

Select Purchase Orders

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The Purchase Orders lookup is used to select one or more purchase orders.

Select a purchase order:

- The purchase orders are listed in ascending order.
- To search for a specific purchase order, begin typing the purchase order number in the **Search** field. The list is automatically filtered to display the purchase orders that contain the numbers that you have typed.
- When you locate the purchase orders to be included, select the corresponding check box and click **OK**. The lookup closes, and the field/parameter is populated with the selected purchase order(s).
- Click **Cancel** to close the lookup without selecting a purchase order.