How do I see the outstanding orders from a supplier?

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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.

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