



View PO Details

Version No: 1.0

Date: 04/08/2023

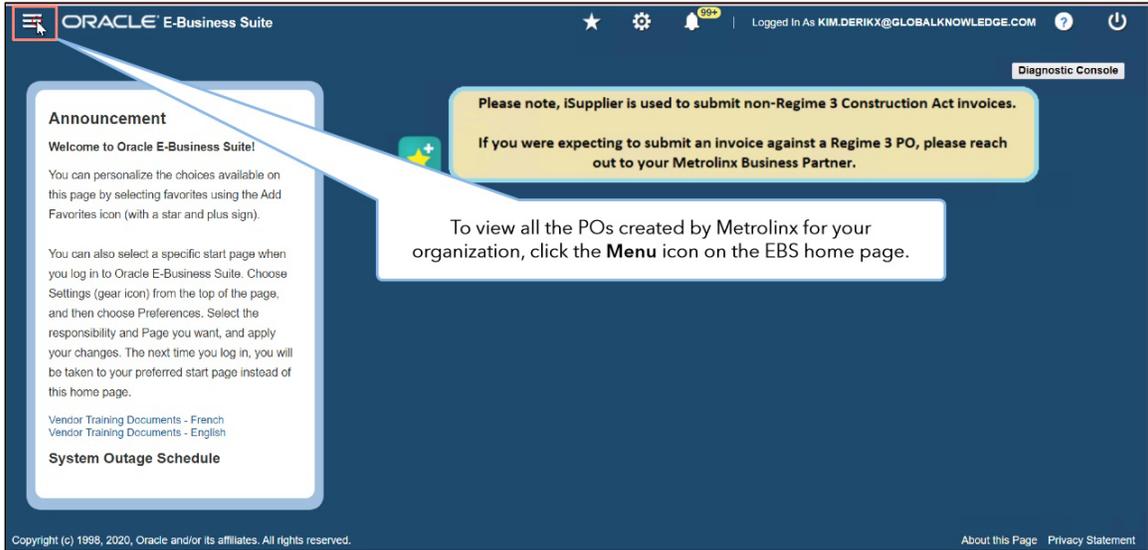
Overview

This document provides you the steps to view PO details.

View PO Details

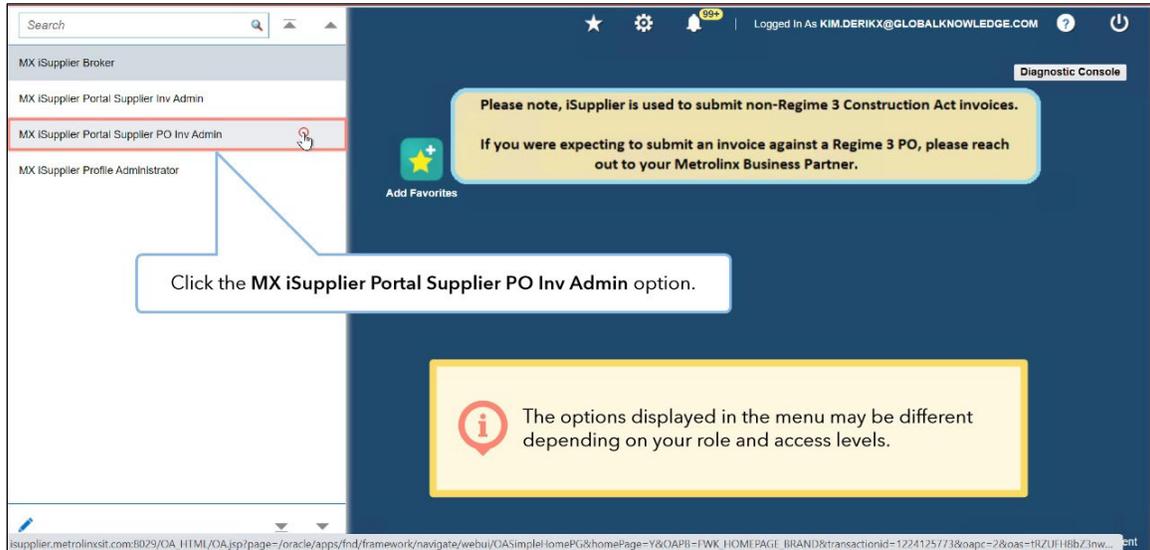
Follow the steps below to view PO details:

1. To view all the POs created by Metrolinx for your organization, click the **Menu** icon on the EBS home page.

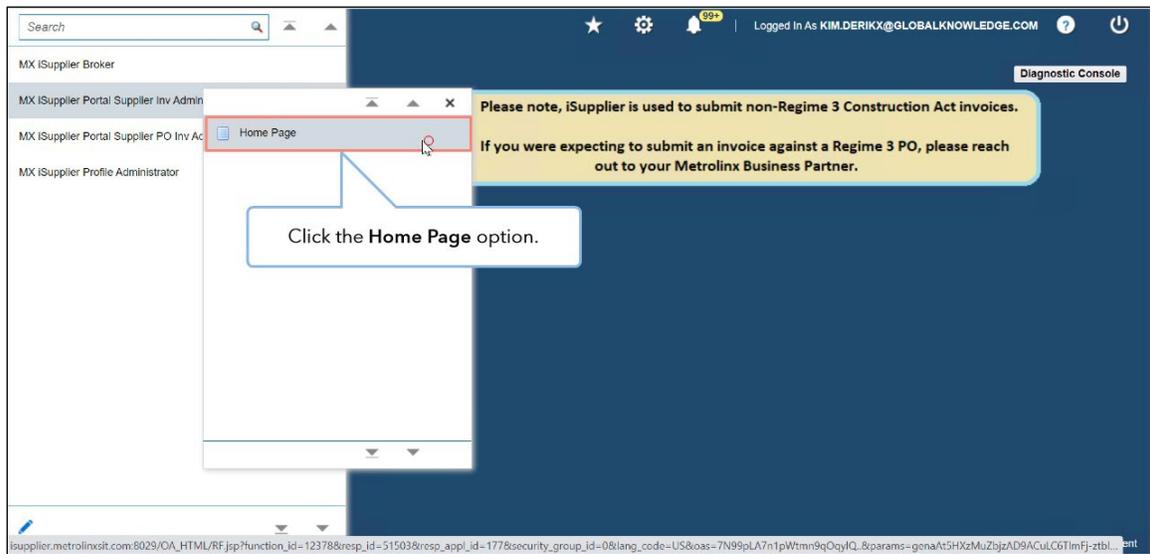


2. Click the **MX iSupplier Portal Supplier PO Inv Admin** option.

Note: The options displayed in the menu may be different depending on your role and access levels.

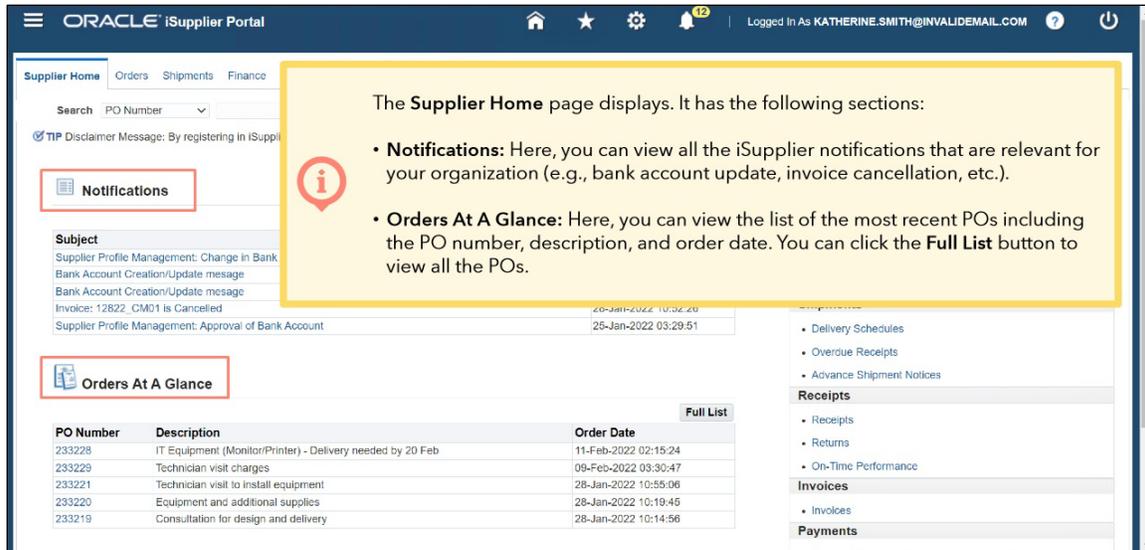


3. Click the **Home Page** option.



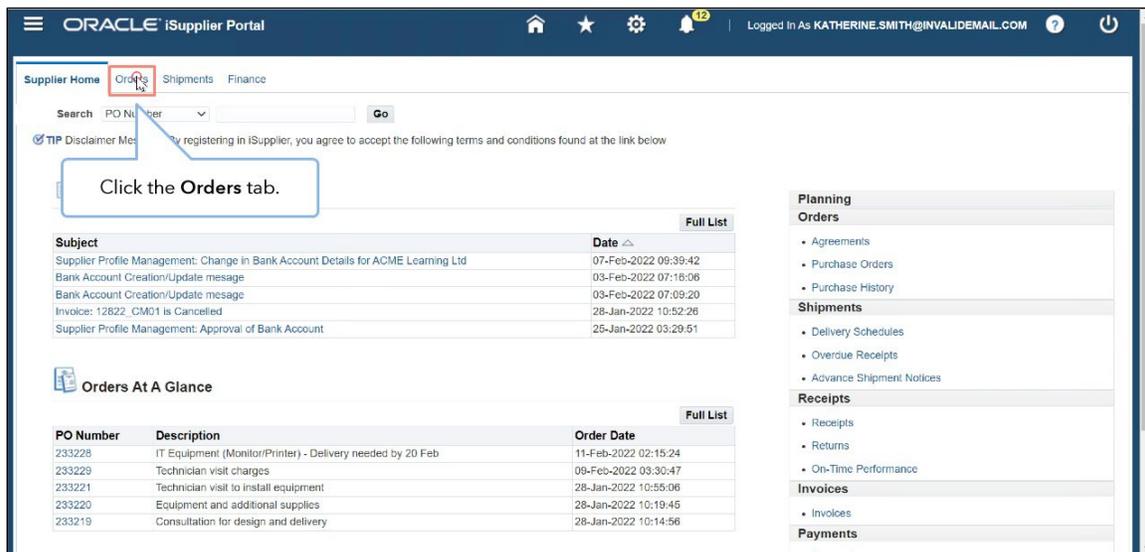
4. The **Supplier Home** page displays. It has the following sections:

- Notifications
- Orders At A Glance

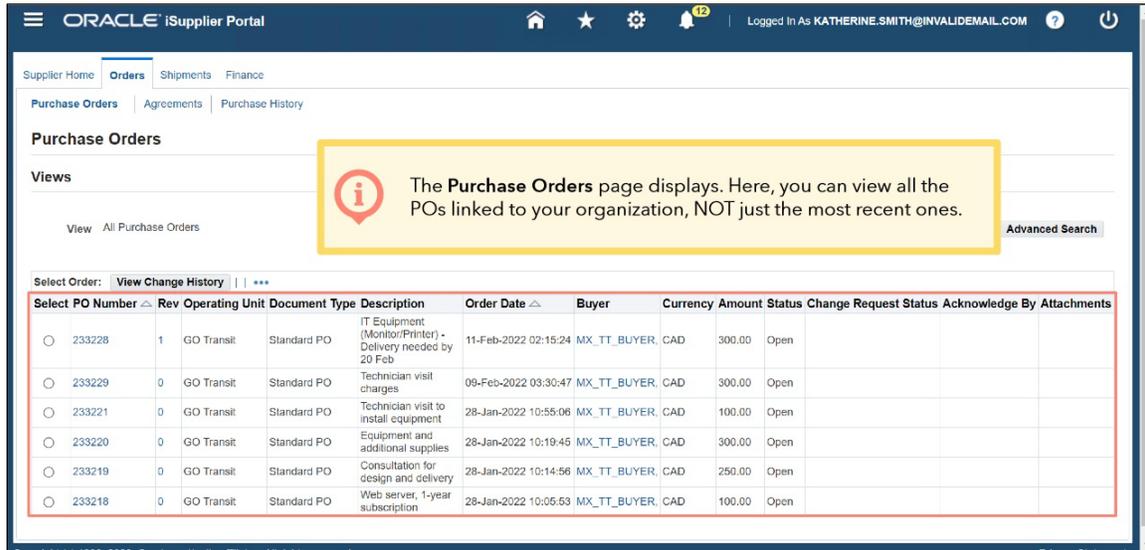


5. Click the **Orders** tab.

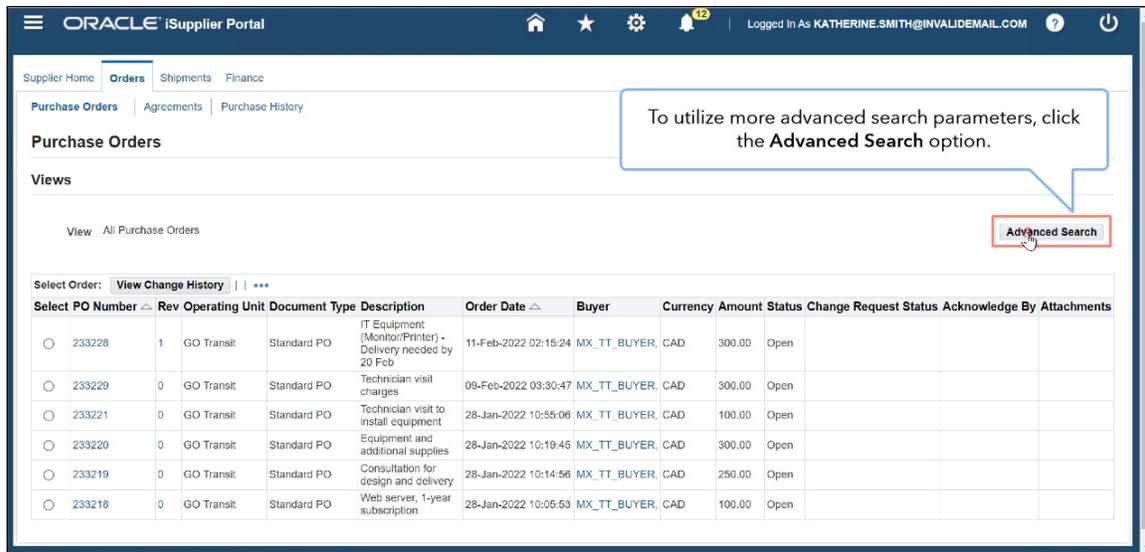
Note: You can also view the list of POs from the **Orders** tab.



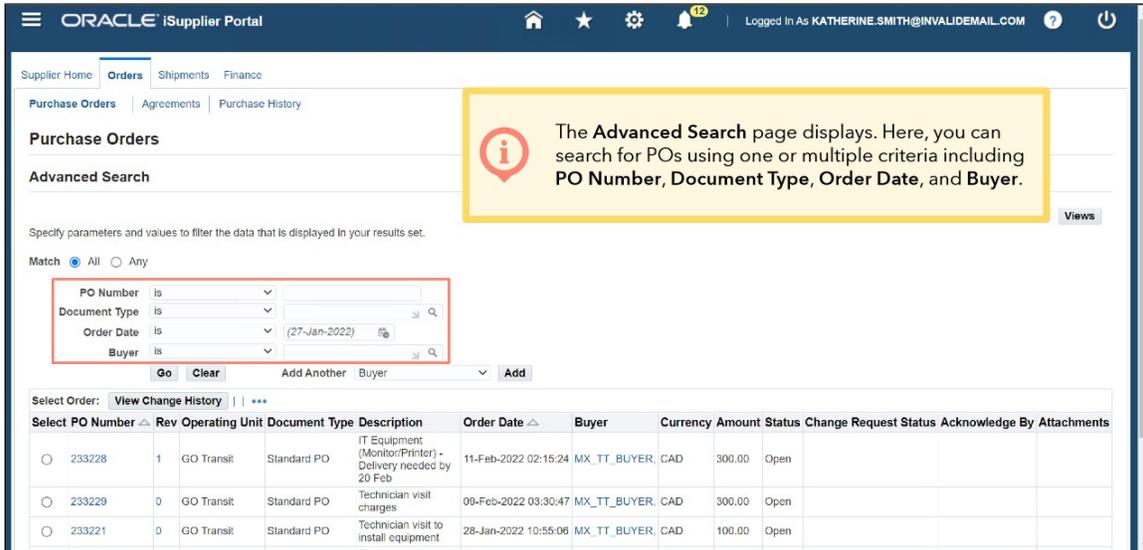
The **Purchase Orders** page displays. Here, you can view all the POs linked to your organization.



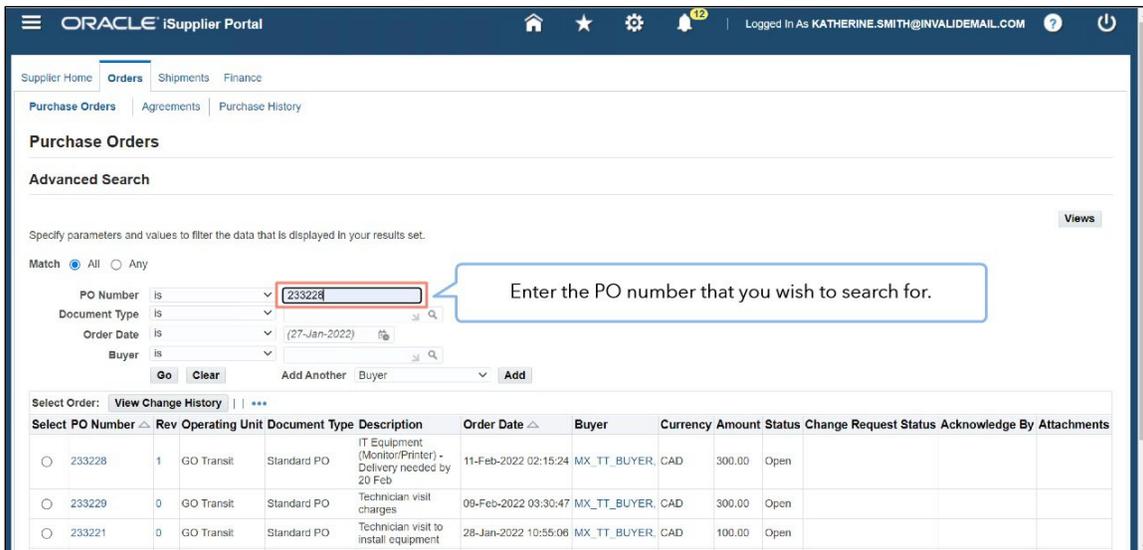
6. To utilize more advanced search parameters, click the **Advanced Search** option.



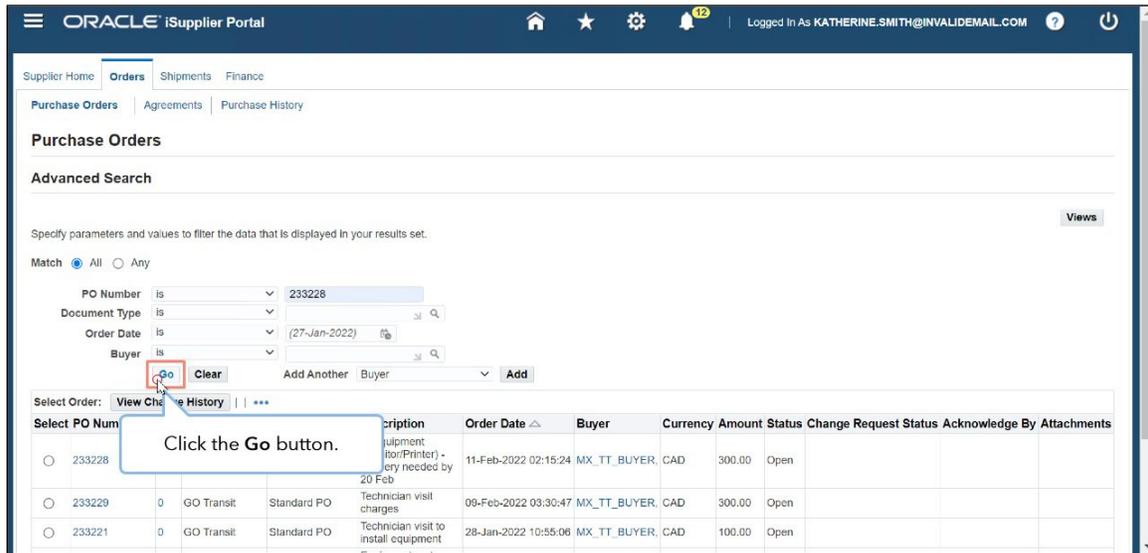
The **Advanced Search** page displays. Here, you can search for POs using one or multiple criteria including **PO Number**, **Document Type**, **Order Date**, and **Buyer**.



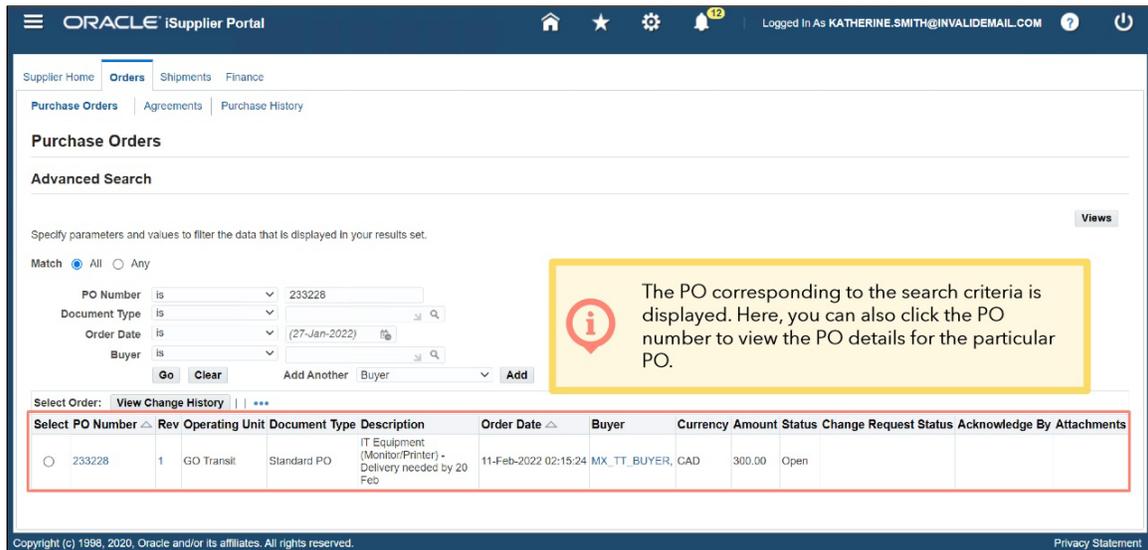
7. Enter the PO number that you wish to search for.



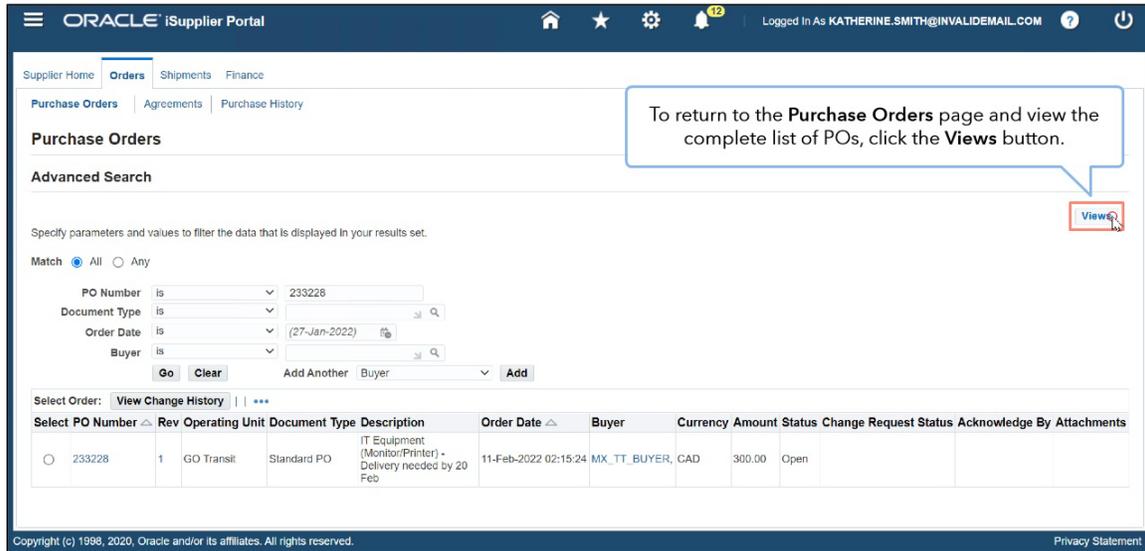
8. Click the **Go** button.



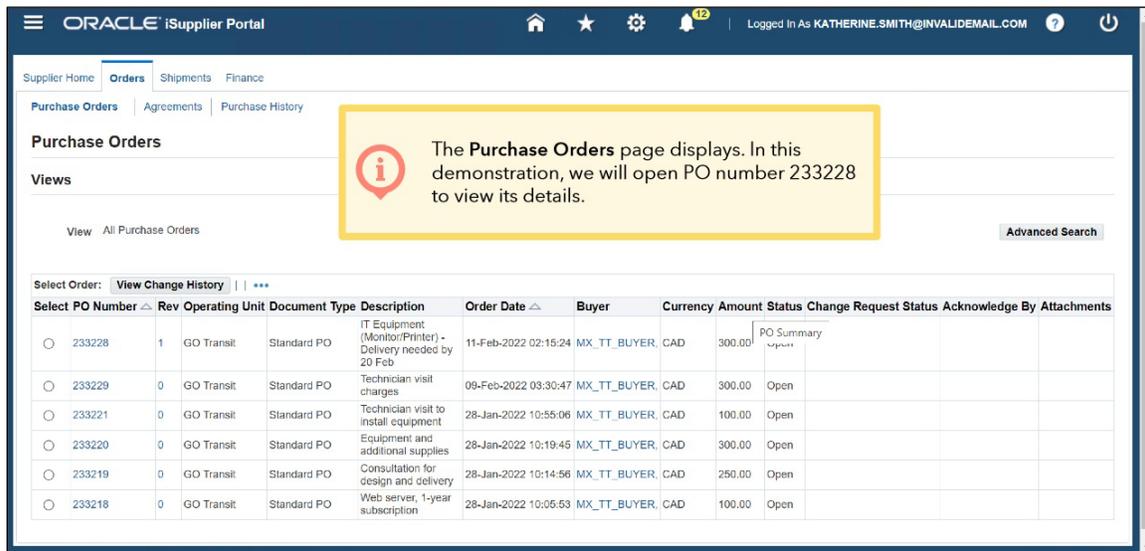
The PO corresponding to the search criteria is displayed. Here, you can also click the PO number to view the PO details for the PO.



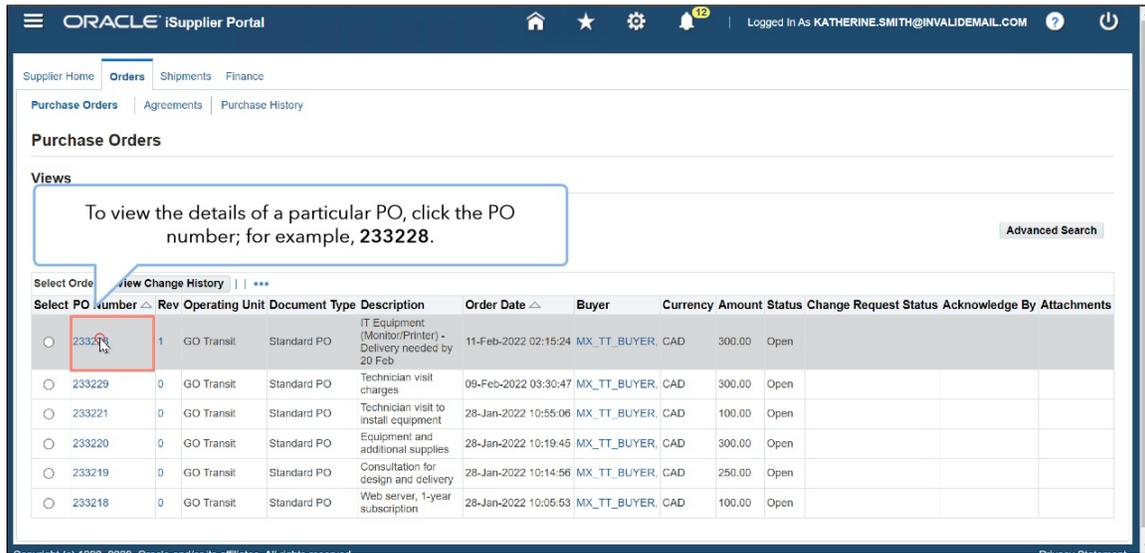
- To return to the **Purchase Orders** page and view the complete list of POs, click the **Views** button.



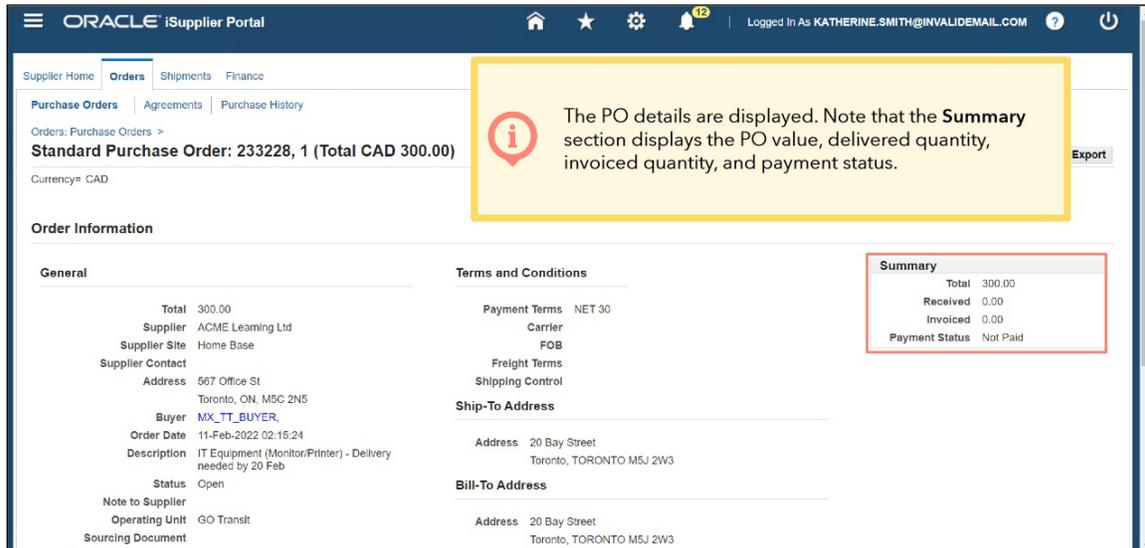
The **Purchase Orders** page displays. In this demonstration, we will open PO number 233228 to view its details.



10. To view the details of a particular PO, click the PO number; for example, **233228**.



The PO details are displayed. Note that the **Summary** section displays the PO value, delivered quantity, invoiced quantity, and payment status.



The PO displays information such as **Supplier, Supplier Site, Address**, etc., which are part of your organization’s profile information.

Note: These details are entered or validated by your organization’s Profile Administrator during the registration process.

The screenshot shows a PO Details page with the following sections:

- Summary:** Total 300.00, Received 0.00, Invoiced 0.00, Payment Status Not Paid.
- Supplier Information:** Supplier ACME Learning Ltd, Supplier Site Home Base, Address 567 Office St, Toronto, ON, M5C 2N5.
- Buyer Information:** Buyer MX TT BUYER, Order Date 11-Feb-2022 02:15:24, Description IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb, Status Open.
- Payment Terms:** NET 30.
- Shipping:** Carrier, Freight Terms, Shipping Control.
- Addresses:** Ship-To Address and Bill-To Address, both 20 Bay Street, Toronto, ON.

PO Details Table:

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		
2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open		

Additional elements include 'Return to Supplier Home', 'Actions View Change History Go Export', and footer text: 'Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement'.

11. View the following PO details:

- Buyer
- Order Date
- Description
- Status
- Payment Terms
- Ship-To Address
- Bill-To Address

Total 300.00 Supplier ACME Learning Ltd Supplier Site Home Base Supplier Contact Address 567 Office St Toronto, ON, M5C 2N5		Payment Terms NET 30 Carrier FOB Freight Terms Shipping Control		Total 300.00 Received 0.00 Invoiced 0.00	
Buyer MX, TT, BUYER, Order Date 11-Feb-2022 02:15:24 Description IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb Status Open		Ship-To Address Address 20 Bay Street Toronto, TORONTO M5J 2W3		The PO also displays the following information: • Buyer • Order Date • Description • Status • Payment Terms • Ship-To Address • Bill-To Address	
Note to Supplier Operating Unit GO Transit Sourcing Document Supplier Order Number Attachments None		Bill-To Address Address 20 Bay Street Toronto, TORONTO M5J 2W3			

PO Details

Show All Details | Hide All Details

Details Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
▶ 1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		
▶ 2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open		

Return to Supplier Home

Actions View Change History Go Export

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Payment terms refers to the time within which Metrolinx will process payment. For example, NET 30 means that Metrolinx will process the payment within 30 days after receiving the invoice.

Note: Payment terms may vary and are determined based on the mutual agreement between Metrolinx and your organization.

The screenshot shows the 'PO Details' page in Oracle Procurement. A yellow callout box with an information icon contains the text: 'Payment terms refers to the time period within which Metrolinx will process payment. For example, NET 30 means that Metrolinx will process the payment within 30 days after receiving the invoice. Note that payment terms may vary and are determined based on the mutual agreement between Metrolinx and your organization.' The 'Payment Terms' field is highlighted with a red box and shows 'NET 30'. The 'Total' is 300.00, 'Received' is 0.00, 'Invoiced' is 0.00, and 'Payment Status' is 'Not Paid'. Below the callout is a table with 2 lines of items.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		
2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open		

The **Ship-To Address** and the **Bill-To Address** could be different or the same, as in this example.

The screenshot shows the 'PO Details' page with different addresses. The 'Ship-To Address' is 20 Bay Street, Toronto, TORONTO M5J 2W3. The 'Bill-To Address' is also 20 Bay Street, Toronto, TORONTO M5J 2W3. A yellow callout box with an information icon contains the text: 'The Ship-To Address and the Bill-To Address could be different or the same, as in this example.' The 'Payment Terms' is 'NET 30'. The 'Total' is 300.00, 'Received' is 0.00, 'Invoiced' is 0.00, and 'Payment Status' is 'Not Paid'. Below the callout is a table with 2 lines of items.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb				100.00	Open		
2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open		

The **PO Details** section displays the ordered quantity, which could consist of a single or multiple line items, as in this example. However, the sum of the values will always be equal to the total PO value.

The screenshot shows a PO summary page. At the top left, a box highlights the 'Total' value of 300.00. A callout box with an information icon contains the text: 'The PO Details section displays the ordered quantity, which could consist of a single or multiple line items, as in this example. However, the sum of the values will always be equal to the total PO value.' Below this, the 'PO Details' table is visible, showing two line items: 15" LCD Monitors (10 units at 100.00) and a Wireless Laser Printer (4 units at 50.00). The total amount is 200.00, which is less than the 300.00 total shown at the top, suggesting there are more items or a different calculation for the total shown in the callout.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		
2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open		

12. To view the line items in more detail, click the **Show All Details** link.

This screenshot is similar to the first one but highlights the 'Show All Details' link in the table header. A callout box points to this link with the text: 'To view the line items in more detail, click the Show All Details link.' The table below shows the same two line items as in the previous screenshot.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		
2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open		

The details are displayed. Here, you can view the **Shipments** section, including the **Need-By Date** information.

The screenshot shows the 'PO Details' page. A yellow callout box with an information icon contains the text: 'The details are displayed. Here, you can view the Shipments section, including the Need-By Date information.' The page displays two line items:

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced							
1	20 Bay Street	10			0.00			20-Feb-2022 11:25:19		Open				

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced							
1	20 Bay Street	4			0.00			20-Feb-2022 11:25:21		Open				

At the bottom right, there are buttons for 'Actions', 'View Change History', 'Go', and 'Export'.

13. Click the **Actions** drop-down arrow to view the possible actions you can take on the PO.

The screenshot shows the 'PO Details' page with a blue callout box pointing to the 'Actions' button. The callout box contains the text: 'Click the Actions drop-down arrow to view the possible actions you can take on the PO.' The page content is identical to the previous screenshot, showing the same line items and shipment tables.

You can take the following actions based on your requirement:

- **View Change History**
- **Printable View**
- **View Related Contracts**
- **View Receipts**
- **View Invoices**
- **View Payments**
- **View Shipments**

Note: At any stage during the PO life cycle, you can track your invoice and/or payment status in real-time by selecting the relevant option from the drop-down and clicking the **Go** button.

The screenshot shows the 'PO Details' page in a web application. At the top, it displays 'Sourcing Document' and 'Supplier Order Number'. Below this, there are sections for 'PO Details' and a table with columns for 'Amount', 'Status', 'Attachments', and 'Reason'. A yellow information box is overlaid on the page, containing the same text as the main document. In the bottom right corner, a dropdown menu is open, showing options: 'View Change History', 'Printable View', 'View Related Contracts', 'View Receipts', 'View Invoices', 'View Payments', and 'View Shipments'. The 'View Change History' option is highlighted. Below the dropdown, there are 'Go' and 'Export' buttons. The footer of the page includes 'Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.