

# Quick Reference Guide

## iSupplier – How to view Purchase Orders

### Process Description

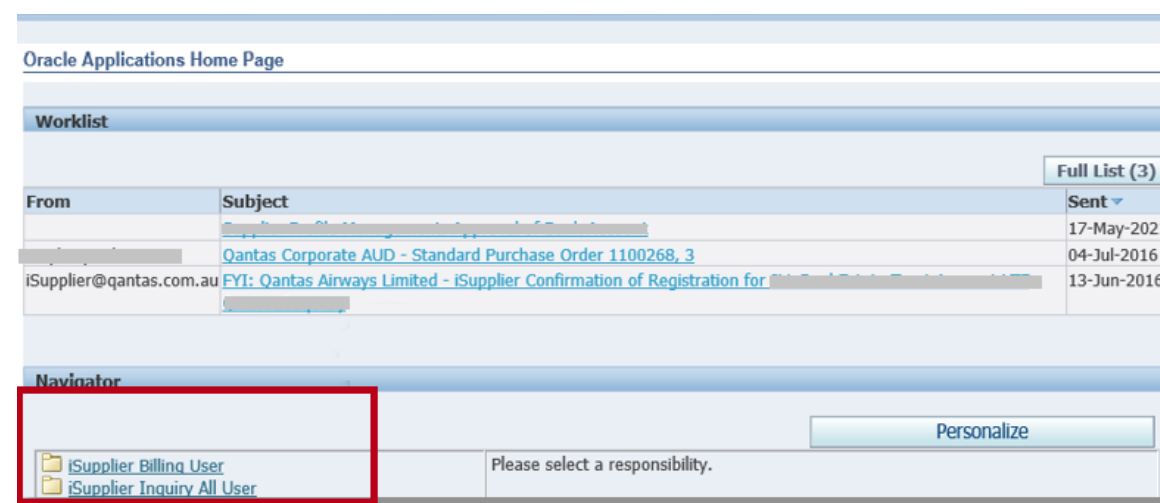
The **Purchase Orders** page is the central page from where you can view and process your Purchase Orders.

### How to View Purchase Orders

Access the **iSupplier** webpage using the following URL: <https://eq.qantas.com.au>. Enter the **username** and **password** credentials.

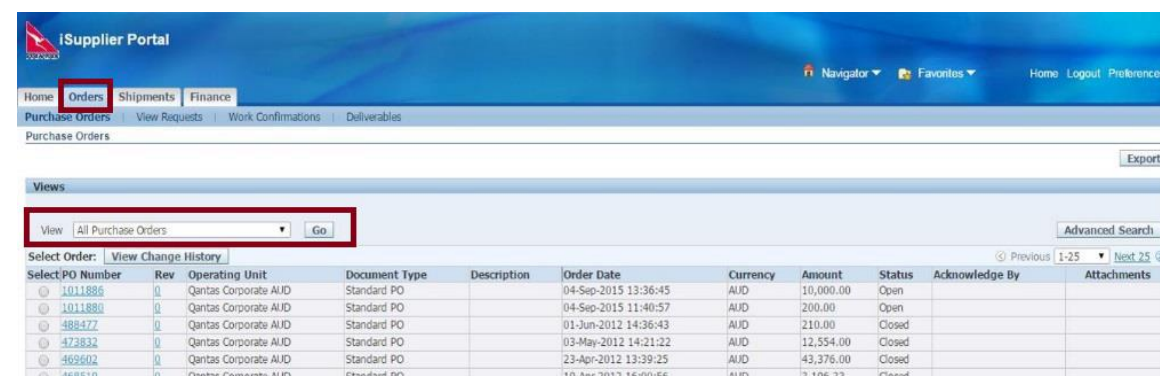
### Step # Description

**Step 1** Select the iSupplier Billing User/iSupplier Inquiry All User Responsibility



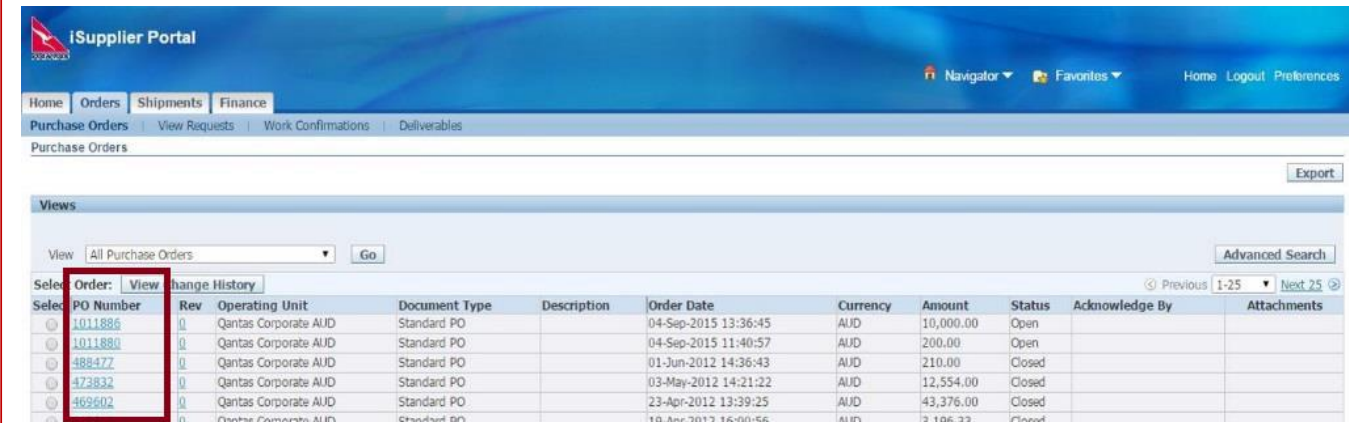
**Step 2** Click on Orders Tab, click on View drop-down menu and choose either of the following options:

- All Purchase Orders
- Purchase Orders to Acknowledge
- Purchase Orders Pending Change

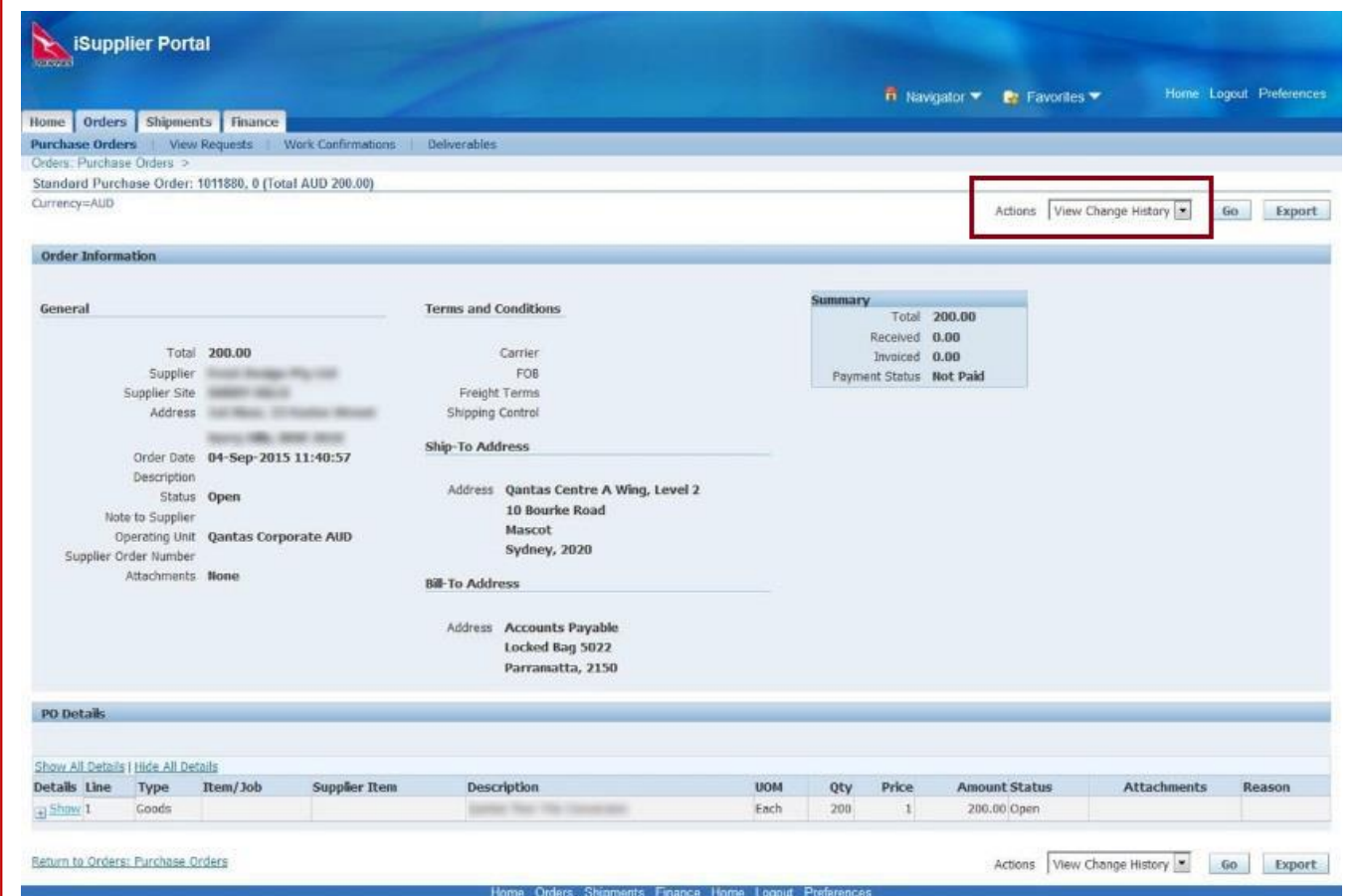


Click on **Go**

**Step 3** Access the Purchase Order you wish to view by clicking its PO Number link.



**Step 4** The **Order Information** page is displayed.



By selecting options from the Actions menu, you can:

- View Change History
- View PDF
- View Receipts
- View Invoices
- View Payments