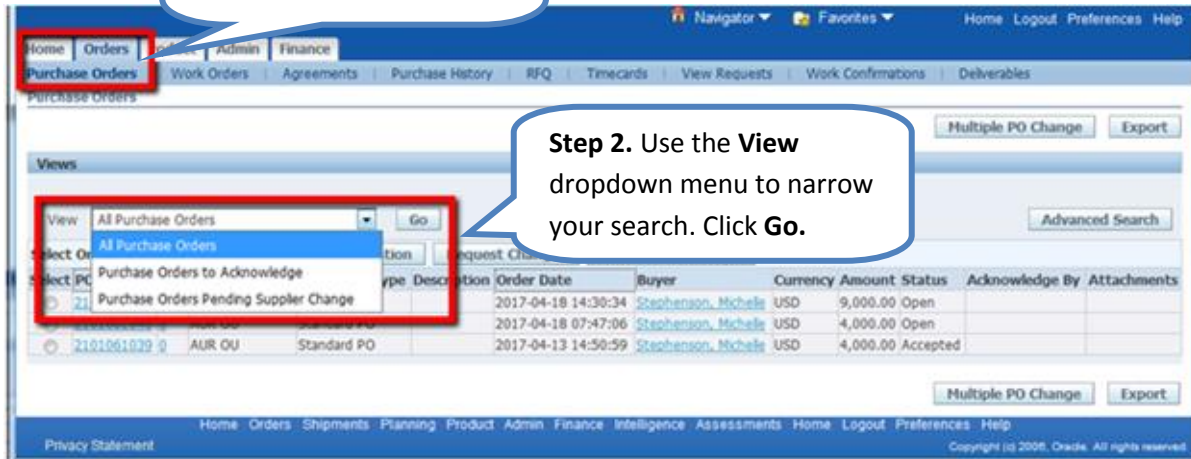


. This job aid will show you how to search for a purchase order (PO), review the purchase order, review the purchase order history, and request information.

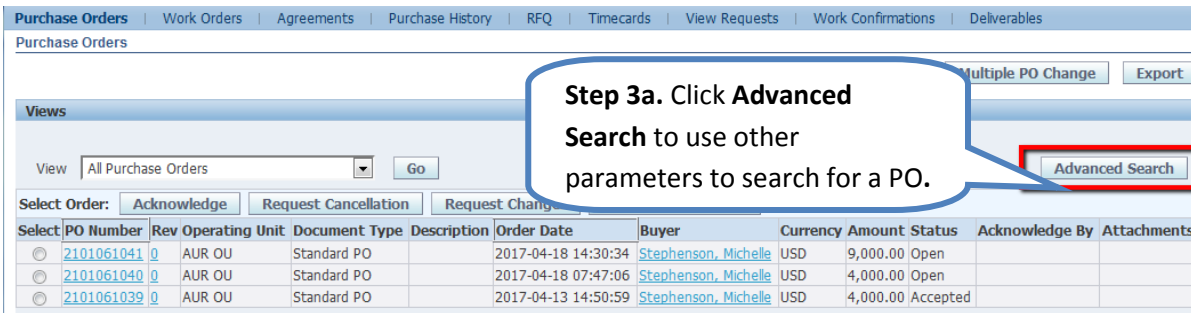
Step 1. In iSupplier, click the **Orders** Tab and the **Purchase Order** sub-tab.



Step 2. Use the **View** dropdown menu to narrow your search. Click **Go**.

Select PO	Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
2101061029	AUR OU	Standard PO	2017-04-13 14:50:59	Stephenson, Michelle	USD	4,000.00	Accepted		

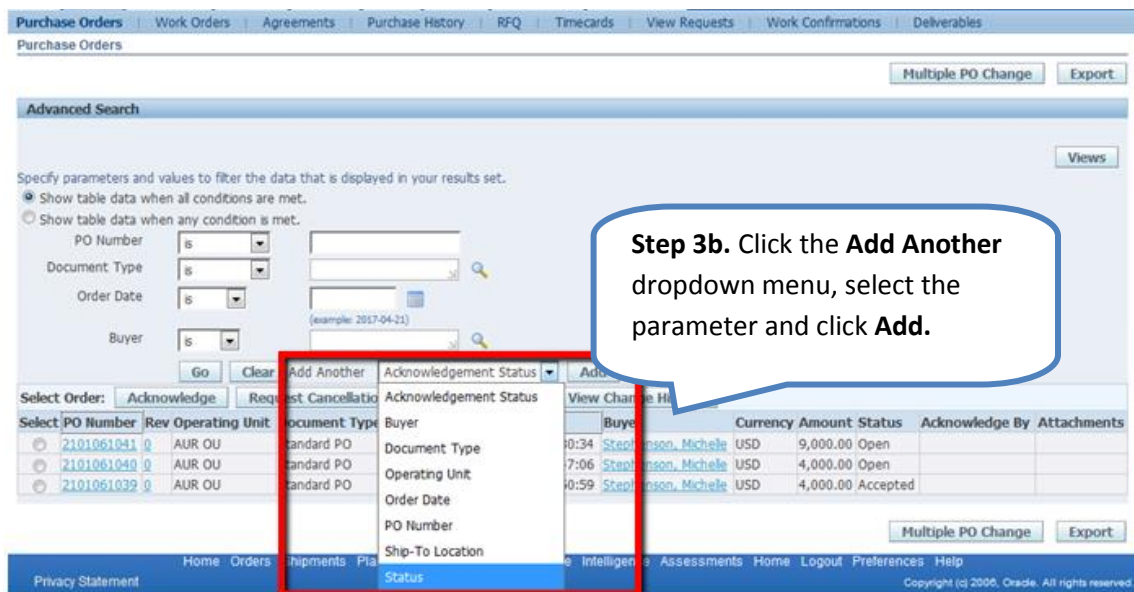
Step 2. Use the **View** dropdown menu to narrow your search. Click **Go**.



Step 3a. Click **Advanced Search** to use other parameters to search for a PO.

Select PO	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
2101061041	0	AUR OU	Standard PO		2017-04-18 14:30:34	Stephenson, Michelle	USD	9,000.00	Open		
2101061040	0	AUR OU	Standard PO		2017-04-18 07:47:06	Stephenson, Michelle	USD	4,000.00	Open		
2101061039	0	AUR OU	Standard PO		2017-04-13 14:50:59	Stephenson, Michelle	USD	4,000.00	Accepted		

Step 3a. Click **Advanced Search** to use other parameters to search for a PO.



Step 3b. Click the **Add Another** dropdown menu, select the parameter and click **Add**.

Select PO	Rev	Operating Unit	Document Type	Buyer	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
2101061041	0	AUR OU	Standard PO	Stephenson, Michelle	2017-04-18 14:30:34	USD	9,000.00	Open		
2101061040	0	AUR OU	Standard PO	Stephenson, Michelle	2017-04-18 07:47:06	USD	4,000.00	Open		
2101061039	0	AUR OU	Standard PO	Stephenson, Michelle	2017-04-13 14:50:59	USD	4,000.00	Accepted		

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

PO Number is []
Document Type is []
Order Date is []
Buyer is []
Status is **All**

Go Clear Add Another Status Add

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	2101061041		AUR OU	Standard PO		2017-04-18 14:30:34	Stephenson, Michelle	USD	9,000.00	Open		
<input type="radio"/>	2107061040	0	AUR OU	Standard PO		2017-04-18 07:47:06	Stephenson, Michelle	USD	4,000.00	Open		
<input type="radio"/>	061039	0	AUR OU	Standard PO		2017-04-13 14:50:59	Stephenson, Michelle	USD	4,000.00	Accepted		

Multiple PO Change Export

Step 3c. Notice the parameter is added to the search list. Fill in the search criteria and click **Go**.

Step 4. Click the **PO Number** link.

Standard Purchase Order: 2101061041, 0 (Total USD 9,000.00)
Currency=USD

Actions Request Changes Go Export

Order Information

General	Terms and Conditions	Summary
Total 9,000.00	Payment Terms NET 30	Total 9,000.00
Supplier UPK SUPPLIER	Carrier	Received 0.00
Supplier Site MAIN OFFICE	FOB	Invoiced 0.00
Address 123 MAIN STREET KALAMAZOO, MI 49001	Freight Terms	Payment Status Not Paid
Buyer Stephenson, Michelle	Shipping Control	
Order Date 2017-04-18 14:30:34	Ship-To Address	
Description	Address PCS PHOSPHATE COMPANY, INC. AURORA DIVISION AURORA, NC 27806-9245	
Status Open	Bill-To Address	
Note to Supplier	Address PCS PHOSPHATE COMPANY, INC. AURORA DIVISION 1530 NC HIGHWAY 306 S AURORA, NC 27806	
Operating Unit AUR OU		
Sourcing Document		
Supplier Order Number		
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
Show		Fixed Price Services			UPK WO			9000	9,000.00	Open		

Return to Orders: Purchase Orders

Actions Request Changes Go Export

Step 5. Here you will be able to Review all the **Purchase Order** details. Click the **Expand** button next to show under **PO Details** to view the line information.

Step 6. Click the **Return to Orders: Purchase Order** to return to the search screen.

Home | Orders | Shipments | Product | Admin | Finance

Purchase Orders | Work Orders | Agreements | **Purchase History** | RFQ | Timecards | View Requests | Work Confirmations | Deliverables

Purchase Orders

Multiple PO Change | Export

Views

View: All Purchase Orders | Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	2101061041	0	AUR OU	Standard PO		2017-04-18 14:30:34	Stephenson, Michele	USD	9,000.00	Open		
<input type="radio"/>	2101061040	0	AUR OU	Standard PO		2017-04-18 07:47:06	Stephenson, Michele	USD	4,000.00	Open		
<input type="radio"/>	2101061039	0	AUR OU	Standard PO		2017-04-13 14:50:59	Stephenson, Michele	USD	4,000.00	Accepted		

Multiple PO Change | Export

Step 7. Click the **Purchase History** sub-tab.

Purchase Orders | Work Orders | Agreements | **Purchase History** | RFQ | Timecards | View Requests | Work Confirmations | Deliverables

Purchase Order Revision History

Export

Simple Search

Note that the search is case insensitive

PO Number: 2101061041

Release Number:

Rev:

Document Type:

Creation Date:

Revised Date:

Operating Unit:

Go | Clear

Advanced Search

Step 8. Fill in a search field. Click **Go**.

Step 9. Click **Compare/Show all** icon to review changes.

PO Number	Operating Rev Unit	Description Buyer	Creation Date	Revised Date	Currency Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
2101061041	0 AUR OU	Stephenson, Michele	2017-04-18 14:29:04		USD 9,000.00	AUR AURORA			

Export

Step 10. Review Purchase Order History.

PO Comparison Result

Compare to Original PO | Compare to Previous PO | Export

PO Number: 2101061041 | Ship-To Location: AUR AURORA

Revision: 0 | Ship Via:

Type: Standard PO | FOB:

Currency: USD | Total: 9,000.00

Bill-To Location: AURORA DIVISION

Payment Terms: NET 30

Freight:

Buyer: Stephenson, Michele

Show All PO Changes

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
0						No Difference		

Print Document Revisions

Revision Number: | Go

Return to Orders: Purchase History

Compare to Original PO | Compare to Previous PO | Export

Step 11. Click the **Home** tab.

The screenshot shows the application's main navigation bar with tabs for Home, Orders, Shipments, Product, Admin, and Finance. The Home tab is highlighted with a red box. Below the navigation bar is a search field with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections. On the left, there is a 'Notifications' section with a 'Full List' button. A table of notifications is displayed, with the first row highlighted in red. The table has two columns: 'Subject' and 'Date'. The first row contains the text 'AUR OU - Blanket Purchase Agreement 2101061050, 0' and the date '2017-05-01 21:35:57'. On the right side, there are three sections: 'Planning Orders' with links for 'Agreements', 'Purchase Orders', and 'Purchase History'; 'Shipments' with links for 'Delivery Schedules', 'Overdue Receipts', and 'Advance Shipment Notices'; and 'Receipts'.

Subject	Date
AUR OU - Blanket Purchase Agreement 2101061050, 0	2017-05-01 21:35:57
AUR OU - Blanket Purchase Agreement 2101061044, 1	2017-05-01 16:39:36
AUR OU - Blanket Purchase Agreement 2101061047, 0	2017-05-01 16:30:52
AUR OU - Blanket Purchase Agreement 2101061045 is available for u...	2017-05-01 15:30:06

Step 12. Click the **Notification** link.

Step 13. Review the notification detail. If additional information is needed from Nutrien, click **Request Information**.

The screenshot shows the notification detail page. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Product, Admin, and Finance. Below the navigation bar, there is a 'Home >' breadcrumb. The main content area is titled 'Information' and contains the text 'This notification does not require a response.' Below this, the notification title is 'AUR OU - Blanket Purchase Agreement 2101061050, 0'. There are three buttons: 'OK', 'Reassign', and 'Request Information'. The 'Request Information' button is highlighted with a red box. Below the buttons, there is a 'References' section with a 'PDF Document' link. At the bottom, there is a 'Return to Worklist' link and three buttons: 'OK', 'Reassign', and 'Request Information'.

Step 14. Select a user and enter your request in the **Information Requested** textbox. **Note:** the workflow Participant is already prepopulated with the buyer. You may change by clicking the **Any User** radio button.

Home > Request Information

* Indicates required fields

Cancel Submit

More Information Request

Request More Information From

Workflow Participant Stephenson, Michelle

Any User All Employees and Users

* Information Requested

Return to Worklist

Cancel **Submit**

Step 15. Click **Submit**.

Step 16. Click the **Home** tab. Notice how the Purchase agreement is no longer part of the notification list. You can find the PO under the **orders** tab by searching for the PO.

Home Orders Shipments Product Admin Finance

Search PO Number Go

Notifications Full List

Subject	Date
AUR OU - Blanket Purchase Agreement 2101061048, 1	2017-05-02 08:37:30
AUR OU - Blanket Purchase Agreement 2101061044, 1	2017-05-01 16:39:36
AUR OU - Blanket Purchase Agreement 2101061047, 0	2017-05-01 16:30:52
AUR OU - Blanket Purchase Agreement 2101061045 is available for u...	2017-05-01 15:30:06
AUR OU - Blanket Purchase Agreement 2101061045, 0	2017-05-01 15:13:30

SUCCESS!! You have now viewed a PO, viewed its history, and requested information.