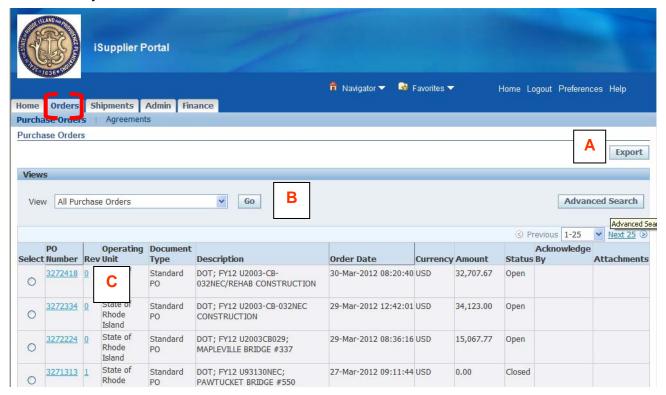
Orders Tab

This section displays the most recent purchase orders the State of Rhode Island has issued to your company. Automatic retrieval of the most recent 25 purchase orders, in summary form, is shown if they exist.



To export the list into an Excel spreadsheet, click on the **[Export]** Button.



Open drop-down window to select from other pre-defined views of purchase order data. Select "All Purchase Orders" from list and click [Go].

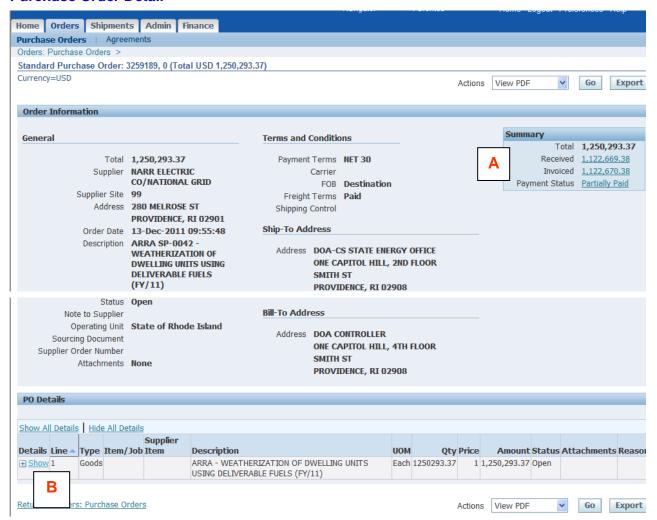
Click on the **Purchase Order Number** link to drill down to order detail from this window.



6/18/2014 21

Orders Tab

Purchase Order Detail



- Review purchase order detail shows total amount and what has been received and invoiced against it.
- Scroll down screen to review detail PO information, and use the **Show** link to access and show shipment detail information (see next page).

6/18/2014

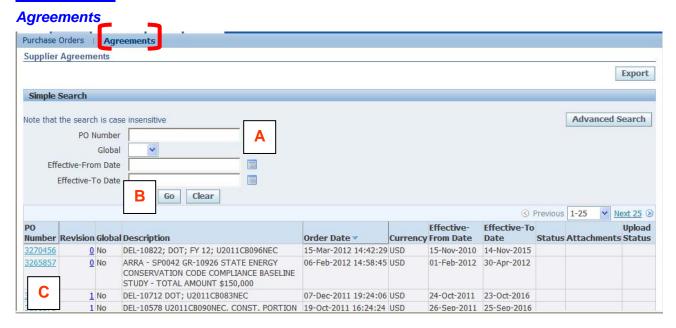
Orders Tab

Purchase Order Detail



6/18/2014 23

Orders Tab



- Use the **Agreements** section on the Orders Page to access agreement information. Enter Agreement (PO) number. A The other fields do not have to be filled in.
- Click [Go] to retrieve record.
- Note the summary information related to agreement listed. To view detail, click on the <u>Agreement</u> (PO Number) link.

6/18/2014 24