



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.

September 21, 2022

Table of Contents

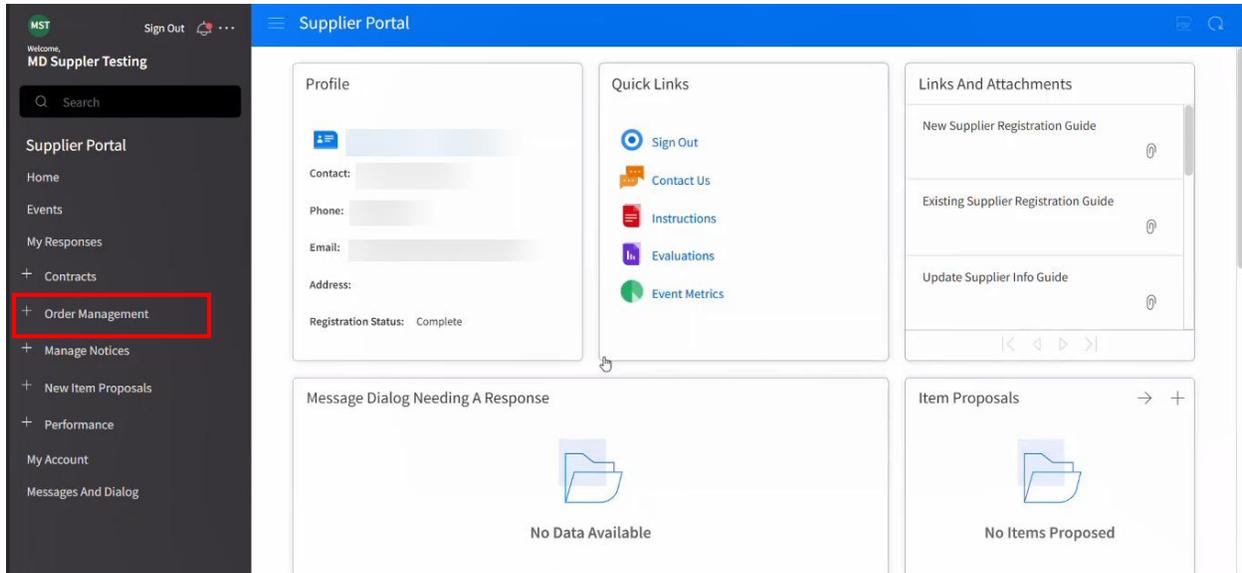
Overview	2
Identifying the Legacy Contract and Release Number	3
Exporting a List of Legacy Purchase Order Numbers	4
Searching for a Legacy Purchase Order	7

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 Supplier Portal.



Supplier Portal

1. Click **Order Management**.
2. Click **Orders**.

September 21, 2022

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).

The screenshot shows the MST Supplier Portal Dashboard. On the left is a navigation menu with options like Home, Events, My Responses, Contracts, Order Management, Alerts, Create Invoices, Manage Self Created Invoices, Acknowledge Orders, Orders, Receipts, Invoices, and Payments. The main content area is titled 'Orders' and shows a list of purchase orders on the left and detailed information for 'Purchase Order 108481' on the right. The detailed view includes fields for Purchase Order Total (145,763.28 USD), Purchase Order Date (8/1/2022), Purchase From Location, Company (2041 - PPL Electric Delivery), Delivery Date (12/31/2022), and Buyer. A red box highlights the 'Reference 1' field, which contains the value '09044728-00073'.

Dashboard

The screenshot shows the 'Open Orders' tab in the MST Supplier Portal. It displays a table of open purchase orders. The table has columns for Purchase Number, Date, Delivery Date, Amount, Currency, Number, Status, Reference 1, Reference 2, and PO Code. A red box highlights the 'Reference 1' column, showing values such as '09044728-00024', '09044728-00065', '09006118-00078', '09006118-00033', '09053728-00001', '09006352-00100', '09006118-00073', '09044728-00022', '09044728-00037', '09041873-00014', '09044728-00013', '09006118-00077', '09044728-00063', '09026059', and '09044728-00020'.

	Purchase ...	Date	Delivery Date	Amount	Currency	Number ...	Status	Reference 1	Reference 2	PO Code
<input type="checkbox"/>	104340	9/30/2021	12/30/2021	7,328.72	USD	1	Released	09044728-00024		
<input type="checkbox"/>	104345	5/16/2022	6/16/2022	151,175.00	USD	1	Released	09044728-00065		
<input type="checkbox"/>	104499	11/18/2020	11/22/2020	11,650.00	USD	1	Released	09006118-00078		
<input type="checkbox"/>	104732	5/20/2019	3/29/2021	685,255.88	USD	1	Released	09006118-00033		
<input type="checkbox"/>	104756	2/11/2022	12/31/2023	23,818,265.57	USD	1	Released	09053728-00001		
<input type="checkbox"/>	104783	10/13/2020	3/28/2021	25,000.00	USD	1	Released	09006352-00100		
<input type="checkbox"/>	104829	11/4/2020	12/31/2020	5,087.70	USD	1	Released	09006118-00073		
<input type="checkbox"/>	104905	9/20/2021	12/20/2021	61,723.77	USD	1	Released	09044728-00022		
<input type="checkbox"/>	104986	12/1/2021	1/14/2022	150,000.00	USD	1	Released	09044728-00037		
<input type="checkbox"/>	104991	9/6/2021	6/3/2022	1,977,965.97	USD	1	Released	09041873-00014		
<input type="checkbox"/>	105011	6/15/2021	9/15/2021	4,963.93	USD	1	Released	09044728-00013		
<input type="checkbox"/>	105051	11/13/2020	12/31/2020	13,598.57	USD	1	Released	09006118-00077		
<input type="checkbox"/>	105196	4/15/2022	7/15/2022	53,803.88	USD	1	Released	09044728-00063		
<input type="checkbox"/>	105283	5/8/2019	11/2/2022	274,967.29	USD	1	Released	09026059		
<input type="checkbox"/>	105327	8/30/2021	11/30/2021	0.14	USD	1	Released	09044728-00020		

Open Orders Tab

September 21, 2022

Purchase Order 104732 Details

Purchase Order	104732	Purchase Order Total	685,255.88 USD	Company	2041 - PPL Electric Delivery	Purchase Order Date	5/20/2019
Vendor Location	TBD - PPL	Ship To Location	TBD - PPL	Buyer	Sim Louangaphay	Status	Released
Reference 1	09006118-00033						

Lines

Line	Item	Description	Vendor Item	Quantity	UOM	Unit ...	Delivery ...	Ship To	Ship To Name
1		Service Contract Line		685,255.880	DO	1.000	3/29/2021	TBD	TBD / Service

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.

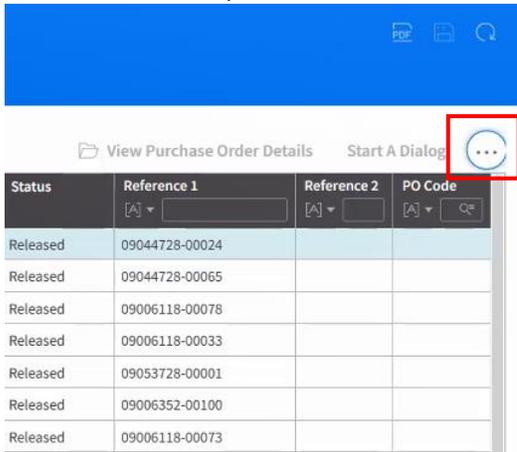
Navigate to the Open Orders tab.

Open Orders

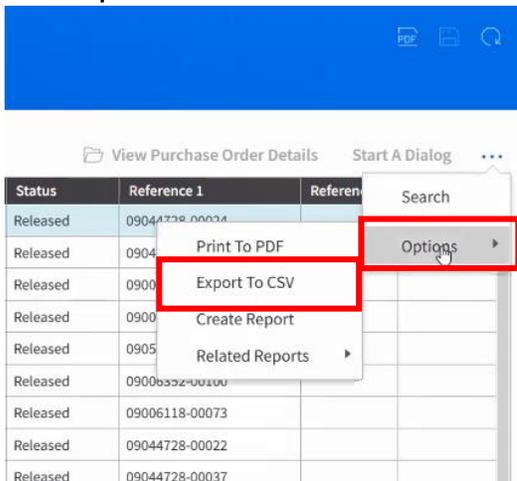
Purchase ...	Date	Delivery Date	Amount	Currency	Number ...	Status	Reference 1	Reference 2	PO Code
104340	9/30/2021	12/30/2021	7,328.72	USD	1	Released	09044728-00024		
104345	5/16/2022	6/16/2022	151,175.00	USD	1	Released	09044728-00065		
104499	11/18/2020	11/22/2020	11,650.00	USD	1	Released	09006118-00078		
104732	5/20/2019	3/29/2021	685,255.88	USD	1	Released	09006118-00033		
104756	2/11/2022	12/31/2023	23,818,265.57	USD	1	Released	09053728-00001		
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		
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105051	11/13/2020	12/31/2020	13,598.57	USD	1	Released	09006118-00077		
105196	4/15/2022	7/15/2022	53,803.88	USD	1	Released	09044728-00063		
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		

September 21, 2022

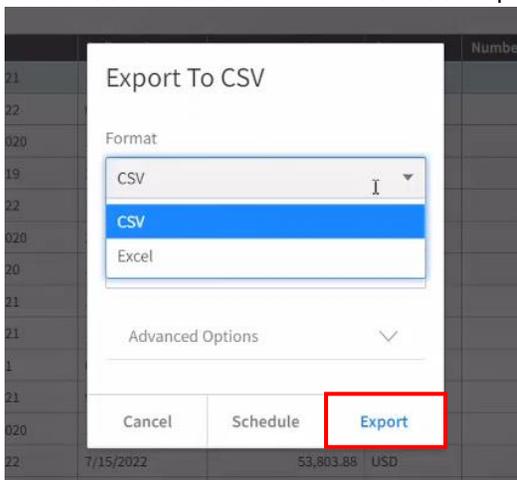
1. Click the three ellipses.



2. Click **Options**.
3. Click **Export to CSV**.



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



September 21, 2022

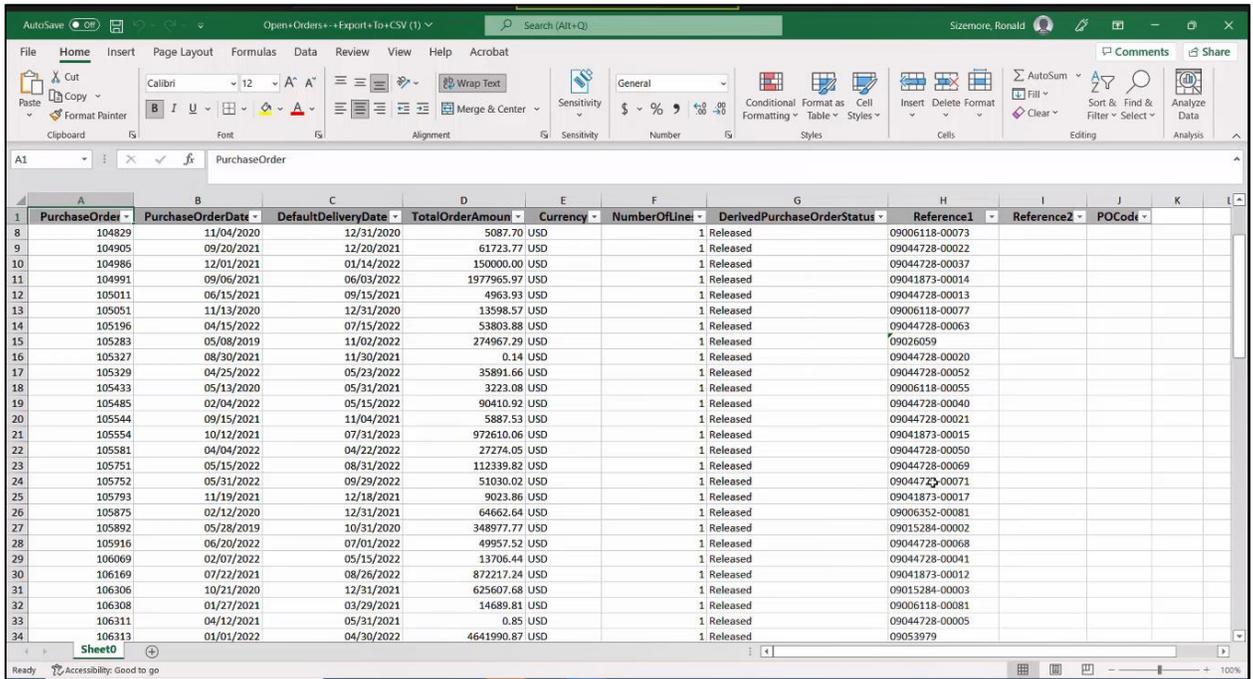
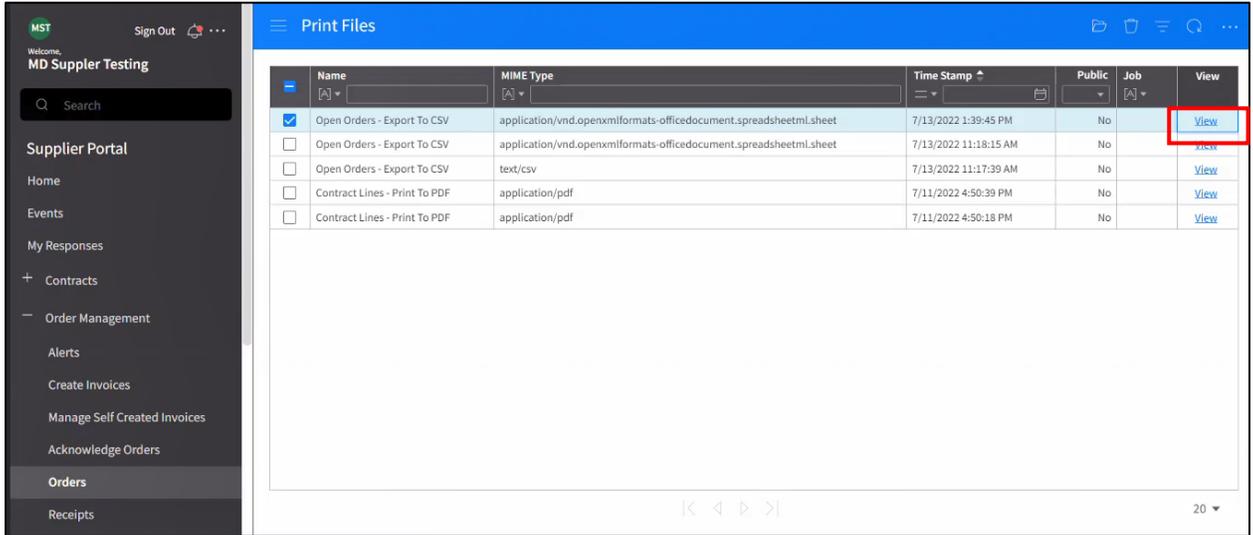
5. Click **Export**.

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.

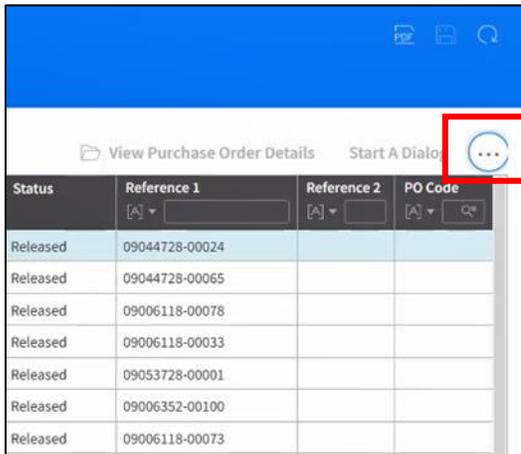


September 21, 2022

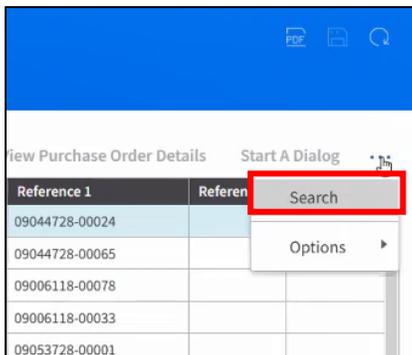
Searching for a Legacy Purchase Order

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

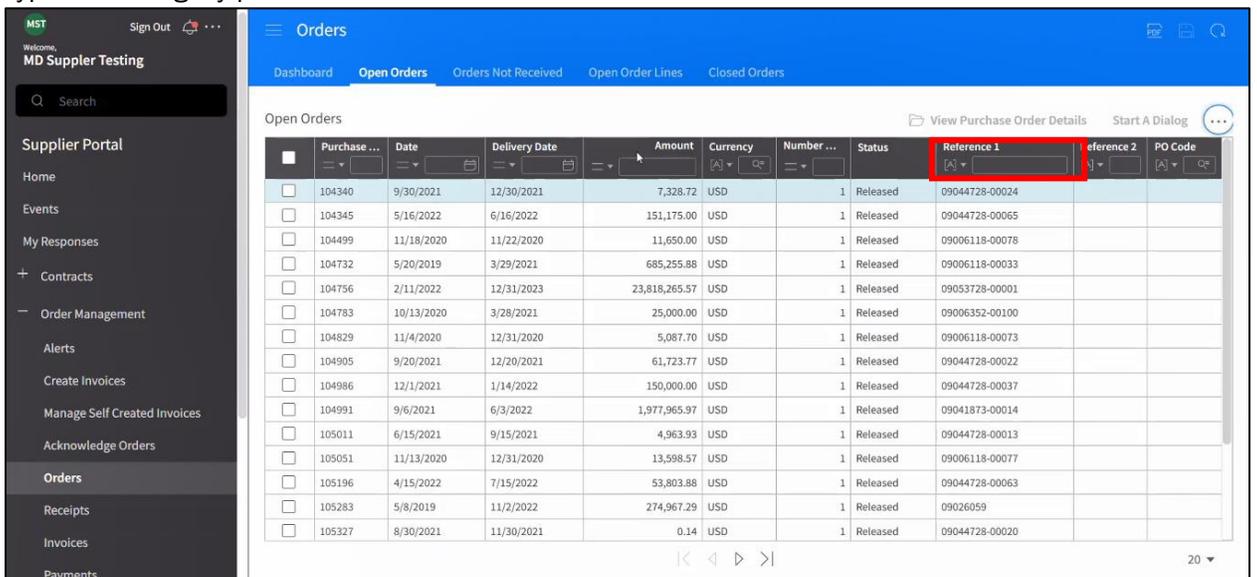
1. Click the three ellipses.



2. Click **Search**.



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



4. Press Enter.

The screenshot displays the 'Open Orders' section of the MST Supplier Portal. The interface includes a sidebar menu on the left with options like Home, Events, My Responses, Contracts, Order Management, Alerts, Create Invoices, Manage Self Created Invoices, Acknowledge Orders, Orders (highlighted), Receipts, Invoices, and Payments. The main content area shows a table of open orders. The table has columns for Purchase Number, Date, Delivery Date, Amount, Currency, Number of Orders, Status, Reference 1, Reference 2, and PO Code. A single order is listed with a status of 'Released'.

	Purchase...	Date	Delivery Date	Amount	Currency	Number O...	Status	Reference 1	Reference 2	PO Code
<input type="checkbox"/>	104732	5/20/2019	3/29/2021	685,255.88	USD	1	Released	09006118-00033		