



## Select Purchase Orders



# Table of Contents

**Select Purchase Orders** ..... 1



# Select Purchase Orders

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 checkbox 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.



## Back Cover