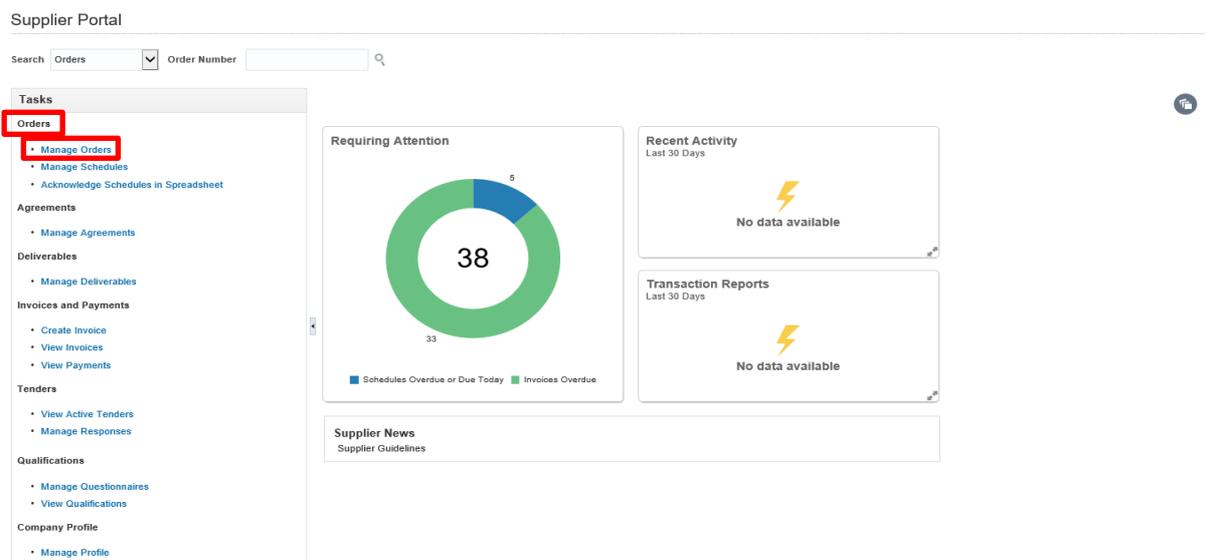

Figure 7

Click Search: This displays the search result as shown below, you can also narrow down your search result by the search parameters provided to you. You can search by the Order Number, Supplier Site as well as Sold to Legal Entity.
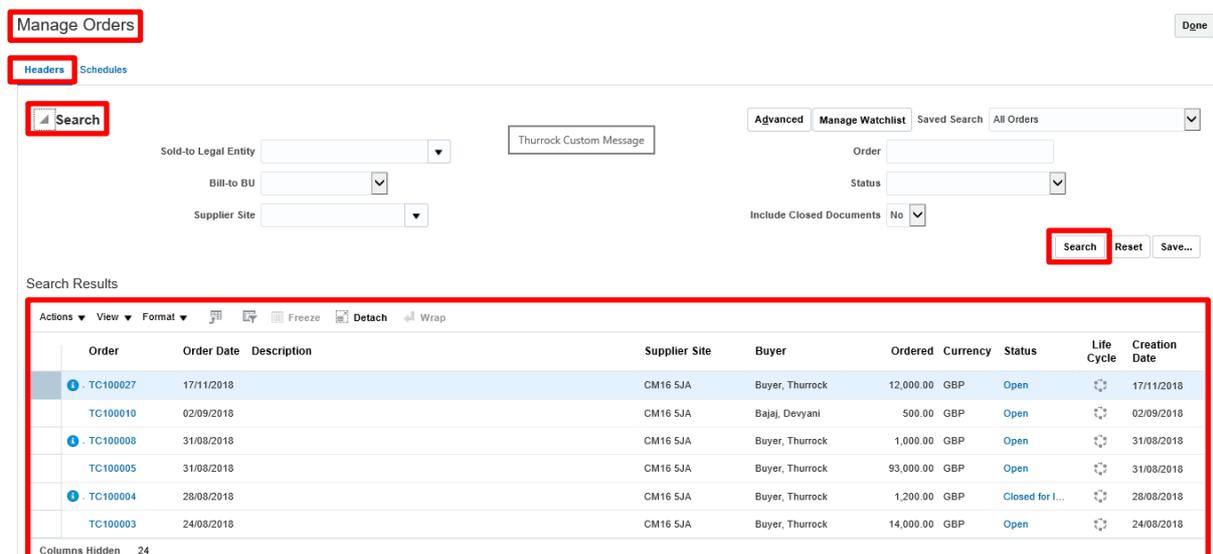

Figure 8

Querying Open Purchase Orders: The user can query **Open Purchase Orders** by selecting the PO Order **Status** field as **Open**. This will result in all the OPEN Purchase Orders in the Search Results window.
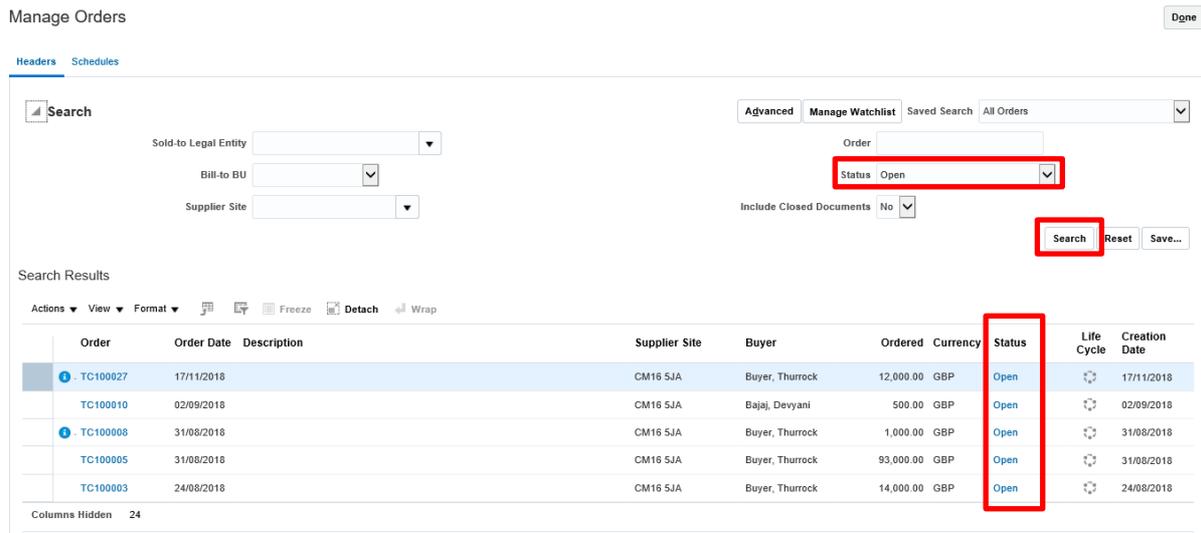

Figure 9

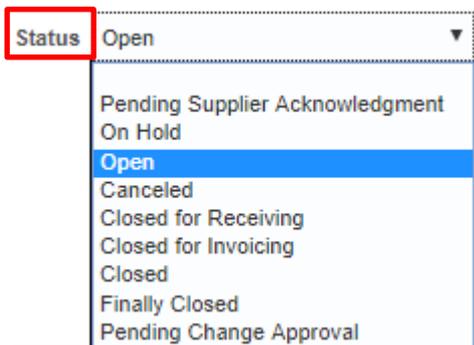## Purchase Order Statuses:

Figure 10

Advanced Search:

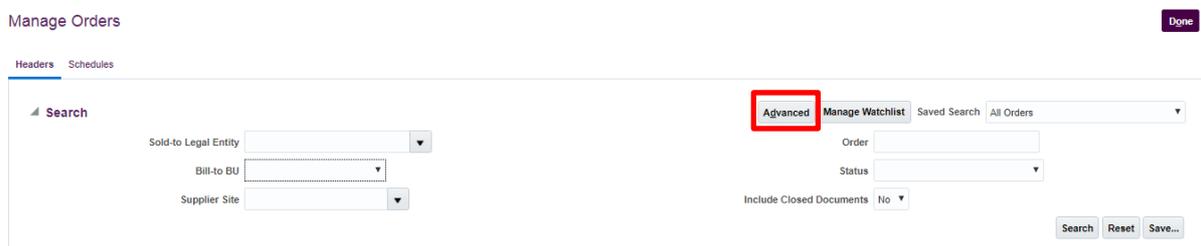The users can add more fields or search using more parameters by using the advanced search. Click on Advanced.

Figure 11

Add Fields:

Add Fields in the search parameters by Clicking on "Add Fields" and select any of the search parameters suitable for you.

Figure 12

On Hold Purchase Orders:

Select the Purchase Order Status as On Hold and Click Search. This will result in all the Purchase Orders on Hold.

Figure 13

The users can click on the Purchase Order number in the search results page to view the Purchase Order.

Figure 14

Purchase Order Details

The user can view the General Purchase Order details such as the **Sold to Legal Entity, Bill to Business Unit, Purchase order number, Purchase Order Status, Buyer, Ship-to & Bill-to Location.**

At the Line Level, the user can view **notes and attachments** if any as well as the Line Items and its schedules.

Figure 15

Notes and Attachments:

Figure 16

Figure 17

Figure 18

Actions:

The user can perform certain actions on the search results page; the user can export the search result to an **Excel File** and can **View the PDF** of the Purchase order.
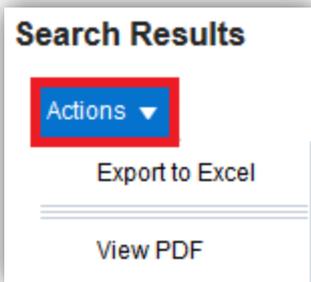

Figure 19

Order Life Cycle

Managing the purchase order life cycle enables the supplier to track and monitor the execution cycle of the order and changes to the order including cancellations.
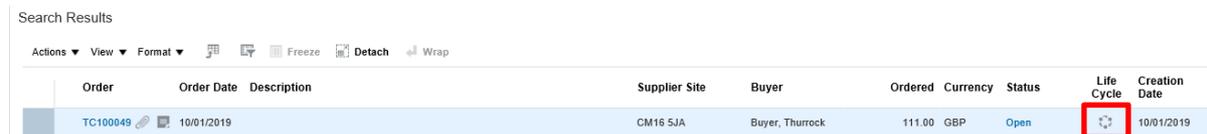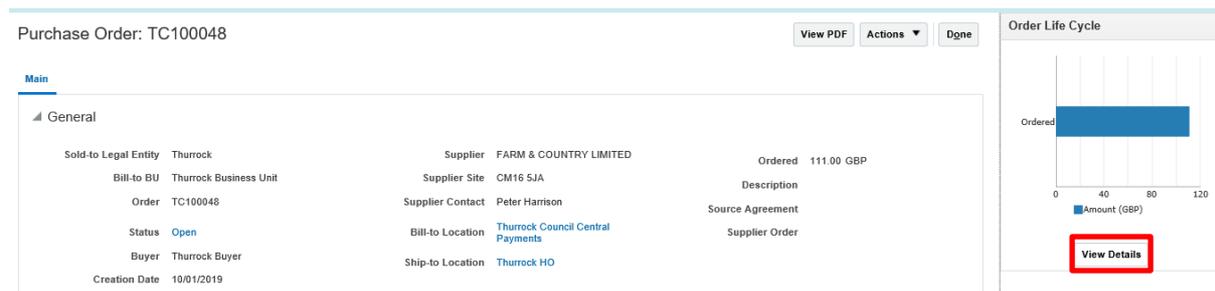

Figure 20

Figure 21

PO Lifecycle Details:

Order Life Cycle: TC100049   Done

Sold-to Legal Entity	Thurrock
Order	TC100049
Supplier	FARM & COUNTRY LIMITED
Supplier Site	CM16 5JA
Supplier Contact	Peter Harrison
Ordered	111.00 GBP

Fulfillment Status — 100% ■ Delivered — Amount (GBP)

Billing Status — 100% ■ Invoiced — Amount (GBP)

◢ In-Transit Shipments

Actions ▼   View ▼   Format ▼   Freeze   Detach   Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Columns Hidden   2

◢ Receipts

Actions ▼   View ▼   Format ▼   Freeze   Detach   Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
400028	11/01/2019 05…				0.00	50.00	50.00	0.00	0.00
400029	11/01/2019 05…				0.00	50.00	50.00	0.00	0.00
400030	11/01/2019 05…				0.00	11.00	11.00	0.00	0.00

Columns Hidden   3

◢ Invoices

Actions ▼   View ▼   Format ▼   Freeze   Detach   Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
TC100049_1	11/01/2019	Validated	133.20	0.00	111.00		

Figure 22