

Updated: 7/18/2013

To access the Goods Receipt screen, from the System 4. Home Tab, click on the Procurements/Contracts tab. displays. Procurement/Contracts Home Purchasing Document Number (1) Home Universal worklist Purchase Orders per Old PO, PO Date and Vendor Upcoming Dates Document Date t Purchasing Document Detailed Navigation LRP QA System Purchasing Doc. Type Upcoming Dates Vendor About BTS ALERT - R/3 Logoff Procedure Purch, Organization Tech Support Purchasing Group Help Zone Old PO Number Learning Zone · SAP Business Workplace Time Statement Account String Wizard Fund/Functional Area Translator 5. 2. From the Details Navigation links, click on Post, icon 🛄 to select the tab. Change or View Goods Receipt. asing Document Number (1) Procurement/Contracts Purchase Orders per Old PO, PO Date and Vendor Home **Process Transactions** Document Date T • **±** Procurement/Contracts Purchasing Document Purchasing Doc. Type Detailed Navigation Vendor LRP QA Systems Maintain Service Entry Sheet Purch. Organization · Display Messages for Service Entry Shee Purchasing Group Post, Change or View Goods Receipt/Iss Old PO Number · Web Post, Change or View Goods Recei Manage Shopping Carts a. The Goods Receipt screen opens in a new tab. To Vendor. search for a converted PO, click the search icon \square in oher (1) 1 Entry the field to the right of Purchase Order. Document Date Π Purchasing Docum Purchasing Doc. Type

This job aid will guide you with steps on how to for an IFS converted Purchase Order.

1.





BASE How to Search for an IFS Converted Purchase Order



Business Applications Supporting Education

6. Enter the IFS PO number in the Old PO Number field.							
🔄 Purchasing Document N	lumber (1)						
Purchase Orders per	Old PO, PO Date and Vendor						
Document Date		•					
Purchasing Document							
Purchasing Doc. Type							
Vendor							
Purch. Organization							
Purchasing Group							
Old PO Number		* *					
		V					

For example, to search for IFS **PG MD-020813**. In the Old PO Number field, enter **PG** followed by a space and then then MD-02813.

Le Purchasing Document Number (1)				
Purchase Orders per Old PO, PO Date and Vendor				
Document Date	•			
Purchasing Document				
Purchasing Doc. Type				
Vendor				
Purch. Organization				
Purchasing Group				
Old PO Number PG MD-020813	*			
	 ✓ ✓ ✓ 			

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7. To search for the IFS PO Number, click the green checkmark button.								
Purchasing Document Number (1)								
Purchase Orders per Old PO, PO Date and Vendor								
Document Date Purchasing Document Purchasing Doc. Type Vendor Purch. Organization								
Purchasing Group Old PO Number PG MD-020813	÷ •							

8. The converted Purchase Order number is listed in the Purch.Doc. column. To select the converted PO, click on the green check icon

Purchasing Document Number (1) 1 Entry found										
Purchase Orders per Old PO, PO Date and Vendor										
С	Doc. Date	Purch.Doc.	Туре	Vendor	POrg	PGr	Old PO Num			
F	05/09/2013	4500011077	ECPO	1000001410	1000	009	PG MD-020813			
			•							
	1 Entry found	d						///		