

# Find a Purchase Order

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If searching for a specific PO, select **Find** on the *PO* screen. Search by *Vendor*, date range, *Purchase Order#*, or *Total Amount*.

The screenshot shows a search interface with the following elements:

- Top navigation: E-mail, Find (highlighted with a red arrow), History
- Search criteria:
  - Vendor: [Text Input]
  - From: [Date Picker] To: [Date Picker]
  - Purchase Order#: [Text Input]
  - Total Amount: [Text Input]
- Buttons: Find, Cancel
- Checkbox: Only Open for this Vendor?

Vendor#	Vendor Name	PO Date	PO#	Sub-Total	Taxes	Total
1018	GAS EQUIPMENT	06/26/2012	23	93.00	\$0.00	\$417.61
1018	GAS EQUIPMENT	07/18/2012	70	355.68	\$0.00	\$355.68
1018	GAS EQUIPMENT	07/25/2012	77	17.50	\$0.00	\$17.50
1018	GAS EQUIPMENT	08/21/2012	127	1167.06	\$0.00	\$1,167.06
1018	GAS EQUIPMENT	10/05/2012	219	1037.50	\$0.00	\$1,037.50
1018	GAS EQUIPMENT	11/05/2012	280	2381.45	\$0.00	\$2,381.45
1018	GAS EQUIPMENT	11/09/2012	294	2255.10	\$0.00	\$2,255.10
1018	GAS EQUIPMENT	12/17/2012	445	2224.44	\$0.00	\$2,224.44