**Contract PO Information**

**Find Purchse Order Report**

***When to use:*** The following will show you how to locate purchase order information that you or someone in your department requested that has a Contract associated with it.

**Step 1) Search for the “RPT531 - Contract Purchase Order” report in the search box**



**Step 2) Click on “Contract Purchase Orders” report.**

 

**Step 3) Search**: This report will default to the PO type of “contract” and the requestor will be the person running the report. You are able to search for your CPO by any one or any combination of the following fields:

* Requestor (you or someone in your department)
* Contract #
* PO Status
* Supplier
* Buyer (purchasing agent)

*Notes:*

* *The report can be used to search for other types of PO such as logo, ODC contracts, standing, etc. However, the default is standard contract PO.*

**Step 4) Interpretation** - The report will display the PO Status, PO#, Contract #, Supplier, PO Type, Version, Requestor, Buyer, Total PO Amount, Total Amount Invoiced, PO Date and Order-From Connections.

**Version Interpretation**

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| --- | --- |
| **0** | If the version is zero, this indicates the PO does not have a change order. It is the original PO.  |
| **1** | Version 1 indicates that a change order has been done to the PO. It now has version 0 (original) and version 1 is the update version. |
| **2** | Version 2 indicates that two change order have been done to the PO. It now has a version 0 (original), version 1 (the first CO) and version 2 is the latest version.  |
| **99** | Version 99 would indicate that there are one hundred versions of the PO (the original PO plus 99 change orders).  |

**“Order-From Connection”** is the “Supplier Address.”

**Step 5) Retrieving Additional Data** – To retrieve information beyond the fields listed in step 4, select the purchase order number. This will open the “View Purchase Order” Report.

 