



# FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:  
**Purchase Order Search**

DATE DEVELOPED: 07/29/2021

REVISED DATE:

SUBJECT: **Purchase Order Search**

## Purchase Order Search

Use the Purchase Order Search entry point to locate and work with purchase orders.

- Access the Purchase Order Search entry point to view the Purchase Order Search tab.

The screenshot shows a web interface for 'Purchase Order Search'. At the top, there are two tabs: 'Purchase Order Search' (active) and 'Purchase Order Search Results'. Below the tabs is a section titled 'Purchase Order Criteria' with a dropdown arrow. The criteria fields are arranged in two columns:

- Number:
- Req. Type:
- Organization:
- Create Min:
- Vendor:
- Status:
- Delivery Location:
- Create Max:

At the bottom of the criteria section are two buttons: a dark blue 'Search' button with a magnifying glass icon, and a blue 'Clear' button with a trash can icon.

- You can enter values for one or more of the Purchase Order Criteria fields. When you select a Req. Type, the more search criteria appear, based on the requisition type you selected.



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**Purchase Order Search** | Purchase Order Search Results

**Purchase Order Criteria**

Number:  Vendor:

Req. Type:  Status:

Organization:  Delivery Location:

Create Min:  Create Max:

**Requisition Criteria**

Order From:

Ship-To Location:  Ship-To Receiving:

Requisitioner:  Group:

Requestor:

Account Number:

**Purchase Item Criteria**

Stock Number:  Purchase Item Number:

Category:  NIGP Commodity Code:

Description:

Keywords:

- When you have completed as many fields as needed, click the  button to view the Purchase Order Search Results tab.

Purchase Order Search | **Purchase Order Search Results**

8 Records

	PO ID	Created	Stage	Status	Requisition Type	Vendor	Order From	Requestor	Contract	Account Number	Delivery Location
+	22000000	08-05-2021	PO	Force Closed	Traditional	ASEL ART	ASEL ART	Smith-Mayfield, Dena R		199-11-6399-000-013-11-000000	Pasadena Memorial High Scho
+	22000001	08-05-2021	PO	Sent - Not Printed	Traditional	ASEL ART	ASEL ART	Smith-Mayfield, Dena R		199-11-6399-000-013-11-000000	Pasadena Memorial High Scho
+	22000003	08-06-2021	PO	Sent - Not Printed	Traditional	GATEWAY PRINTING & OFFICE SUPPLY	GATEWAY PRINTING & OFFICE SUPP 1	Clayton, Karen Virginia		199-41-6399-000-729-99-000000	Purchasing
+	22000004	08-06-2021	PO	Sent - Not Printed	Traditional	GATEWAY PRINTING & OFFICE SUPPLY	GATEWAY PRINTING & OFFICE SUPP 1	Clayton, Karen Virginia		199-41-6399-000-729-99-000000	Purchasing
+	22000005	08-06-2021	PO	Sent - Not Printed	Traditional	HOME DEPOT	HOME DEPOT 2	Montano, Laura San Juana		199-41-6399-000-729-99-000000	Purchasing
+	22000006	08-06-2021	PO	Sent - Not Printed	Traditional	GATEWAY PRINTING & OFFICE SUPPLY	GATEWAY PRINTING & OFFICE SUPP 1	Morgan, Tanya Leigh		199-41-6399-000-729-99-000000	Purchasing
+	22000012	08-09-2021	PO	Sent	Traditional	AMAZON.COM LLC	AMAZON.COM LLC	Gillard, Derek W		199-41-6399-000-729-99-000000	Purchasing
+	22000013	08-09-2021	PO	Sent	Traditional	AMAZON.COM LLC	AMAZON.COM LLC	Gillard, Derek W		199-41-6399-000-729-99-000000	Purchasing



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- On the Purchase Order Search Results tab, you can click a purchase order to select it, and then:
  - Click the  button to view and modify the order. See Maintaining Purchase Orders.
  - Click the  button to add notes to the order via a standard TEAMS Notes screen.
  - Click the  button to close the order. The status of the order becomes *Force Closed*.