

# Navigation Changes for Purchase Order search

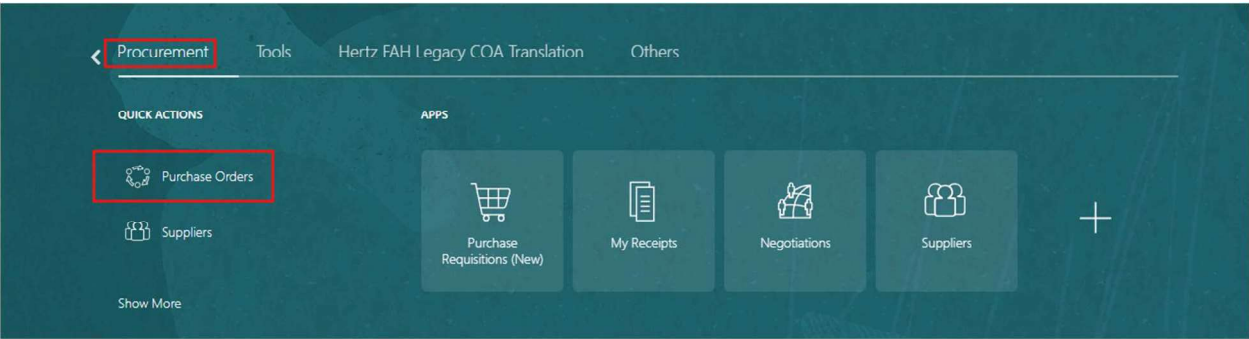
## Overview of Menu Changes

Before the change, the Purchase Agreements tile was included on the main menu.

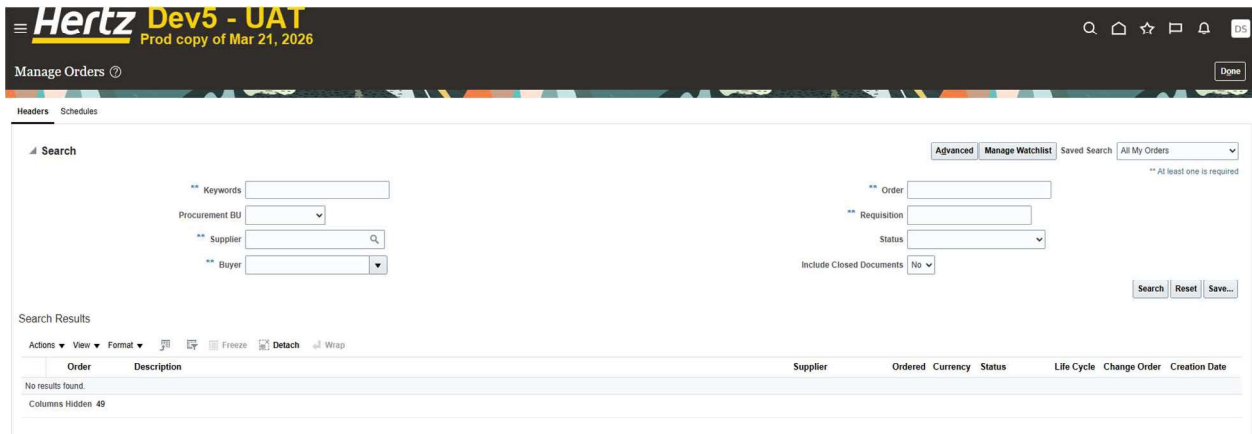


## Updated Navigation Process

After the change, the Purchase Agreements tile will be removed from the main menu. To access Purchase Orders, use Quick Actions and select Purchase Orders to navigate to the PO search screen.

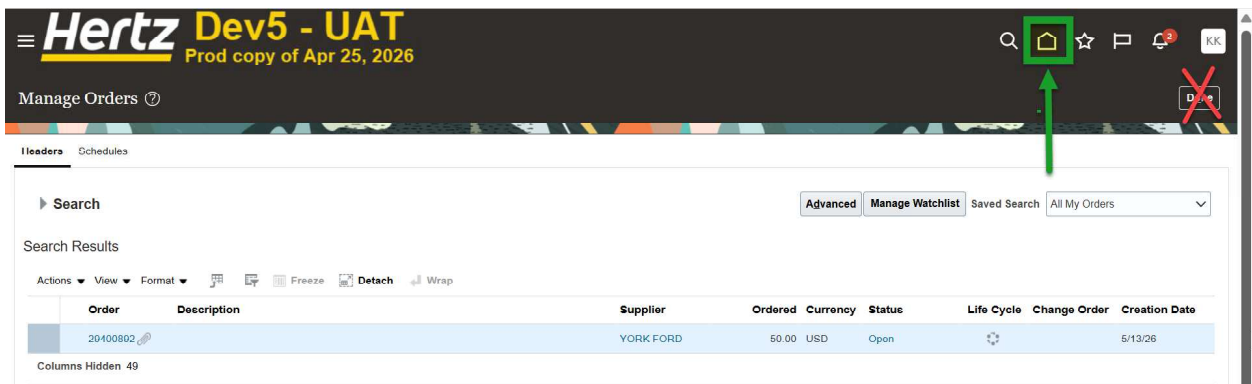


Perform your search as usual in the PO search screen.



Search results appear on page.

**NB** - Once you have finished looking up Purchase Order details, to avoid getting a *blank screen*, ensure you click the <Home> button to return to the **Main Menu**.



If you click the **Done** icon to exit the page, you will get a *blank screen* and you will then need to click the <Home> button to return to the **Main Menu**.

To perform additional PO searches, use Quick Actions > Purchase Orders to navigate back to Purchase Order screen.

