

# LEGACY ORDERS

How to Find Legacy POs, Contracts, and Releases

Abstract This job aide will show you how to find Legacy POs, Contracts, and Releases.

**Business Use** 

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### Overview

Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how to find Legacy POs, Contracts, and Releases. By reading this document at its entirety you will be able to:

- Identify Legacy contracts and releases
- Export a list of Legacy contracts/releases and their associated Purchase Order numbers.
- Search for a Legacy purchase order.

Begin by logging into the Suppler Portal.

MST Sign Out 👌 …	Supplier Portal		
MD Suppler Testing	Profile	Quick Links	Links And Attachments
Supplier Portal	1 <b>2</b>	Sign Out	New Supplier Registration Guide
Home Events	Contact: Phone:	Contact Us	Existing Supplier Registration Guide
my responses + Contracts + Order Management	Email: Address:	Evaluations     Event Metrics	Update Supplier Info Guide
+ Manage Notices	Registration Status: Complete		
<ul> <li>+ New Item Proposals</li> <li>+ Performance</li> </ul>	Message Dialog Needing A Respon	se	Item Proposals $ ightarrow$ +
My Account Messages And Dialog			
	١	lo Data Available	No Items Proposed

**Supplier Portal** 

- 1. Click Order Management.
- 2. Click Orders.



### Identifying the Legacy Contract and Release Number

The Legacy contract and release number can be found under **Reference 1**. Reference 1 can be found on the Dashboard and on screens that display purchase orders (see examples below).



#### Dashboard

MST Sign Out 👍 …	≡ 0	rders									e e o
MD Suppler Testing		oard Ope	n Orders Orde								
Q Search	Open O	rders						E	> View Purchase Order	Details Start A	Dialog
Supplier Portal		Purchase	Date	Delivery Date	Amount	Currency	Number	Status	Reference 1	Reference 2	PO Code
Home		=-			= • []	A	=-		[4] *		
		104340	9/30/2021	12/30/2021	7,328.72	USD	1	Released	09044728-00024		
Events		104345	5/16/2022	6/16/2022	151,175.00	USD	1	Released	09044728-00065		
My Responses		104499	11/18/2020	11/22/2020	11,650.00	USD	1	Released	09006118-00078		
		104732	5/20/2019	3/29/2021	685,255.88	USD	1	Released	09006118-00033		
+ Contracts		104756	2/11/2022	12/31/2023	23,818,265.57	USD	1	Released	09053728-00001		
<ul> <li>Order Management</li> </ul>		104783	10/13/2020	3/28/2021	25,000.00	USD	1	Released	09006352-00100		
		104829	11/4/2020	12/31/2020	5,087.70	USD	1	Released	09006118-00073		
Alerts		104905	9/20/2021	12/20/2021	61,723.77	USD	1	Released	09044728-00022		
Create Invoices		104986	12/1/2021	1/14/2022	150,000.00	USD	1	Released	09044728-00037		
Manage Self Created Invoices		104991	9/6/2021	6/3/2022	1,977,965.97	USD	1	Released	09041873-00014		
		105011	6/15/2021	9/15/2021	4,963.93	USD	1	Released	09044728-00013		
Acknowledge Orders		105051	11/13/2020	12/31/2020	13,598.57	USD	1	Released	09006118-00077		
Orders		105196	4/15/2022	7/15/2022	53,803.88	USD	1	Released	09044728-00063		
Pacainte		105283	5/8/2019	11/2/2022	274,967.29	USD	1	Released	09026059		
Receipts		105327	8/30/2021	11/30/2021	0.14	USD	1	Released	09044728-00020		
Invoices		a constant	SISSIESEE	**/ -0/2022	0.14			rereased.	00011120-00020		
Payments						4 Þ N					20 🔻

**Open Orders Tab** 



#### September 21, 2022

MST Sign Out 🚑 ····	E Purchase Order 104732	Details					
MD Suppler Testing	Purchase Order	Purchase Order Total		Company		Purchase Order Date	
Q Search	104732	685,255.88 USD		2041 - PPL Electric I	elivery	5/20/2019	
	Vendor Location	Ship To Location		Buyer		Status	
Supplier Portal		TBD - PPL		Sim Louangaphay		Released	
Home	Reference 1						
Events	09006118-00033						
My Responses							
+ Contracts	Lines					🗁 Open Line	- Search
	Line Item	Description	Vendor Item		Quantity UOM	Unit Delivery Ship To	Ship To Name
— Order Management		Service Contract Line			685 255 880 00	_ *	TBD / Service
Alerts	*	Service contract Enic			003,233.000 00	1.000 5/25/2021 100	TOD / SCIVICE
Create Invoices							
Manage Self Created Invoices							20 💌
Acknowledge Orders							
Orders							
Receipts							
Invoices							
Payments							

Purchase Order Details Header

## Exporting a List of Legacy Purchase Order Numbers

You can export a list of Legacy Purchase Order numbers and their associated new Purchase Order numbers.

#### Navigate to the Open Orders tab.

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MD Suppler Testing	Dashb	oard Op	en Orders Ord								
Q Search	Open C	)rders						E	∋ View Purchase Order	Details Start	A Dialog 🗰
Supplier Portal		Purchase	. Date	Delivery Date	Amount	Currency	Number	Status	Reference 1	Reference 2	PO Code
Home		=•			= • [ * _ ]	[A] ▼	=•		[A] *		[A] ▼
		104340	9/30/2021	12/30/2021	7,328.72	USD	1	Released	09044728-00024		
Events		104345	5/16/2022	6/16/2022	151,175.00	USD	1	Released	09044728-00065		
My Responses		104499	11/18/2020	11/22/2020	11,650.00	USD	1	Released	09006118-00078		
		104732	5/20/2019	3/29/2021	685,255.88	USD	1	Released	09006118-00033		
+ Contracts		104756	2/11/2022	12/31/2023	23,818,265.57	USD	1	Released	09053728-00001		
<ul> <li>Order Management</li> </ul>		104783	10/13/2020	3/28/2021	25,000.00	USD	1	Released	09006352-00100		
		104829	11/4/2020	12/31/2020	5,087.70	USD	1	Released	09006118-00073		
Alerts		104905	9/20/2021	12/20/2021	61,723.77	USD	1	Released	09044728-00022		
Create Invoices		104986	12/1/2021	1/14/2022	150,000.00	USD	1	Released	09044728-00037		
Manage Self Created Invoices		104991	9/6/2021	6/3/2022	1,977,965.97	USD	1	Released	09041873-00014		
		105011	6/15/2021	9/15/2021	4,963.93	USD	1	Released	09044728-00013		
Acknowledge Orders		105051	11/13/2020	12/31/2020	13,598.57	USD	1	Released	09006118-00077		
Orders		105196	4/15/2022	7/15/2022	53,803.88	USD	1	Released	09044728-00063		
Receipts		105283	5/8/2019	11/2/2022	274,967.29	USD	1	Released	09026059		
		105327	8/30/2021	11/30/2021	0.14	USD	1	Released	09044728-00020		
Invoices						< ▷ >			A constraint of a constraint product of the		20 🔻



#### September 21, 2022

#### 1. Click the three ellipses.

			R A Q
E	ን View Purchase Order	Details Start	A Dialog
Status	Reference 1	Reference 2	PO Code
Released	09044728-00024		
Released	09044728-00065		
Released	09006118-00078		
Released	09006118-00033		
Released	09053728-00001		
Released	09006352-00100		
Released	09006118-00073		

2. Click Options.

#### 3. Click Export to CSV.



🗁 View Purchase Order Details 🦳 Start A Dialog 🛛 🚥

Status	Referen	nce 1	Referen	Search	
Released	090447	100034	-	97 YO 470000	_
Released	0904	Print To PDF		Options	*
Released	0900	Export To CSV			
Released	0900	Create Report			
Released	0905	Related Reports	•		
Released	090063	22-00100			
Released	090061	18-00073			
Released	0904472	28-00022			
Bolograd	000447	000007			

4. Select CSV or Excel from the Format drop-down list.





#### September 21, 2022

#### 5. Click Export.

A message appears in the top right corner of the screen.



#### 6. Click the link in the message to open the **Print Files** screen.

7. Click the View link for the file you want to open.

MST Sign Out 🚑 ···	≡ Print Files									
MD Suppler Testing	=	Name	MIME Type	Time Stamp 🔷	Public	Job	View			
Q Search		Open Orders - Export To CSV	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	7/13/2022 1:39:45 PM	No	12-11 ¥	View			
Supplier Portal		Open Orders - Export To CSV	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	7/13/2022 11:18:15 AM	No	L	view			
Home		Open Orders - Export To CSV	text/csv	7/13/2022 11:17:39 AM	No		View			
Home		Contract Lines - Print To PDF	application/pdf	7/11/2022 4:50:39 PM	No		View			
Events		Contract Lines - Print To PDF	application/pdf	7/11/2022 4:50:18 PM	No		View			
+ Contracts - Order Management Alerts Create Invoices Manage Self Created Invoices Acknowledge Orders										
Orders										
Receipts							20 💌			

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8	104829	11/04/2020	12/31/2020	5087.70	USD	1	Released	09006118-00073				
9	104905	09/20/2021	12/20/2021	61723.77	USD	1	Released	09044728-00022				
10	104986	12/01/2021	01/14/2022	150000.00	USD	1	Released	09044728-00037				
11	104991	09/06/2021	06/03/2022	1977965.97	USD	1	Released	09041873-00014				
12	105011	06/15/2021	09/15/2021	4963.93	USD	1	Released	09044728-00013				
13	105051	11/13/2020	12/31/2020	13598.57	USD	1	Released	09006118-00077				
14	105196	04/15/2022	07/15/2022	53803.88	USD	1	Released	09044728-00063				
15	105283	05/08/2019	11/02/2022	274967.29	USD	1	Released	09026059				
16	105327	08/30/2021	11/30/2021	0.14	USD	1	Released	09044728-00020				
17	105329	04/25/2022	05/23/2022	35891.66	USD	1	Released	09044728-00052				
18	105433	05/13/2020	05/31/2021	3223.08	USD	1	Released	09006118-00055				
19	105485	02/04/2022	05/15/2022	90410.92	USD	1	Released	09044728-00040				
20	105544	09/15/2021	11/04/2021	5887.53	USD	1	Released	09044728-00021				
21	105554	10/12/2021	07/31/2023	972610.06	USD	1	Released	09041873-00015				
22	105581	04/04/2022	04/22/2022	27274.05	USD	1	Released	09044728-00050				
23	105751	05/15/2022	08/31/2022	112339.82	USD	1	Released	09044728-00069				
24	105752	05/31/2022	09/29/2022	51030.02	USD	1	Released	09044723-00071				
25	105793	11/19/2021	12/18/2021	9023.86	USD	1	Released	09041873-00017				
26	105875	02/12/2020	12/31/2021	64662.64	USD	1	Released	09006352-00081				
27	105892	05/28/2019	10/31/2020	348977.77	USD	1	Released	09015284-00002				
28	105916	06/20/2022	07/01/2022	49957.52	USD	1	Released	09044728-00068				
29	106069	02/07/2022	05/15/2022	13706.44	USD	1	Released	09044728-00041				
30	106169	07/22/2021	08/26/2022	872217.24	USD	1	Released	09041873-00012				
31	106306	10/21/2020	12/31/2021	625607.68	USD	1	Released	09015284-00003				
32	106308	01/27/2021	03/29/2021	14689.81	USD	1	Released	09006118-00081				
33	106311	04/12/2021	05/31/2021	0.85	USD	1	Released	09044728-00005				
34	106313	01/01/2022	04/30/2022	4641990.87	USD	1	Released	09053979				
4	> Sheet0	<b>(</b> +)					1 4					Þ
Read	y 😤 Accessibility: Good	to go								<u> </u>		+ 100%



# Searching for a Legacy Purchase Order

To search for a Legacy purchase order, perform the following steps:

1. Click the three ellipses.

			R B Q
E	)View Purchase Order	Details Start	A Dialoj
Status	Reference 1 [A]	Reference 2	PO Code
Released	09044728-00024		
Released	09044728-00065		
Released	09006118-00078		
Released	09006118-00033		
Released	09053728-00001		
Released	09006352-00100		
Released	09006118-00073		

2. Click Search.

			POF		
iew Purchase Order De	etails	Start /	Dial	og	՝ իդ
Reference 1	Refere	en	Sear	ch	
09044728-00024					
09044728-00065			Optio	ons	•
09006118-00078					
09006118-00033					
09053728-00001					

3. Type in the Legacy purchase order number in the **Reference 1** search field.

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Welcome, MD Suppler Testing	Dashb	oard Ope	n Orders Orde								
Q Search	Open 0	)rders							🖻 View Purchase Order De	tails Start A	Dialog
Supplier Portal		Purchase	Date	Delivery Date	Amount	Currency	Number	Status	Reference 1	eference 2	PO Code
Home		104340	9/30/2021	12/30/2021	7.328.72			Released	09044728-00024	] <u> </u> ]	
Events		104345	5/16/2022	6/16/2022	151,175.00	USD	1	Released	09044728-00065		
My Responses		104499	11/18/2020	11/22/2020	11,650.00	USD	1	Released	09006118-00078		
+ Contracts		104732	5/20/2019	3/29/2021	685,255.88	USD	1	Released	09006118-00033		
contracts		104756	2/11/2022	12/31/2023	23,818,265.57	USD	1	Released	09053728-00001		
<ul> <li>Order Management</li> </ul>		104783	10/13/2020	3/28/2021	25,000.00	USD	1	Released	09006352-00100		
Alorta		104829	11/4/2020	12/31/2020	5,087.70	USD	1	Released	09006118-00073		
Alerts		104905	9/20/2021	12/20/2021	61,723.77	USD	1	Released	09044728-00022		
Create Invoices		104986	12/1/2021	1/14/2022	150,000.00	USD	1	Released	09044728-00037		
Manage Self Created Invoices		104991	9/6/2021	6/3/2022	1,977,965.97	USD	1	Released	09041873-00014		
A dia sudadas Ordan		105011	6/15/2021	9/15/2021	4,963.93	USD	1	Released	09044728-00013		
Acknowledge Orders		105051	11/13/2020	12/31/2020	13,598.57	USD	1	Released	09006118-00077		
Orders		105196	4/15/2022	7/15/2022	53,803.88	USD	1	Released	09044728-00063		
Receipts		105283	5/8/2019	11/2/2022	274,967.29	USD	1	Released	09026059		
		105327	8/30/2021	11/30/2021	0.14	USD	1	Released	09044728-00020		
Invoices						< > >I					20 🔻



4. Press Enter.

😑 Orders 対 🗟	a q
Dashboard Open Orders Orders Not Received Open Order Lines Closed Orders	
Onen Orders Debute Durchase Order Debuile Start & Dialo	
Purchase Date Delivery Date Amount Currency Number O Status Reference 1 Reference 2 PO C	Code
	•
104135 2)(20)(2013 2)(22)(2021 003)(23)/00 030 1 Me(cose0 03000110-0005	
	20 💌
	Orders       Open Orders       Orders Not Received       Open Order Lines       Closed Orders         Open Orders       Image: Closed Orders       Image: Closed Orders       Image: Closed Orders       Image: Closed Order Details       Start A Dialo         Image:



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