

# 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.

Purchase Order: PO3710

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ **1**

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Unit Price	Subtotal	Details
1	<b>2</b>	Not Available	Material		10 (EA)	\$10.00 CAD	\$100.00 CAD	<a href="#">Details</a>
		Where my shine points						

Order submitted on: Thursday 25 Apr 2024 11:53 AM GMT-04:00  
Received by SAP Business Network on: Thursday 25 Apr 2024 11:53 AM GMT-04:00  
This Purchase Order was sent by AIR CANADA - TEST AN01022646424-T and delivered by SAP Business Network.

Sub-total: \$100.00 CAD

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

# MANAGE POs



## View Purchase Order

1. **Click** on the Orders option on the homepage to manage your Purchase Orders.
2. **Orders** is presented as a list of the Purchase Orders received from Air Canada.
3. **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 [form](#).

The screenshot shows the 'Orders' management page in the Air Canada system. At the top, a navigation bar includes 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', 'Orders' (highlighted with a red circle 1), 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. Below the navigation bar, a summary dashboard displays eight metrics: Orders (2), Items to confirm (0), Items to ship (0), Return items (0), New orders (2), Changed orders (0), Orders to invoice (0), and Orders to Sum... (0). A filter bar shows 'Orders (2)' with an 'Edit filter' button (3) and a 'Last 31 days' filter. Search filters for Customers, Order numbers, Creation date, Order status, and Company codes are visible. A 'Show more' button (4) and 'Apply' button (5) are also present. Below the filters, a table lists orders with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. A row for order PO3710 is highlighted with a red circle 2. A 'Table setting' dialog box (5) is open, showing a 'Table columns' menu and a 'Use drag and drop to configure the table columns to be displayed and their order' interface with 'Available columns' and 'Displayed columns' lists.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO3710	AIR CANADA - TEST	\$100 CAD	Apr 25, 2024	New		...