


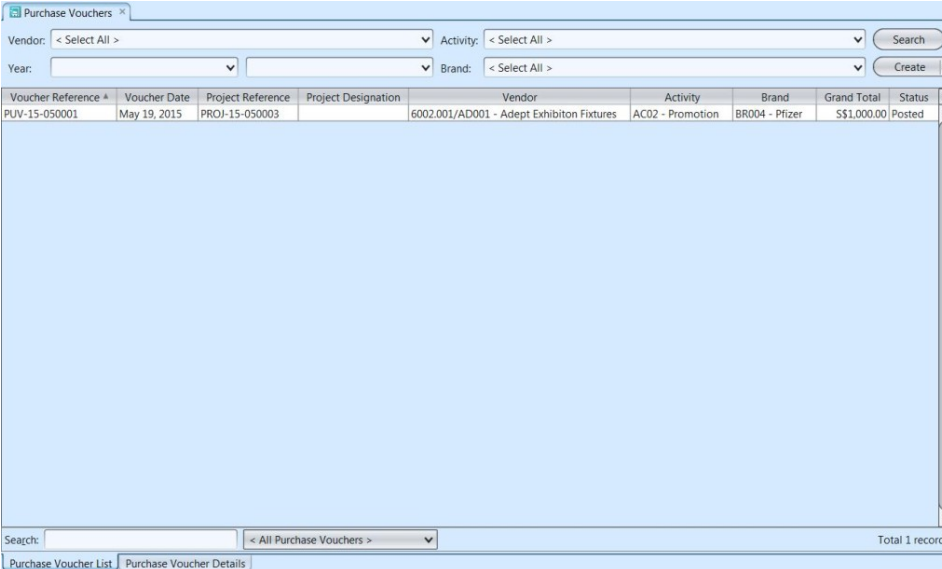
Purchase Order

Purchase Order view allows user to view and manage projects' purchase orders for service to be obtained from vendors. Issuing of the purchase orders itself is to be done from **"Projects"** application.

Below are available actions for the user from **"Purchase Orders"**:

 View and search for purchase order details

 Issue purchase order: see **"Projects"** application



Voucher Reference *	Voucher Date	Project Reference	Project Designation	Vendor	Activity	Brand	Grand Total	Status
PUV-15-050001	May 19, 2015	PROJ-15-050003		6002.001/AD001 - Adept Exhibiton Fixtures	AC02 - Promotion	BR004 - Pfizer	\$51,000.00	Posted

View and Search for Purchase Order Details:

1. Click on **"Purchase Orders List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the **"Vendor"** text field box or select from drop-down list
3. Result can be sorted alphabetically by clicking the fields' columns
4. Double click on purchase order document to view full details of the document, it will bring up the details on **"Purchase Orders Details"** tab for the

selected document
