How to Search for an IFS Converted Purchase Order

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

7. To search for the IFS PO Number, click the green checkmark button.

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