



## SNC Quick Reference PO's

### **2. Confirm a PO as requested**

Menu: Purchase order > Purchase Order Worklist > Select PO > check [Cnf. Rqstd] > Save and Publish

### **2.1 Confirm a PO With date change proposal**

Menu: Purchase order > Purchase Order Worklist > CSD block for affected PO Change to your new proposed shipping date > Conf qty block for affected PO enter proposed qty > Save and Publish

### **2.2 Confirm a PO by splitting to multiple deliveries**

Menu: Purchase order > Purchase Order Worklist > R:C for affected PO > in popup select requested line > Click Confirm > Repeat Click confirm multiple times to create as many lines as needed > Adjust Ship date for your new proposal > Adjust Sched. Qty for each line to match your proposed changes > OK > Save and Publish

### **2.3 Getting to PO worklist from QuickView**

Quickview > Refresh > select number from PO chart that you want to review (New, Change, All)

### **2.4 How do I see Confirmed PO's**

Menu: Delivery > Receipts and Requirements > Due List for Purchasing Documents

### **2.5 Filtering and Sorting**

#### **2.5.1 Filter using Quick Criteria Maintenance**

“Show Quick Criteria Maintenance” button > enter the appropriate Search information (Customer Location field is mandatory) > Apply

#### **2.5.2 Filter using Column Header**

Click on column header > User defined filter > fill in filter criteria > Filter

#### **2.5.3 Sorting**

Click on column header > Select sort parameter (Descending or Ascending Order)

**Note:** \* can be used as a wildcard. \* by itself will pull all data in field you can also use \* at end or beginning of partial search Criteria if you know part of data.

**Note:** the Refresh link in the lower right hand corner of the screen. To get the most current data from AGCO Corporation, you will need to use the Refresh link. If you enter new selection criteria, you will need to click the [apply] button before they take effect.