The Purchase Order Summary can assist you in tracking the supplies/services to see if they have been shipped or delivered. This function is inquiry only and is most useful when the purchase order number has been issued for a Purchase Order Requisition. (Note: You will be notified by e-mail when a purchase order requisition becomes a purchase order.)

1. After selecting Purchase Order Summary, the **Find Purchase Orders** window will appear.

2. Enter the **purchase order number** in the NUMBER field.

3. Click on the **Find** button. The **Purchase Orders Headers** window will appear. This window will provide basic information about the purchase order.
4. The purchase order will appear similar to the one above. Changes to the purchase order will not be allowed. Only the Purchasing Department will be able to make changes at this point.

5. Use the *horizontal scroll bar* to view more information about the purchase order.

6. To view the line information, click on the **LINES** button.

7. The **PURCHASE ORDER LINES** window will appear.

8. Use the *horizontal scroll bar* to view more information for each line item.

9. To view the shipping information for an item, highlight the item and click on the **SHIPMENTS** button.

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10. The **PURCHASE ORDER SHIPMENTS** window will appear.

11. Use the **horizontal scroll bar** to view more information about the ordered item.

12. Click on the **DISTRIBUTIONS** button to view the account distributions for the ordered item.

13. The **PURCHASE ORDERS DISTRIBUTIONS** window will appear.

14. To view more information about the distributions, use the **horizontal scrollbar**.

**Note:** The **LINES**, **SHIPMENTS** and **DISTRIBUTIONS** windows may be accessed without having to drill down through multiple screens. To view any of the previous windows singularly, follow these steps:
15. **Close** all of the windows until you return to the **PURCHASE ORDERS HEADERS** window.

16. Click on **Inquire** on the menu bar.

17. Choose **View Distributions**. The **DISTRIBUTIONS** window will appear.

   **Note**: The following can also be used:
   - View Lines
   - View Shipments

18. Click on the **X** in the upper right corner to close this window.

19. **Close** all of the open windows until you return to the **NAVIGATOR** screen.