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
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.
• MSI Item is now displayed

• You may “Export” (Top right of PO screen) the PO Details. MSI Item will be displayed
• 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.