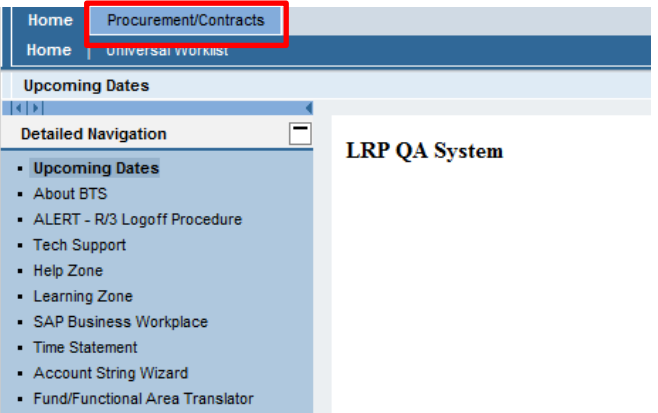
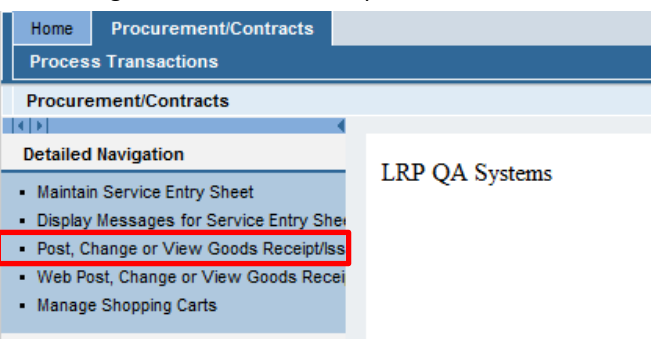



This job aid will guide you with steps on how to for an IFS converted Purchase Order.

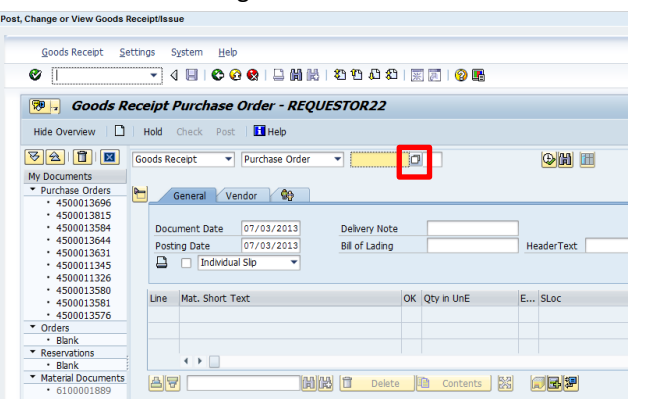
1. To access the Goods Receipt screen, from the System Home Tab, click on the Procurements/Contracts tab.



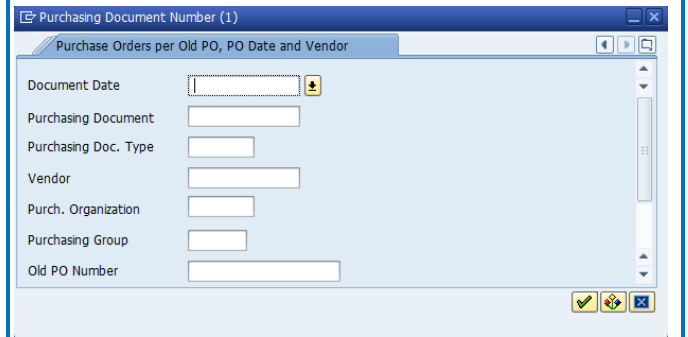
2. From the Details Navigation links, click on Post, Change or View Goods Receipt.




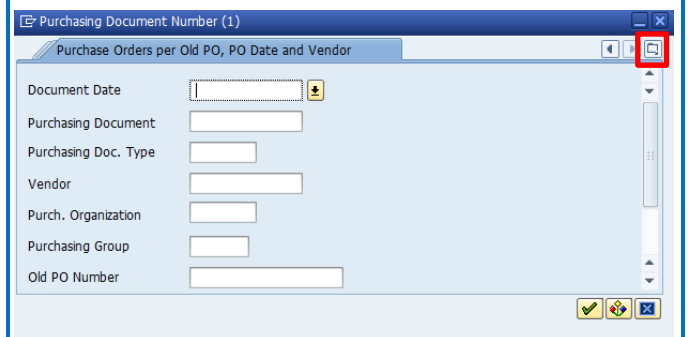
3. The Goods Receipt screen opens in a new tab. To search for a converted PO, click the search icon  in the field to the right of Purchase Order.



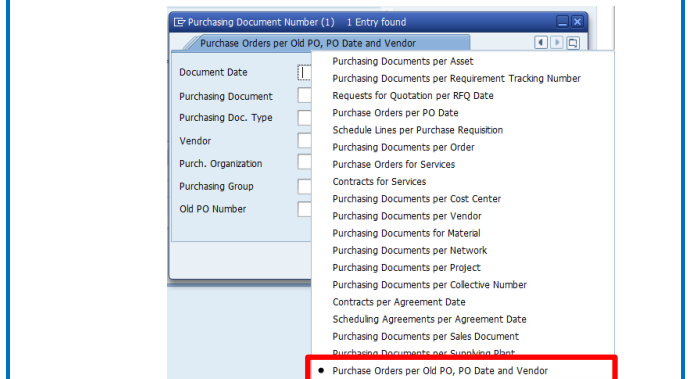
4. The Purchase Document Number pop-up window displays.



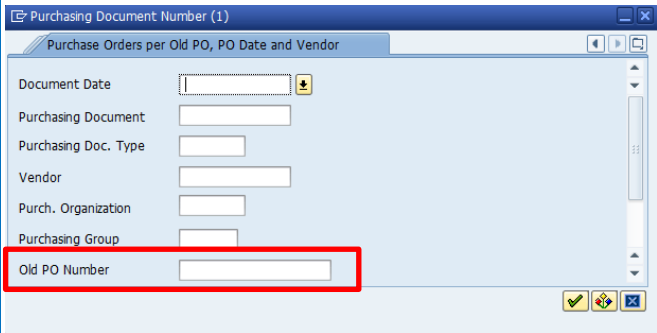
5. Access the Purchase Order per Old PO, PO Date and Vendor tab. If the tab is not displayed, click the folder icon  to select the tab.



- a. A listing of the tabs will display, select Purchase Orders per Old PO, PO Date and Vendor.



6. Enter the IFS PO number in the Old PO Number field.



Purchasing Document Number (1)

Purchase Orders per Old PO, PO Date and Vendor

Document Date

Purchasing Document

Purchasing Doc. Type

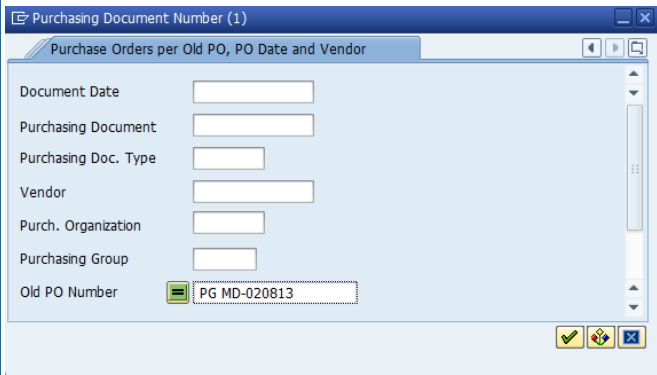
Vendor

Purch. Organization

Purchasing Group

**Old PO Number**

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.



Purchasing Document Number (1)

Purchase Orders per Old PO, PO Date and Vendor

Document Date

Purchasing Document

Purchasing Doc. Type

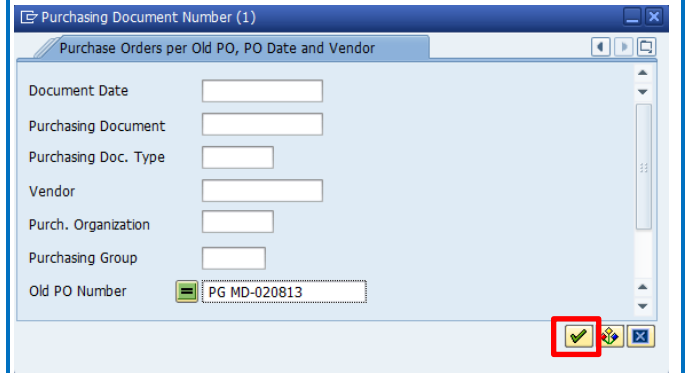
Vendor

Purch. Organization

Purchasing Group

Old PO Number

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

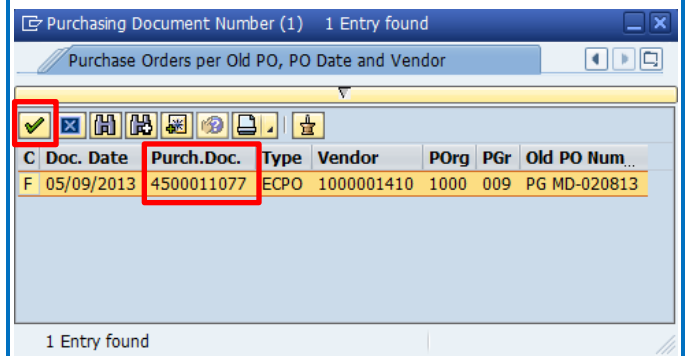
Vendor

Purch. Organization

Purchasing Group

Old PO Number

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

	C	Doc. Date	Purch.Doc.	Type	Vendor	POrg	PGr	Old PO Num...
	F	05/09/2013	4500011077	ECPO	1000001410	1000	009	PG MD-020813

1 Entry found