



## ***View PO Details***

**Version No: 1.0**

**Date: 04/08/2023**

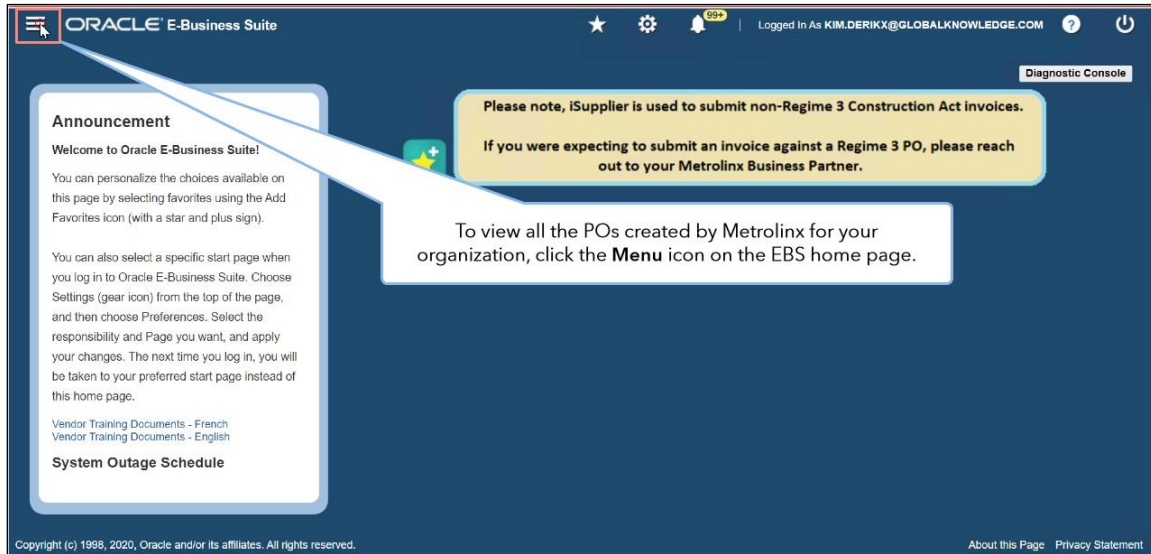
### **Overview**

*This document provides you the steps to view PO details.*

## View PO Details

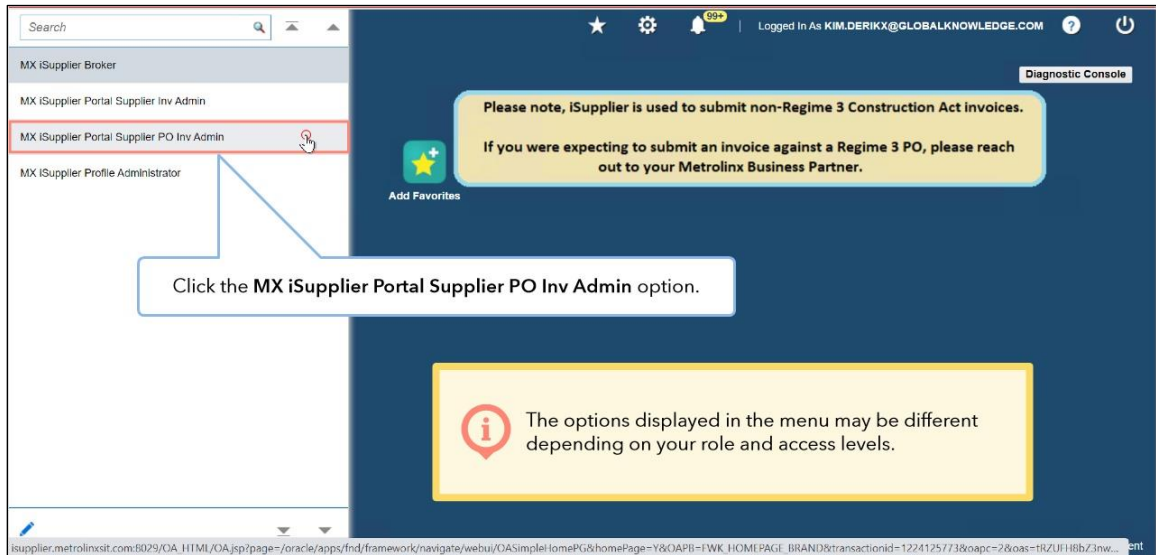
Follow the steps below to view PO details:

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

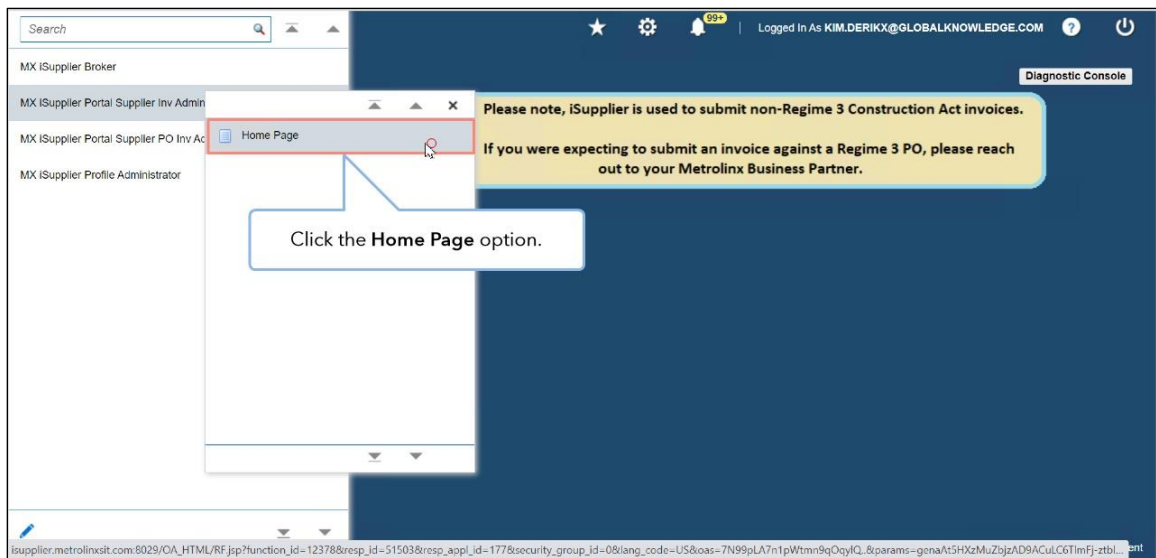


2. Click the **MX iSupplier Portal Supplier PO Inv Admin** option.

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

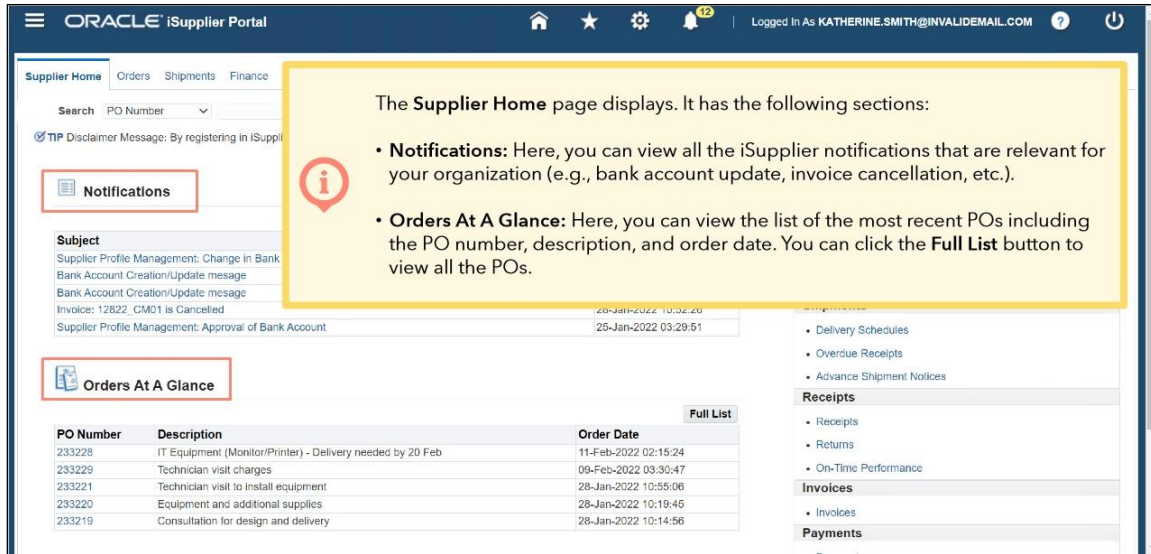


3. Click the **Home Page** option.



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

- Notifications
- Orders At A Glance



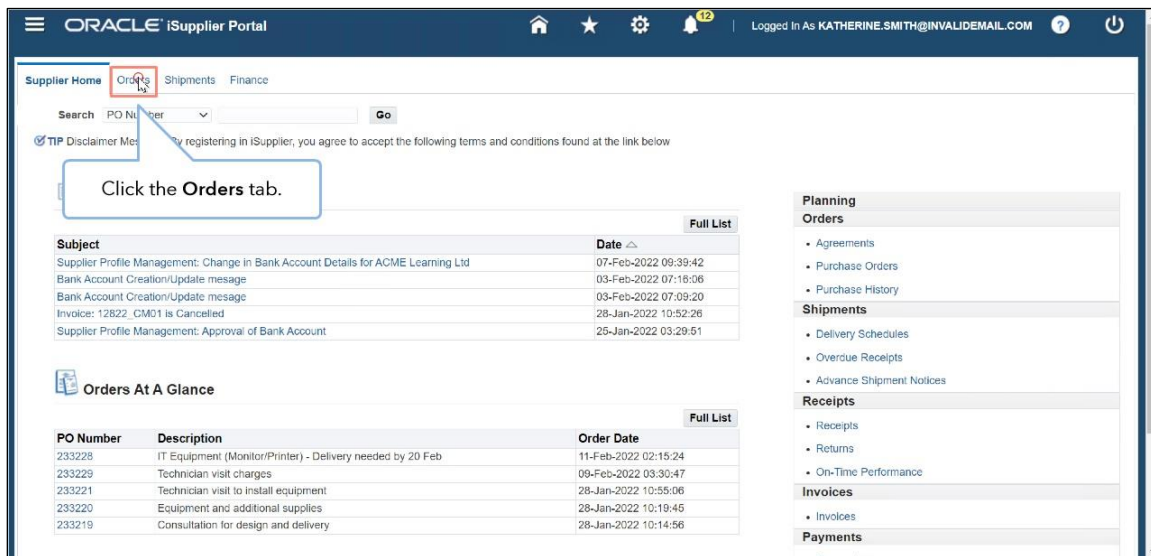
The **Supplier Home** page displays. It has the following sections:

- **Notifications:** Here, you can view all the iSupplier notifications that are relevant for your organization (e.g., bank account update, invoice cancellation, etc.).
- **Orders At A Glance:** Here, you can view the list of the most recent POs including the PO number, description, and order date. You can click the **Full List** button to view all the POs.

PO Number	Description	Order Date	Full List
233228	IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb	11-Feb-2022 02:15:24	
233229	Technician visit charges	09-Feb-2022 03:30:47	
233221	Technician visit to install equipment	28-Jan-2022 10:55:06	
233220	Equipment and additional supplies	28-Jan-2022 10:19:45	
233219	Consultation for design and delivery	28-Jan-2022 10:14:56	

5. Click the **Orders** tab.

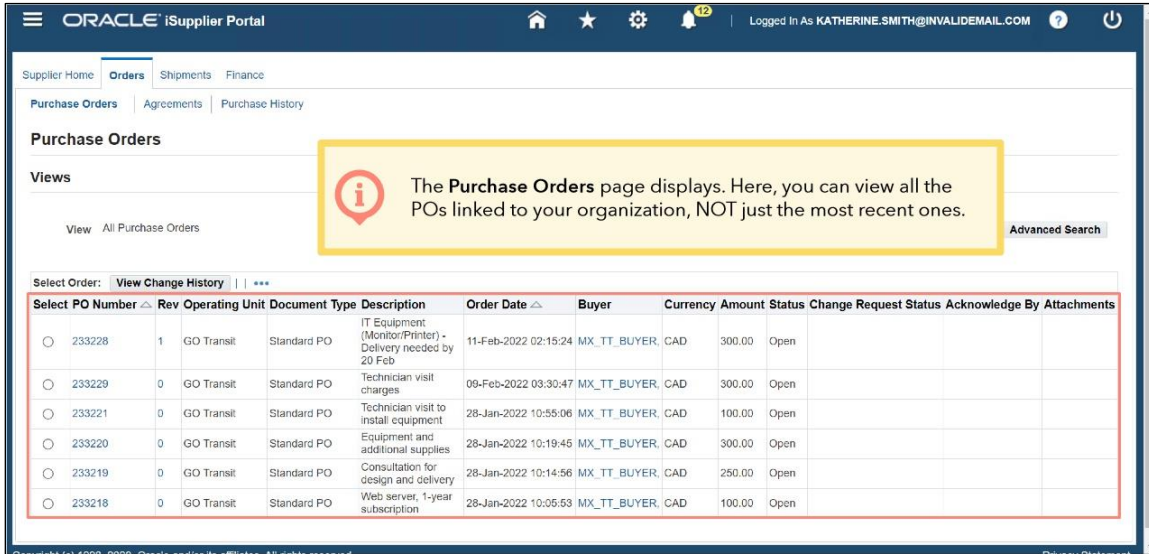
**Note:** You can also view the list of POs from the **Orders** tab.



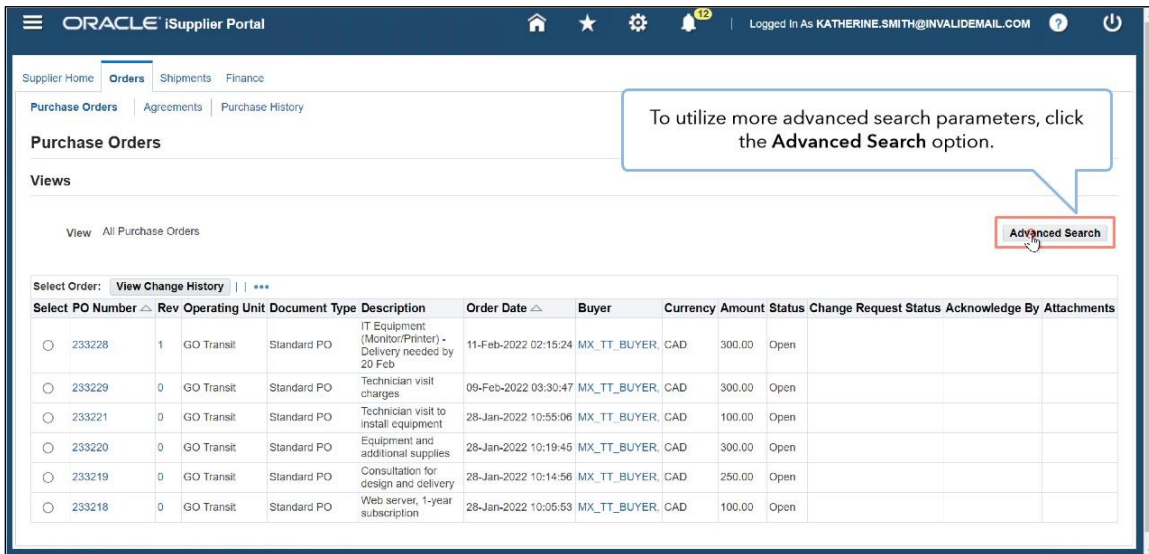
Click the **Orders** tab.

PO Number	Description	Order Date	Full List
233228	IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb	11-Feb-2022 02:15:24	
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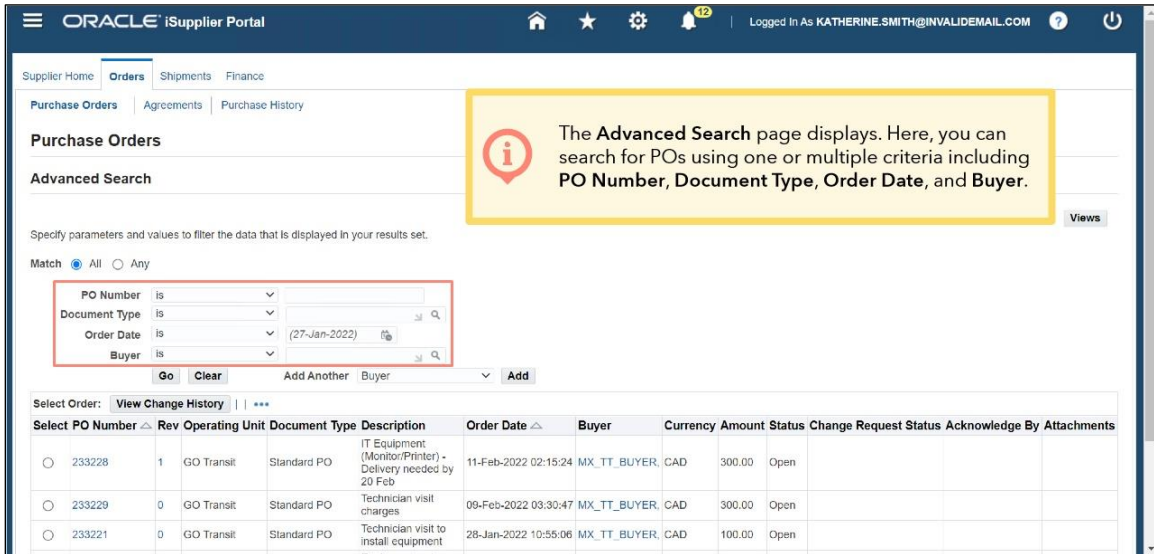
The **Purchase Orders** page displays. Here, you can view all the POs linked to your organization.



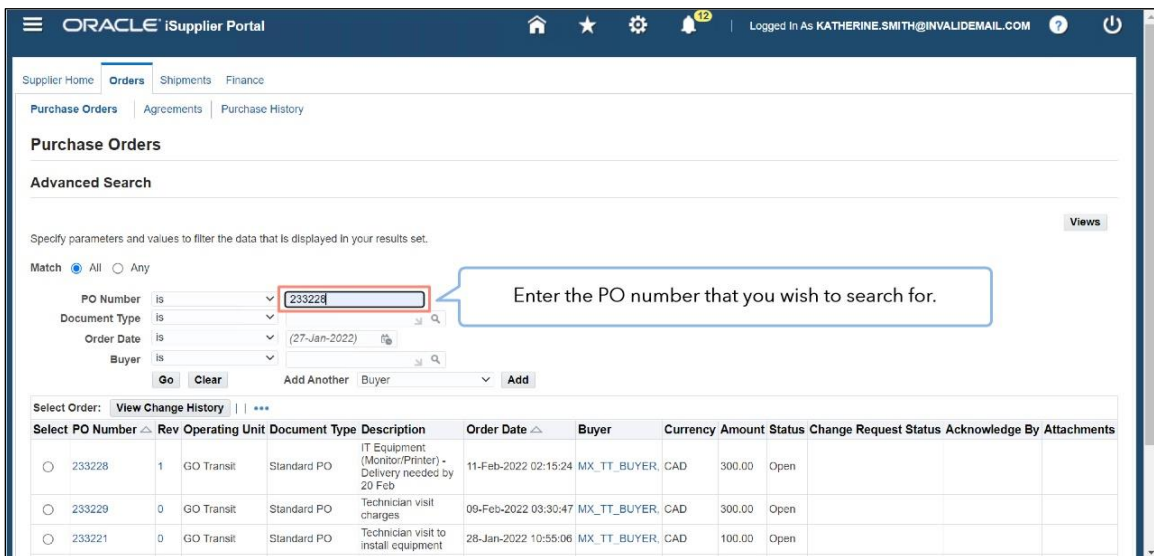
6. To utilize more advanced search parameters, click the **Advanced Search** option.



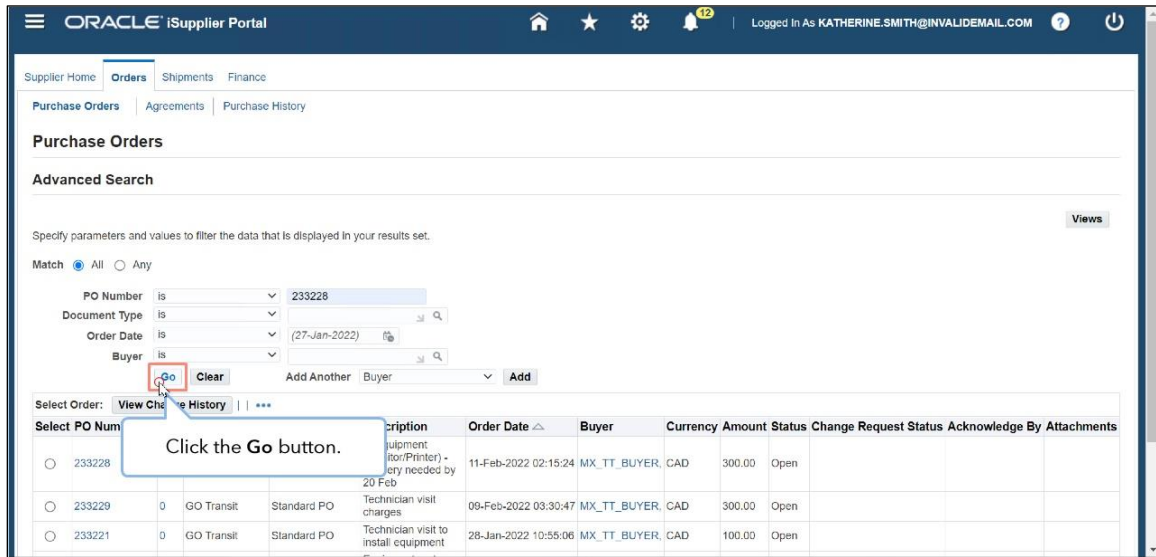
The **Advanced Search** page displays. Here, you can search for POs using one or multiple criteria including **PO Number**, **Document Type**, **Order Date**, and **Buyer**.



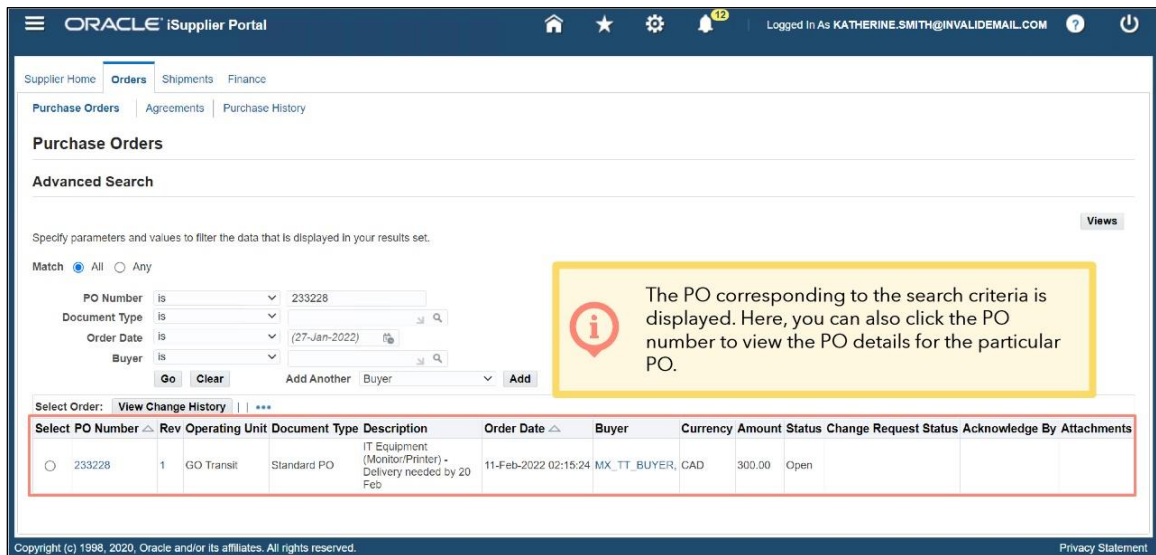
7. Enter the PO number that you wish to search for.



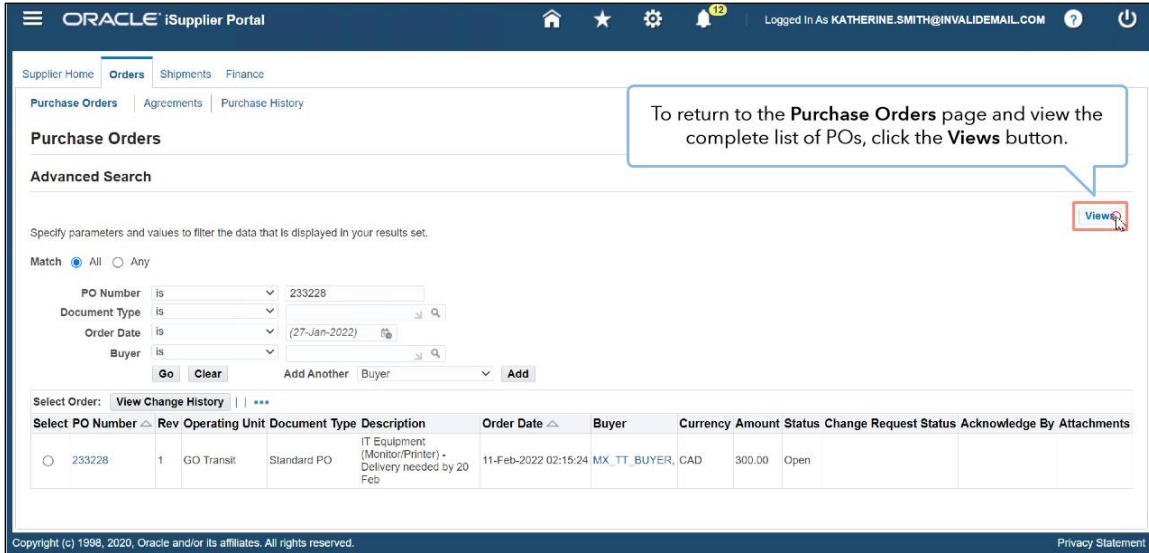
8. Click the **Go** button.



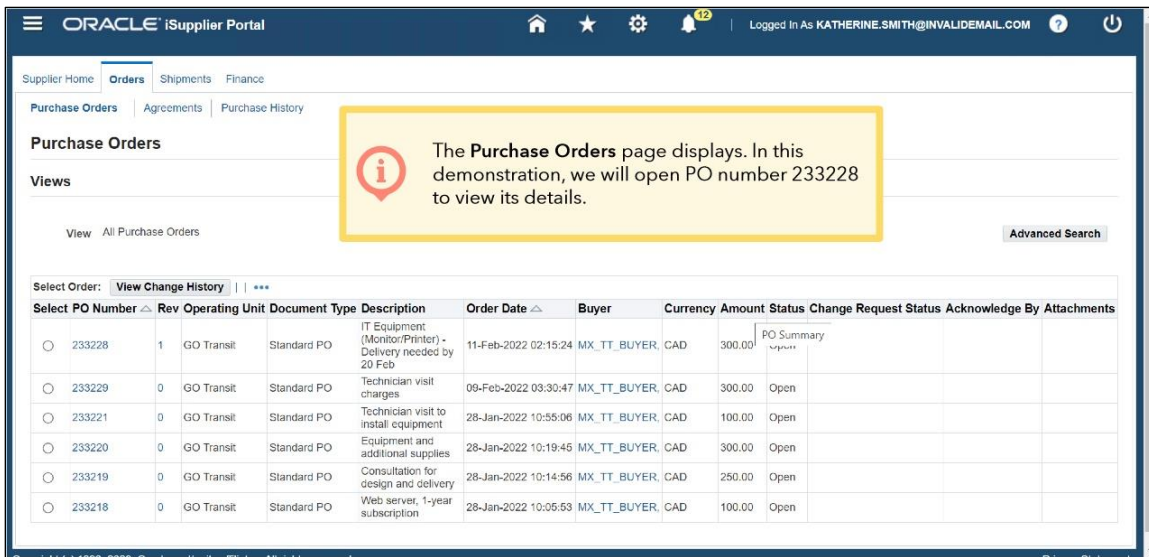
The PO corresponding to the search criteria is displayed. Here, you can also click the PO number to view the PO details for the PO.



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

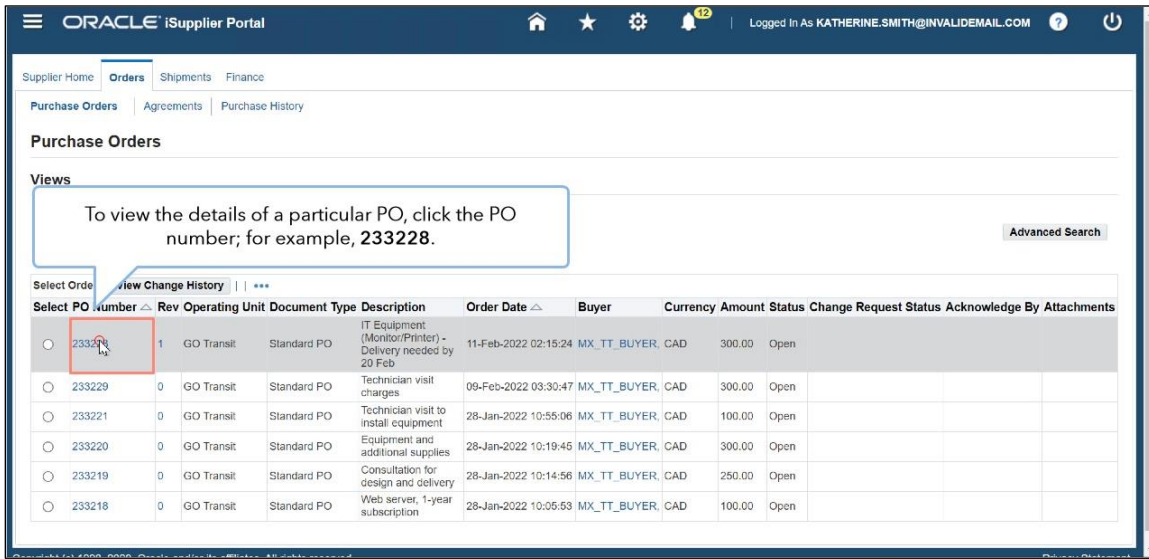


The **Purchase Orders** page displays. In this demonstration, we will open PO number 233228 to view its details.

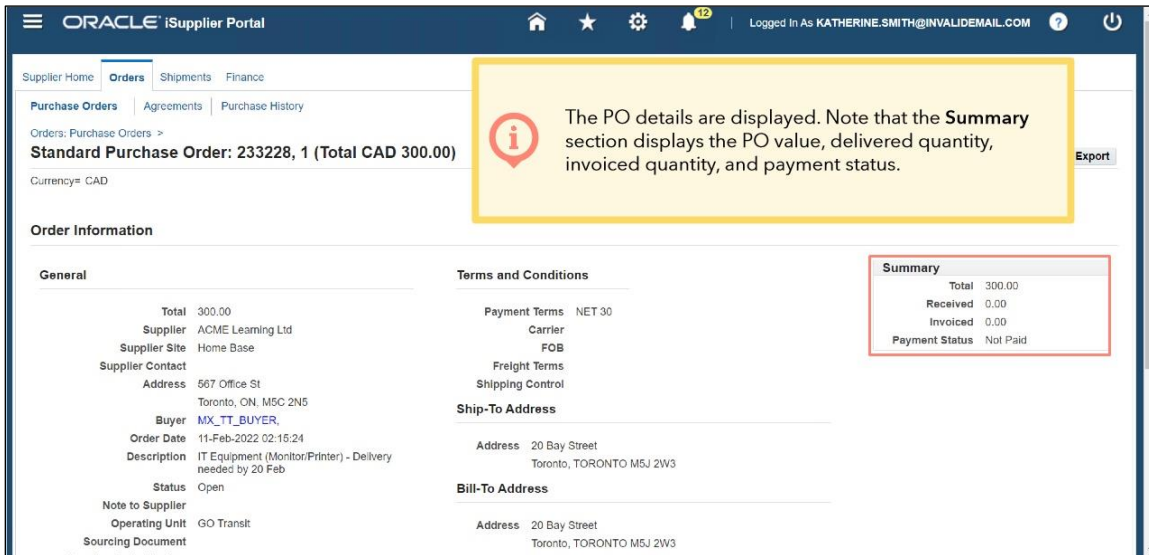




10.To view the details of a particular PO, click the PO number; for example, **233228**.



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. A red box highlights the following information:

- Total: 300.00
- Supplier: ACME Learning Ltd
- Supplier Site: Home Base
- Supplier Contact Address: 567 Office St, Toronto, ON, M5C 2N5

A yellow callout box with an information icon contains the text: "The PO displays information such as **Supplier, Supplier Site, Address**, etc., which are part of your organization’s profile information. Note that these details are entered or validated by your organization’s Profile Administrator during the registration process."

Other visible details include:

- Payment Terms: NET 30
- Carrier: [blank]
- FOB: [blank]
- Freight Terms: [blank]
- Shipping Control: [blank]
- Ship-To Address: 20 Bay Street, Toronto, ON
- Bill-To Address: 20 Bay Street, Toronto, ON
- Buyer: MX TT BUYER
- Order Date: 11-Feb-2022 02:15:24
- Description: IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb
- Status: Open
- Note to Supplier: [blank]
- Operating Unit: GO Transit
- Sourcing Document: [blank]
- Supplier Order Number: [blank]
- Attachments: None

**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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11. View the following PO details:

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

<p>Total 300.00                  Supplier ACME Learning Ltd                  Supplier Site Home Base                  Supplier Contact                  Address 567 Office St                  Toronto, ON, M5C 2N5</p> <p><b>Buyer</b> MX_TT_BUYER,  <b>Order Date</b> 11-Feb-2022 02:15:24  <b>Description</b> IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb  <b>Status</b> Open</p> <p>Note to Supplier                  Operating Unit GO Transit                  Sourcing Document                  Supplier Order Number                  Attachments None</p>	<p><b>Payment Terms</b> NET 30  <b>Carrier</b>  <b>FOB</b>  <b>Freight Terms</b>  <b>Shipping Control</b></p> <p><b>Ship-To Address</b></p> <p>Address 20 Bay Street                  Toronto, TORONTO M5J 2W3</p> <p><b>Bill-To Address</b></p> <p>Address 20 Bay Street                  Toronto, TORONTO M5J 2W3</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td style="text-align: right;">Received</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">Invoiced</td> <td style="text-align: right;">0.00</td> </tr> </table> <div style="border: 2px solid yellow; padding: 10px; margin-top: 10px;"> <p>The PO also displays the following information:</p> <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Order Date</li> <li>• Description</li> <li>• Status</li> <li>• Payment Terms</li> <li>• Ship-To Address</li> <li>• Bill-To Address</li> </ul> </div>	Total	300.00	Received	0.00	Invoiced	0.00
Total	300.00							
Received	0.00							
Invoiced	0.00							

**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

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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 'Payment Terms' field set to 'NET 30'. A yellow callout box with an information icon contains the following 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.

**PO 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		

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

The screenshot shows the 'Ship-To Address' and 'Bill-To Address' fields. Both are highlighted with a red box and contain the same address: 20 Bay Street, Toronto, TORONTO MSJ 2W3.

**Ship-To Address**

Address: 20 Bay Street  
Toronto, TORONTO MSJ 2W3

**Bill-To Address**

Address: 20 Bay Street  
Toronto, TORONTO MSJ 2W3

**PO 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		

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, there are summary statistics: Total 300.00, Received 0.00, Invoiced 0.00, and Payment Status Not Paid. Below this is a detailed header section with fields for Supplier (ACME Learning Ltd), Supplier Site (Home Base), Supplier Contact, Address (567 Office St, Toronto, ON, M5C 2N5), Buyer (MX TT BUYER), Payment Terms (NET 30), Carrier, FOB, Freight Terms, and Shipping Control. A yellow 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 the callout is a table titled "PO Details" with columns: Details Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. The table contains two rows: Line 1 (Goods, 15" LCD Monitors) and Line 2 (Goods, Wireless Laser Printer). At the bottom, there are links for "Return to Supplier Home" and "Actions View Change History Go Export".

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

This screenshot is similar to the previous one but shows more details. It includes fields for Order Date (11-Feb-2022 02:15:24), Description (IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb), Status (Open), Note to Supplier, Operating Unit (GO Transit), Sourcing Document, and Supplier Order Number. It also includes Bill-To Address (20 Bay Street, Toronto, TORONTO M5J 2W3). A blue callout box with a speech bubble points to the "Show All Details" link in the table header, containing the text: "To view the line items in more detail, click the Show All Details link." The table below is identical to the one in the previous screenshot.

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 with their respective shipment details.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason			
1	Goods			15" LCD Monitors (Product T260-004)	BOX	10	10	100.00	Open					
<b>Shipments</b>														
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	20 Bay Street	Ordered	Received	Invoiced	Ordered	Received	Invoiced		20-Feb-2022 11:25:19	Open				
		10			0.00									
2	Goods													
<b>Shipments</b>														
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	20 Bay Street	Ordered	Received	Invoiced	Ordered	Received	Invoiced		20-Feb-2022 11:25:21	Open				
		4			0.00									

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 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 'Actions' button is highlighted with a red box.

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason			
1	Goods			15" LCD Monitors (Product T260-004)	BOX	10	10	100.00	Open					
<b>Shipments</b>														
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	20 Bay Street	Ordered	Received	Invoiced	Ordered	Received	Invoiced		20-Feb-2022 11:25:19	Open				
		10			0.00									
2	Goods			Wireless Laser Printer (Product P934-020)	CARTON	4	50	200.00	Open					
<b>Shipments</b>														
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split Reason	Attachments
1	20 Bay Street	Ordered	Received	Invoiced	Ordered	Received	Invoiced		20-Feb-2022 11:25:21	Open				
		4			0.00									

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.

