How do I see the outstanding orders from a supplier?

Last updated: Fri, 07 Dec 2018 09:05:05 GMT

Applies to

• WorldShare Acquisitions

Answer

1. Go to **Acquisitions > Receive and Invoice**.
2. To just view those outstanding, select **View All Items** from the **Action** drop-down list.
3. Enter the beginning of the vendor in the left hand **Vendor Field**. Select the required vendor from the list that displays.
4. Click the **View Items** button.
5. The filters across the top can can be used to restrict the display of the orders.
6. For example, to view those outstanding, select **Not Received** from the **Receipt Status** drop-down list.
7. The orders will display, showing those still outstanding.

Additional information

This was a change in the September 2018 Acquisitions Release. See the **Release Notes** for more information.

Page ID

15583