

## Searching for a Purchase Order – Hold From Further Processing

When searching for a purchase order, users have the option to search for purchase orders that are on hold.

**Navigation:** NavBar > Navigator > Purchasing > Purchase Order > Add/Update POs

**NOTE:** As option, you may also access this page from the Purchase Orders WorkCenter tile.

### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

\*Business Unit
=
46600

PO ID
begins with

Origin
begins with

Purchase Order Date
=

PO Status
=

Short Supplier Name
begins with

Supplier ID
begins with

Supplier Name
begins with

Buyer
begins with

Buyer Name
begins with

PO Type
=

Purchase Order Reference
begins with

Hold From Further Processing
☐

☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Once on the Purchase Order landing page, notice the Hold From Further Processing option.

- To search for purchase order that are on hold select the **Hold from Further Processing** option.

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search Criteria**

\*Business Unit = 46600

PO ID begins with

Origin begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with


Buyer Name begins with

PO Type =

Purchase Order Reference begins with

**Hold From Further Processing** ☒

☐ Case Sensitive

**Search** **Clear** Basic Search  Save Search Criteria

➤ Click **[Search]**

Search Results

View All

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
46600	0000090544	026	08/20/2013	Dispatched	DELLMARKET-001	0000015609	DELL MARKETING LP	CMBANKS	Courtney Banks 478/993-4000	SWCC	Online Src From Req 0000007033	Y
46600	0000090122	026	07/30/2013	Dispatched	BRIDGEWAYS-001	0000022868	BRIDGEWAY SOLUTIONS INC	CMBANKS	Courtney Banks 478/993-4000	Agcy Cntr	Online Src From Req 0000006740	Y
46600	0000090121	026	07/01/2013	Dispatched	FEDERALGRA-001	0000018020	FEDERAL GRAPHICS OF GEORGIA LLC	CMBANKS	Courtney Banks 478/993-4000	Agcy Cntr	Online Src From Req 0000006741	Y
46600	0000090118	026	07/01/2013	Dispatched	XEROX-001	0000004794	XEROX CORPORATION	CMBANKS	Courtney Banks 478/993-4000	SWCM	Online Src From Req 0000006738	Y
46600	0000090025	026	07/01/2013	Dispatched	DELLMARKET-001	0000015609	DELL MARKETING LP	CMBANKS	Courtney Banks 478/993-4000	SWCM	Online Src From Req 0000006616	Y

➤ From the search results, notice **“Y”** located in the **Hold From Further Processing** column.