

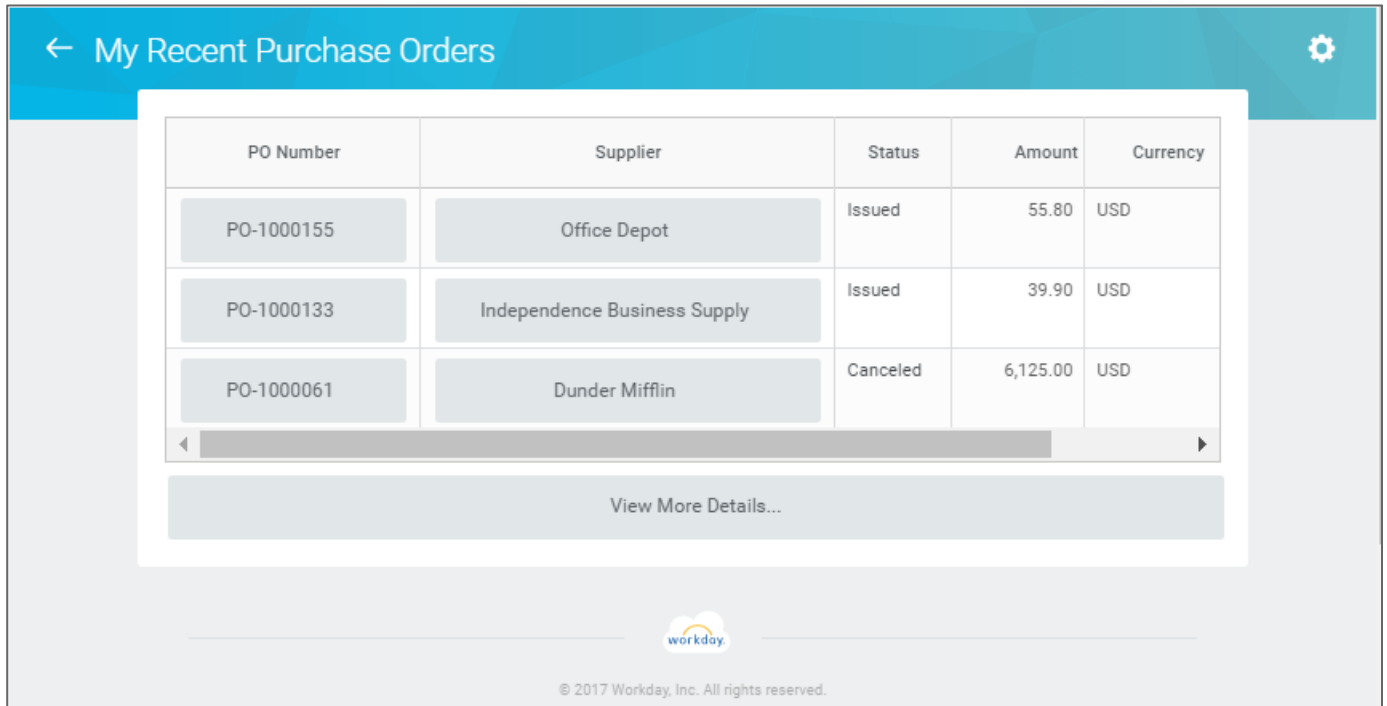
13_My Recent Purchase Orders Worklet

Procurement:


Buyers & Principals

Users/Employees that have access to create direct purchase orders, have access to the "My Recent Purchase Orders" worklet.

Access the My Recent Purchase Orders worklet:



What you can do from the My Recent Purchase Orders worklet:

1. Review purchase orders you initiated (PO number, Supplier, Status, and Amount)
2. Access specific orders
3. View additional order details
4. Download to Excel (Click  and select Download to Excel)

Note: For additional information on how to create or edit purchase orders, please refer to the applicable work instruction job aid, which is posted to the Training repository.