



# VIEW PURCHASE ORDERS

PO

## QUICK REFERENCE GUIDE P0-06

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Purchase Orders in the North Carolina Financial System (**NCFS**).

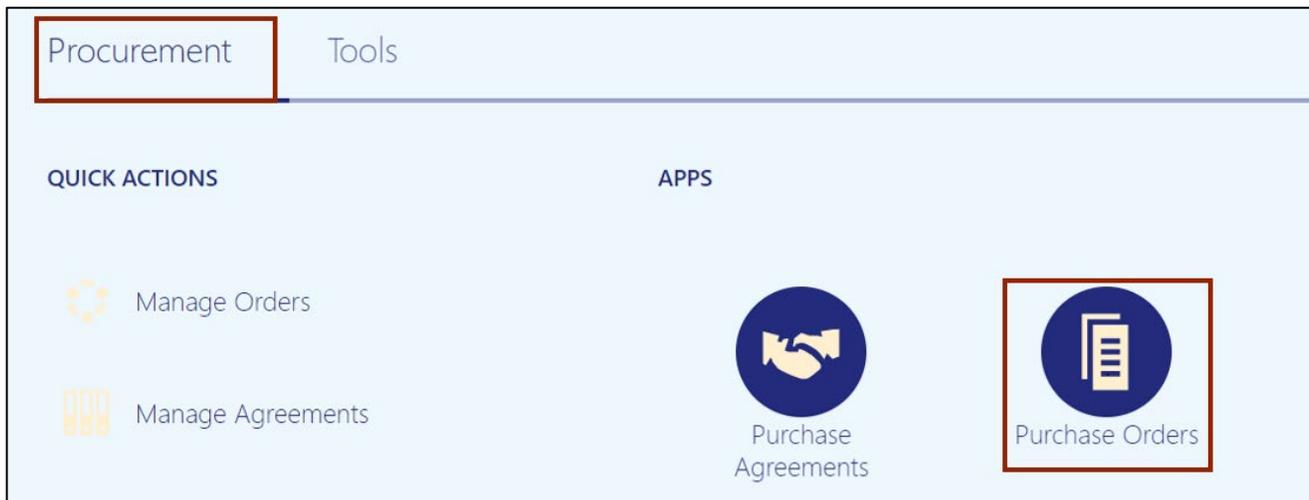
### Introduction and Overview

This QRG covers how to view purchase orders in NCFS which will enable you to view the purchase order.

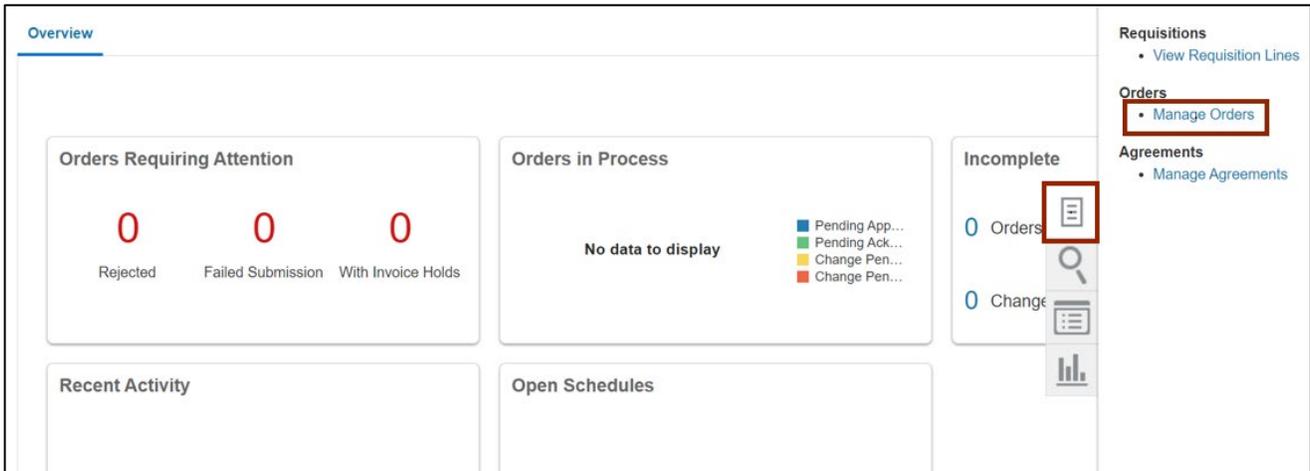
### View Receipts

To view purchase order in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Procurement** tab, and then click **Purchase Orders** app.



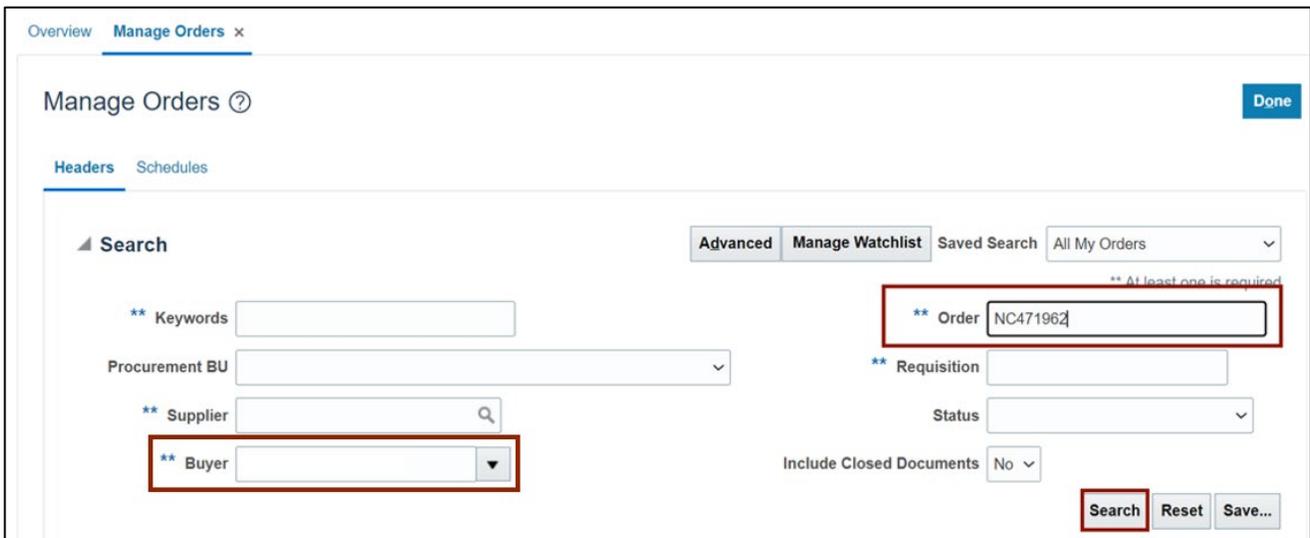
- The **Overview** dashboard displays, click the **Tasks** [  ] icon, and then click **Manage Orders**.



- The **Manage Orders** page displays. On the **Headers** tab, enter the **Purchase Order** number in the **\*Order** field.

In this example, we choose **NC471962** and click the **Search** button.

Note: Remove the **Buyer** field before searching as it defaults to the login username.



5. The Order is displayed in the **Search Results** section. Click the **Order** link to view details.

**Search** Advanced Manage Watchlist Saved Search All My Orders ▼

\*\* At least one is required

\*\* Keywords

Procurement BU

\*\* Supplier

\*\* Buyer

\*\* Order

\*\* Requisition

Status

Include Closed Documents

Search Reset Save...

Search Results

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
<b>NC471962</b>	Entity 30 Inventory Test 2	CENTRAL POL...	10.00	USD	Closed for Rece...			1/27/23

6. The **Purchase Order: NC471962** page is displayed. Validate the **Purchase Order** details and click the **View Details** button.

Overview Manage Orders x Purchase Order: NC471962 x

Purchase Order: NC471962 ? ★ View PDF Actions Refresh Done

**Main**

**General**

Procurement BU	3000 DHHS MENTAL HEALTH	Supplier	CENTRAL POLY BAG CORPORATION	Ordered	10.00 USD
Requisitioning BU	3000 DHHS MENTAL HEALTH	Supplier Site	O.3000.06	Total Tax	0.00 USD
Sold-to Legal Entity	NC DHHS CONTROLLERS OFFICE	Supplier Contact	aaaaqaabhe y aaliuadlf	Total	10.00 USD
Bill-to BU	3000 DHHS MENTAL HEALTH	Communication Method	E-Mail	Description	Entity 30 Inventory Test 2
Order	NC471962	Email	sendmail-test-discard@oracle.com	Requisition Source Agreement Supplier Order	
Status	Closed for Receiving	Bill-to Location	3000DHHSNI-2019 MAIL SERVICE CENTER		
Funds Status	Liquidated	Ship-to Location	39MAIN-1003 12TH ST		
Buyer	FRAN DIXON				
Creation Date	1/27/23				

**Order Life Cycle**

Ordered

Received

Delivered

0 2 4 6 8 10 12

■ Amount (USD)

**View Details**

7. View the Order Life Cycle details.



8. Scroll down to view *In-Transit Shipments*, *Receipts*, and *Invoices* section.

#### ▲ In-Transit Shipments

Actions View Format [Grid] [Print] [Freeze] [Detach] [Wrap]

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
Columns Hidden 2							

#### ▲ Receipts

Actions View Format [Grid] [Print] [Freeze] [Detach] [Wrap]

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced
2	1/27/23 2:52 PM				0.00	10.00	10.00	0.00
Columns Hidden 3								

#### ▲ Invoices

Actions View Format [Grid] [Print] [Freeze] [Detach] [Wrap]

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
Columns Hidden 3							

9. Scroll up and click the **Done** button which will redirect you to the **Purchase Order** page.

Order Life Cycle: NC471962

**Done**

Sold-to Legal Entity	NC DHHS CONTROLLERS OFFICE
Order	NC471962
Supplier	CENTRAL POLY BAG CORPORATION
Supplier Site	O.3000.06
Supplier Contact	aaaaqaabhe y aaliuadlfc
Ordered	10.00 USD
Funds Status	Liquidated

**Order Life Cycle**

Ordered	10.00 USD
Shipped	0.00 USD
Received	10.00 USD
Delivered	10.00 USD
Invoiced	0.00 USD

10. Optionally, you can click the **View PDF** button to export and view the Purchase Order details in a PDF format. The *Downloads* pop-up appears, click the **Open** button.

Purchase Order: NC471962

**View PDF** Actions Refresh

**Downloads**

What do you want to do with PO\_30000000800...

**Open** Save as

See more

**Main**

**General**

Procurement BU	3000 DHHS MENTAL HEALTH	Supplier	CENTRAL POLY BAG CORPORATION	Ordered	10.00 USD
Requisitioning BU	3000 DHHS MENTAL HEALTH	Supplier Site	O.3000.06	Total Tax	0.00 USD
Sold-to Legal Entity	NC DHHS CONTROLLERS OFFICE	Supplier Contact	aaaaqaabhe y aaliuadlfc	Total	10.00 USD
Bill-to BU	3000 DHHS MENTAL HEALTH	Communication Method	E-Mail	Description	Entity 30 Inventory Test 2
Order	NC471962	Email	sendmail-test-discard@oracle.com		

**View Details**

11. The **Purchase Order NC471962** details are displayed in the PDF format.

### Purchase Order NC471962

**Supplier Details:**

Company: CENTRAL POLY BAG CORPORATION  
 Contact: Andrew Hoffer  
 Address: 123 MAIN ST  
 RALEIGHNC  
 276090000  
 WAKE  
 US

**Submit your response to:**

Company: NC DHHS CONTROLLERS OFFICE  
 Contact: Test Ariba Buyer 3000  
 Address: 2019 MAIL SERVICE CENTER  
 RALEIGHNC  
 276992019  
 WAKE  
 US

Phone:  
 Fax:  
 E-mail: ncep.alerts@accenture.com

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This agreement between NC DHHS CONTROLLERS OFFICE and CENTRAL POLY BAG CORPORATION is authorized for binding commitment. The parties hereto have read and executed this agreement as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

12. Back on the **Purchase Order: NC471962** page, click the **Actions** drop-down choice list to view the actions that can be performed on the Purchase Order.

**Purchase Order: NC471962**

**Actions** dropdown menu:

- Withdraw
- View Document History
- View Change History
- View Revision History

Ordered	USD	0.00
Total Tax	USD	0.00
<b>Total</b>	<b>USD</b>	<b>10.00</b>

Description: Entity 30 Inventory Test 2

Requisition Source Agreement Supplier Order

13. Scroll down and validate the information in the **Lines** section.

Lines Schedules Distributions										
Actions View Format Freeze Detach Wrap										
Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Funds Status	Details	
1	3000879	1 Inventory Item 1	1	EACH	10.00	10.00	Closed for ...	Liquidated		

14. Validate the information in the **Schedules** section.

Lines Schedules Distributions											
Actions View Format Freeze Detach Wrap											
Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Funds Status	Life Cycle	Details	
1	1 Inventory Item 1	39MAIN-10...	2/3/23		1	EACH	Closed...	Liquidated			

15. Validate the information in the **Distributions** section.

Lines Schedules Distributions										
Actions View Format Freeze Detach Wrap										
Line	Description	Deliver-to Location	Quantity	UOM Name	Ordered	PO Charge Account	Budget Date	Funds		
1	1 Inventory Item 1	39MAIN-10...	1	EACH	10.00	3000-135402-53420000-3001070-0000000-0	1/27/23	Liquidat		

16. Scroll up and click the **Done** button once the PO is reviewed. This will redirect you to the **Manage Orders** page.

The screenshot displays the Oracle Procurement Cloud interface for a Purchase Order (PO) with ID NC471962. At the top, there is a navigation bar with 'Overview', 'Manage Orders', and 'Purchase Order: NC471962'. Below this, the PO title 'Purchase Order: NC471962' is shown with a help icon and a star. Action buttons include 'View PDF', 'Actions', 'Refresh', and 'Done' (highlighted with a red box). The main content area is divided into a 'Main' section and an 'Order Life Cycle' section. The 'Main' section has a 'General' tab with the following details:

<b>Procurement BU</b>	3000 DHHS MENTAL HEALTH	<b>Supplier</b>	CENTRAL POLY BAG CORPORATION	<b>Ordered</b>	10.00 USD
<b>Requisitioning BU</b>	3000 DHHS MENTAL HEALTH	<b>Supplier Site</b>	O.3000.06	<b>Total Tax</b>	0.00 USD
<b>Sold-to Legal Entity</b>	NC DHHS CONTROLLERS OFFICE	<b>Supplier Contact</b>	aaaaqaabhe y aaliuadfc	<b>Total</b>	10.00 USD
<b>Bill-to BU</b>	3000 DHHS MENTAL HEALTH	<b>Communication Method</b>	E-Mail	<b>Description</b>	Entity 30 Inventory Test 2
<b>Order</b>	NC471962	<b>Email</b>	sendmail-test-discard@oracle.com	<b>Requisition Source Agreement</b>	Supplier Order
<b>Status</b>	Closed for Receiving	<b>Bill-to Location</b>	3000DHHSNI-2019 MAIL SERVICE CENTER		
<b>Funds Status</b>	Liquidated	<b>Ship-to Location</b>	39MAIN-1003 12TH ST		
<b>Buyer</b>	FRAN DIXON				
<b>Creation Date</b>	1/27/23				

The 'Order Life Cycle' section on the right features a bar chart showing the amount in USD for three stages: Ordered (10.00), Received (0.00), and Delivered (0.00). A 'View Details' button is located below the chart.

## Wrap-Up

View purchase orders using the steps above for any purchase order that needs to be viewed and validated.

## Additional Resources

### Web-Based Training (WBT)

- PO001: Procurement Inquiry
- PO108: PO Buyer Close