How to display a Purchase Order
To display a purchase order, click the Purchase Orders tab.
The system displays a list of all purchase orders related to goods or services you have provided to CalSTRS.
To display a purchase order, click the purchase order number in the Document column. For this example, we are clicking on 8100000127.
The system displays the selected purchase order details including warning messages regarding delivery dates.
The top part of the **Display Purchase Order** screen contains the following information:

- Messages from CalSTRS
- Document Number (same as the RFx)
- Document Name
- Document Date
- Purchase Order Number

```
Item Overview
Number | Status | Product | Line Type | Short Text | Order quantity | Purchase Order Via
--------|--------|---------|-----------|------------|----------------|-------------------
--------|--------|---------|-----------|------------|----------------|-------------------
```
The use of the left panel of this screen is optional. It does provide you with the ability to filter the purchase orders that you can review. Feel free to explore this area.
Scroll down to review additional purchase order information.
The center portion of the screen contains links to the items on the purchase order and some general Business partner information. In this example, there is also a message from the CalSTRS purchasing area.
Scroll down the screen to review additional purchase order information.
The lower section of the screen displays purchase order pricing information, terms of delivery and payment and links to attachments. This example does not have any attachments.
How to display a Purchase Order

- In Process
- Completion Reported
- Partially Accepted
- Rejected
- Approved
- Canceled

Invoice and Credit Memo
- All
- In Process
- Document Sent
- Approved
- Rejected
- Create invoice

Invoice and Credit Memo
- All
- In Process
- Document Sent
- Accepted by Customer
- Rejected by Customer
- Create invoice

Scheduling Agreement Releases
- All
- New
- In Process
- Delivery Block

Notifications from Purchaser
- Goods Receipt - All
- Goods Receipt - New

Partner Information

<table>
<thead>
<tr>
<th>Partner No.</th>
<th>Name</th>
<th>Street</th>
<th>House No.</th>
<th>PostCode</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>310000001111020</td>
<td>100 Waterfront Place</td>
<td>95605</td>
<td>West Sacramento</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods Receipt 100 Waterfront Place</td>
<td>95605</td>
<td>West Sacramento</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Price Information

<table>
<thead>
<tr>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Value (Unconfirmed Items)</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Net Value (Confirmed Items)</td>
<td>399.95 USD</td>
</tr>
<tr>
<td>Net Value (Total of all)</td>
<td>399.95 USD</td>
</tr>
</tbody>
</table>

Terms of Payment and Delivery

<table>
<thead>
<tr>
<th>Days</th>
<th>Discount in %</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>0.000</td>
</tr>
<tr>
<td>0</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Attachments

Attachments from Purchaser

No Attachments Available

Scroll back to the top of the screen when your review is completed.
Business Partner Self Service

How to display a Purchase Order

To print a copy of the purchase order, click the Print button.
The system opens the purchase order in a separate window.
## How to display a Purchase Order

<table>
<thead>
<tr>
<th>SHIP TO</th>
<th>BILL TO</th>
</tr>
</thead>
</table>
| CalSTRS ATTN: 1920 CALSTRS  
100 Waterfront Place  
West Sacramento, CA US, 95605. | CalSTRS ATTN: Accounting - A/P, MS-29  
(916) 414-4396  
P.O. Box 15275  
Sacramento, CA 95851-0275 |

<table>
<thead>
<tr>
<th>TO SUPPLIER</th>
<th>ADDRESS</th>
</tr>
</thead>
</table>
| Johnnie Wilkes IV | CalSTRS  
100 Waterfront Place  
West Sacramento, CA US, 95605 |

**Contract Registration Number**: 1000000297  
**Agency Order Number**: 1  
**Amendment No.**: 1  
**Agency Billing Code**: 7000  
**Purchasing Authority Number**: 1000001  
**Leveraged Procurement Agreement No.**: [Insert if applicable]  

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Scroll down to review additional details.
### How to display a Purchase Order

Click the printer icon to print the purchase order.

**Product or Service Description**
This supply has to be delivered by the close of business January 30th.

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>COMMODITY CODE OR PRODUCT CODE OR SERVICE ID NUMBER</th>
<th>RECYCLED PRODUCT</th>
<th>PRODUCT OR SERVICES DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENSION TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>EA</td>
<td>1234560000: Non-Otherwise Classified Goods</td>
<td></td>
<td>Office supplies - paper products</td>
<td>70.00</td>
<td>350.00</td>
</tr>
</tbody>
</table>
The **Print** screen typically appears. The look of this screen will vary depending on your computer system. Click OK or whatever button sends the print job to your printer.
Click the course contents button in the lower left corner of the screen to review another selection or click the NEXT button to proceed to the next lesson.