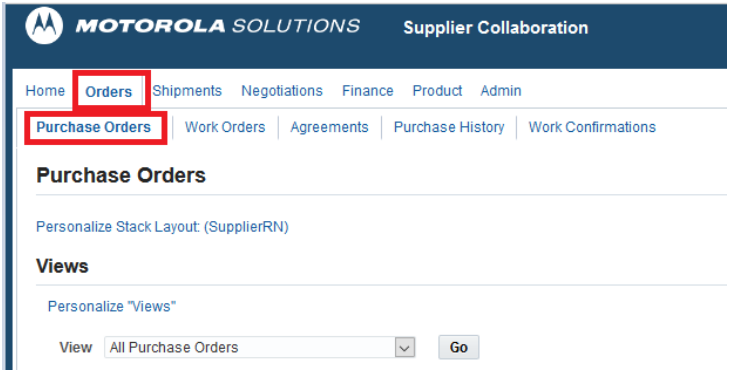
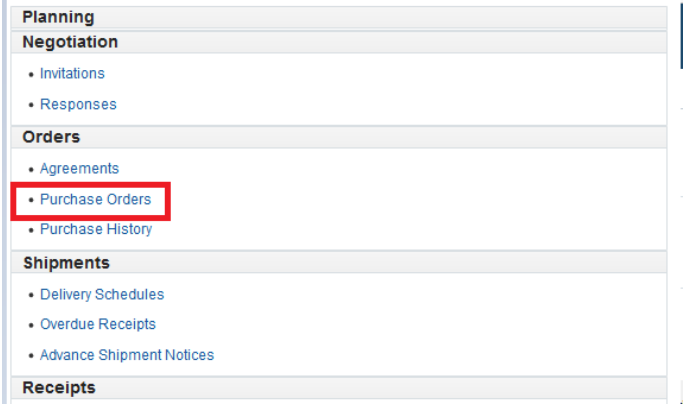
GREENFIELD
PO Search : MSI ITEM
5-October-2017

PO Search : MSI ITEM

- Users are now able to perform a Purchase Order (PO) search with criteria “MSI ITEM”

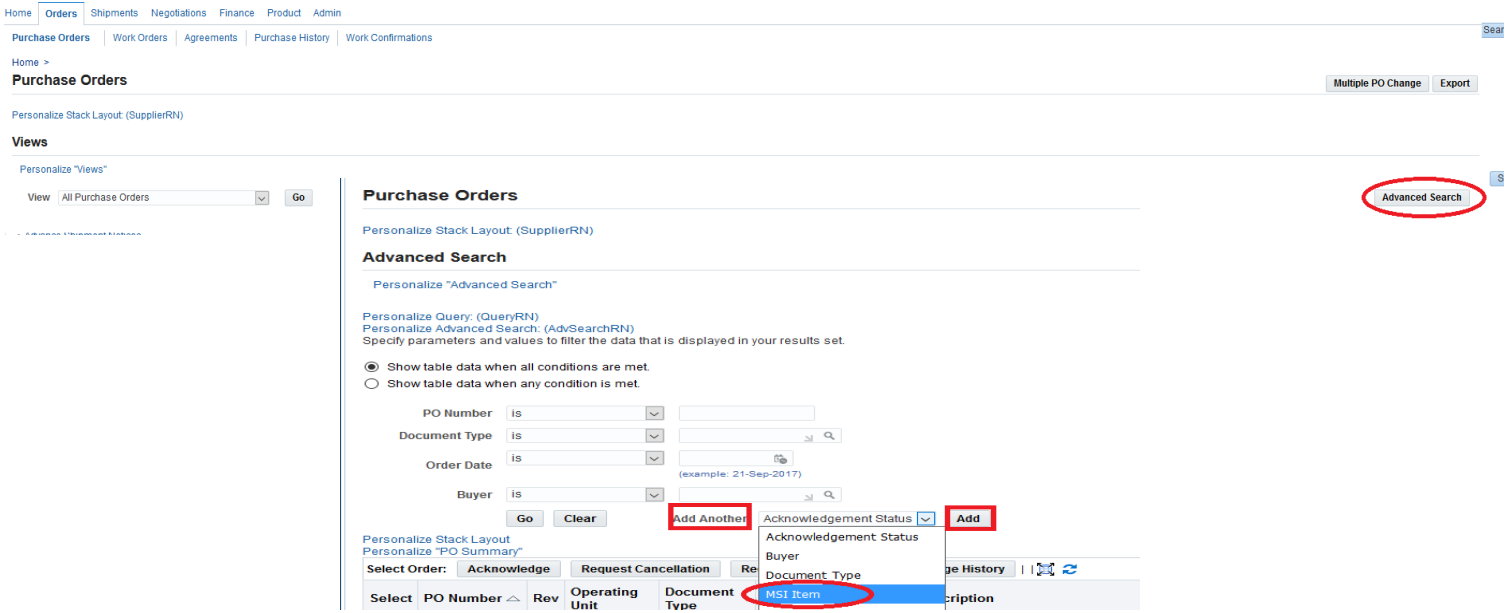
- You may query for POs in ISupplier under the Orders Tab or in the right Navigation Menu – Purchase Orders





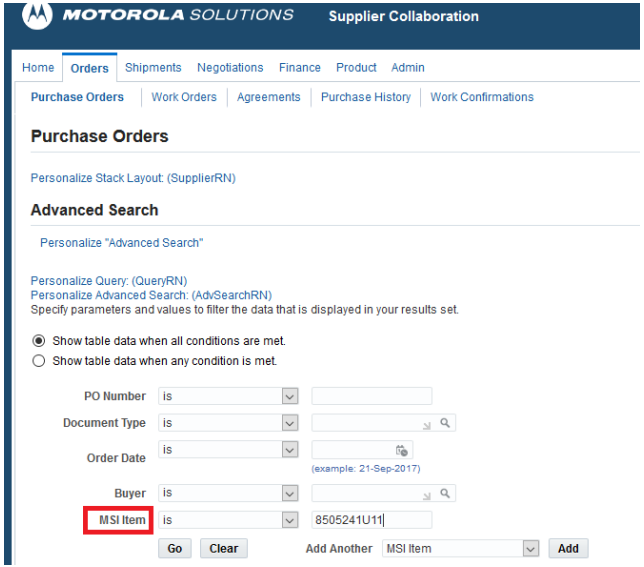
PO Search : MSI ITEM

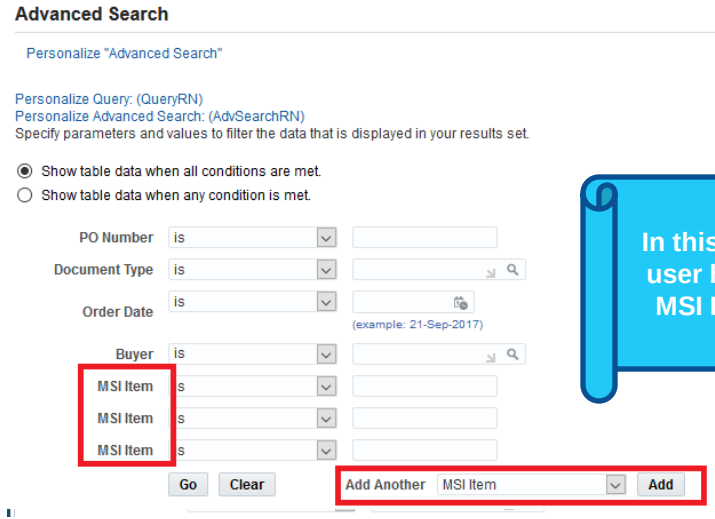
- In PO Search Screen - > Select “Advance Search”
- “Add Another” dropdown -> Select “MSI Item” - > Add



PO Search : MSI ITEM

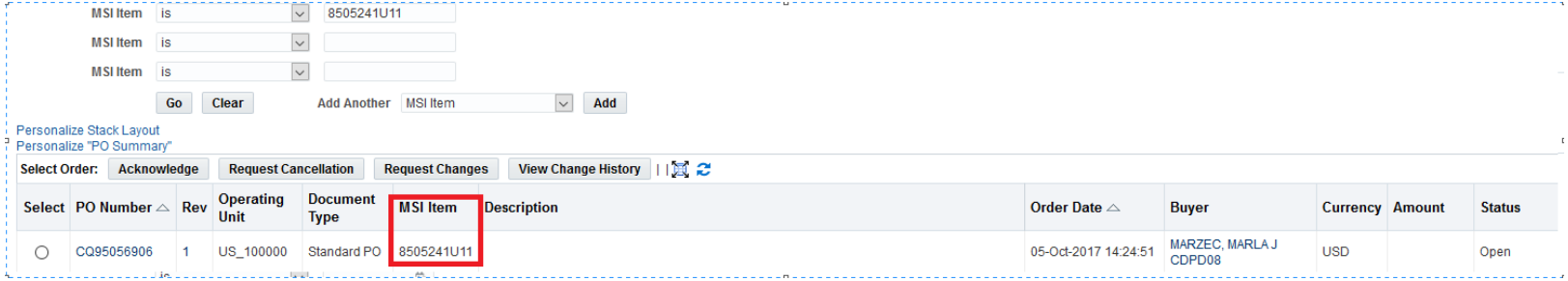
- Insert MSI Item to perform your search
- If you have more than 1 Item to search -> Repeat by selecting again “Add Another” -> MSI item from dropdown list. Repeat as necessary.





PO Search : MSI ITEM

- MSI Item is now displayed



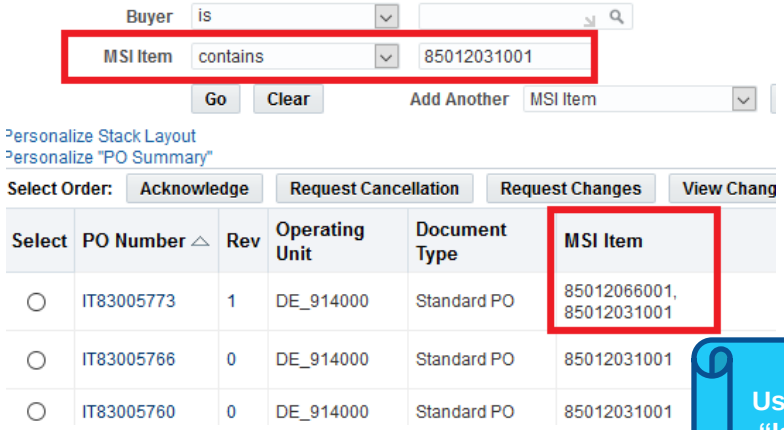
Select	PO Number	Rev	Operating Unit	Document Type	MSI Item	Description	Order Date	Buyer	Currency	Amount	Status
○	CQ95056906	1	US_100000	Standard PO	8505241U11		05-Oct-2017 14:24:51	MARZEC, MARLA J CDPD08	USD		Open

- You may " Export " (Top right of PO screen) the PO Details. MSI Item will be displayed

	A	B	C	D	E	F	G	H	I	J	K
1	PO Number	Rev	Operating Unit	Document Type	MSI Item	Description	Order Date	Buyer	Currency	Amount	Status
2	CQ95056906	1	US_100000	Standard PO	8505241U11		10/5/2017 14:24	MARZEC, MARLA J CDPD08	USD		Open

PO Search : MSI ITEM

• If a PO has **multiple items** -> you would need to filter with criteria = “Contains”.



Using filter with criteria = “Is” would only result in the 2 bottom lines in screenshot.