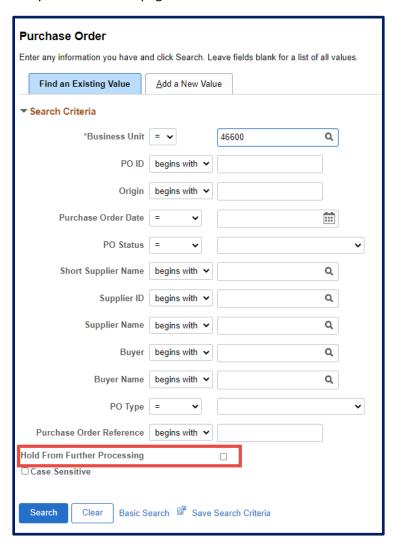


## Searching for a Purchase Order - Hold From Further Processing

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

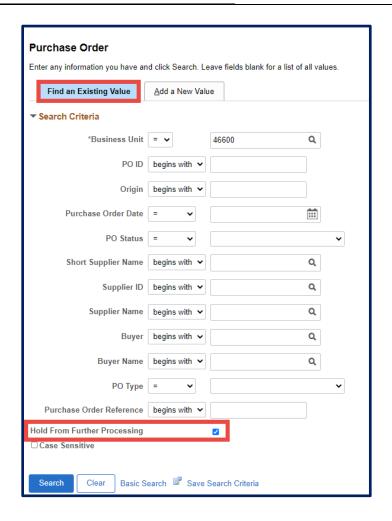
**NOTE**: As option, you may also access this page from the Purchase Orders WorkCenter tile.



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.





Click [Search]



From the search results, notice "Y" located in the Hold From Further Processing column.