## MANAGE POs

## Purchase Order Details



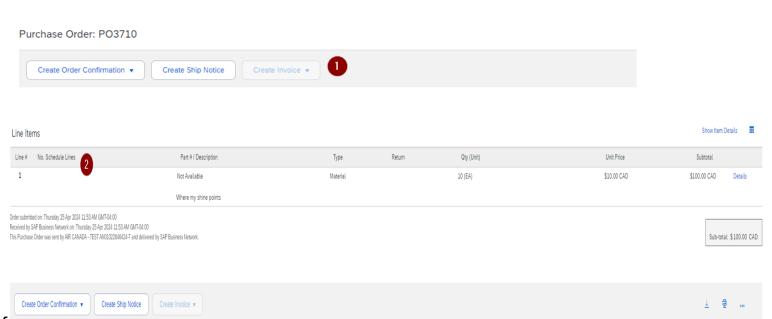
1. View the details of your order.

The order header includes the order date and information about the buying organization and supplier.

**Note:** You can always Resend a PO which was not sent to your email address, cXML, or EDI properly by clicking the **Resend** button.

Additional options: Export cXML to save a copy of the cXML source information Order History for diagnosing problems and for auditing total value.

2. The Line Items Section describes the ordered items. Each line describes a quantity of items Air Canada wants to purchase. Set the status of each line item by sending the order confirmations by clicking Create Order Confirmation. The subtotal is located at the bottom of the purchase order.



## **MANAGE POs**

## View Purchase Order



- Click on the Orders option on the homepage to manage your Purchase Orders.
- Orders is presented as a list of the Purchase Orders received from Air Canada.
- Click the link on the Order Number column to view the purchase order details.
- **4. Search** filters allow you to search using multiple criteria.
- 5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
- **6. Toggle** the Table Options Menu to view ways of organizing your inbox.
- 7. If you have any questions do not hesitate to contact the Air Canada Supplier Enablement Team by completing this <u>form</u>.

