

# SC or PO Criteria Display to not repeat number on each line



**Process:** Perform this procedure when it is desired to not have the shopping cart number or purchase order number repeated on each line of the POWL

**Role:** SRM ROLE

**Frequency:** One time

## BEGINNING STEPS

Display the POWL  
Immediately look to the far right column to find **Filter Settings**

Active Queries

Shopping Carts [All \(107\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#)

Purchase Orders [All \(371\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Rejected \(0\)](#) [Ordered \(0\)](#) [Confirmations pending \(0\)](#)

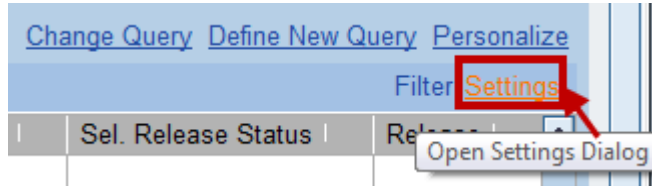
Purchase Orders - All

Show Quick Criteria Maintenance

View [Standard View] Create with Reference Copy Display Edit Delete Purchase Order Response Notify Recipient Print Preview Refresh Export

Purchase Order Number	Purchase Order Name	Item Number	Configurable Item Number	Item Name	Status	P
7800000120	DST234 08/15/2011 11:20	1		test	Ordered	O
7800000115	LDNICH2 08/15/2011 11:31	1		test period of performance	Ordered	O
7800000114	T-SRMPSA 07/22/2011 09:22	1		test ZO and check inbox	Ordered	O
7800000113	LDNICH2 08/04/2011 15:20	1		TEST ARRA Grant	Ordered	O
7800000112	LDNICH2 08/05/2011 08:37	1		test team cart accessibility	Ordered	O
7800000111	LDNICH2 08/04/2011 16:34	1		test zo print out on purchase order	Ordered	O
7800000110	JPHINE00 08/04/2011 15:35	1		Test ARRA	Ordered	O
7800000108	LDNICH2 08/15/2011 08:37	1		test period of performance functionality	Ordered	O
7800000107	LDNICH2 08/11/2011 16:34	1		test period of performance date range	Ordered	O
7800000106	LDNICH2 08/04/2011 10:42	1		test default settings and attributes	Ordered	O

Select the "settings" link



Immediately go to: Sort tab and choose either Shopping Cart or Purchase Order

Settings

View [Standard View] Save Save as... Delete Properties...

Column Selection **A** Sort Calculation Filter Display

Unsorted Columns	Sorted Columns	Sort Direction
Created On		
Currency		
Purchase Order Name		
Configurable Item Nu...		
Item Name		
Item Number		
Net Value		
<b>B</b> <input type="checkbox"/> Purchase Order Num...		

**C** Add Remove

**D** OK Cancel Apply

Change Sequence

Click ADD to move selection to the right column

Click OK