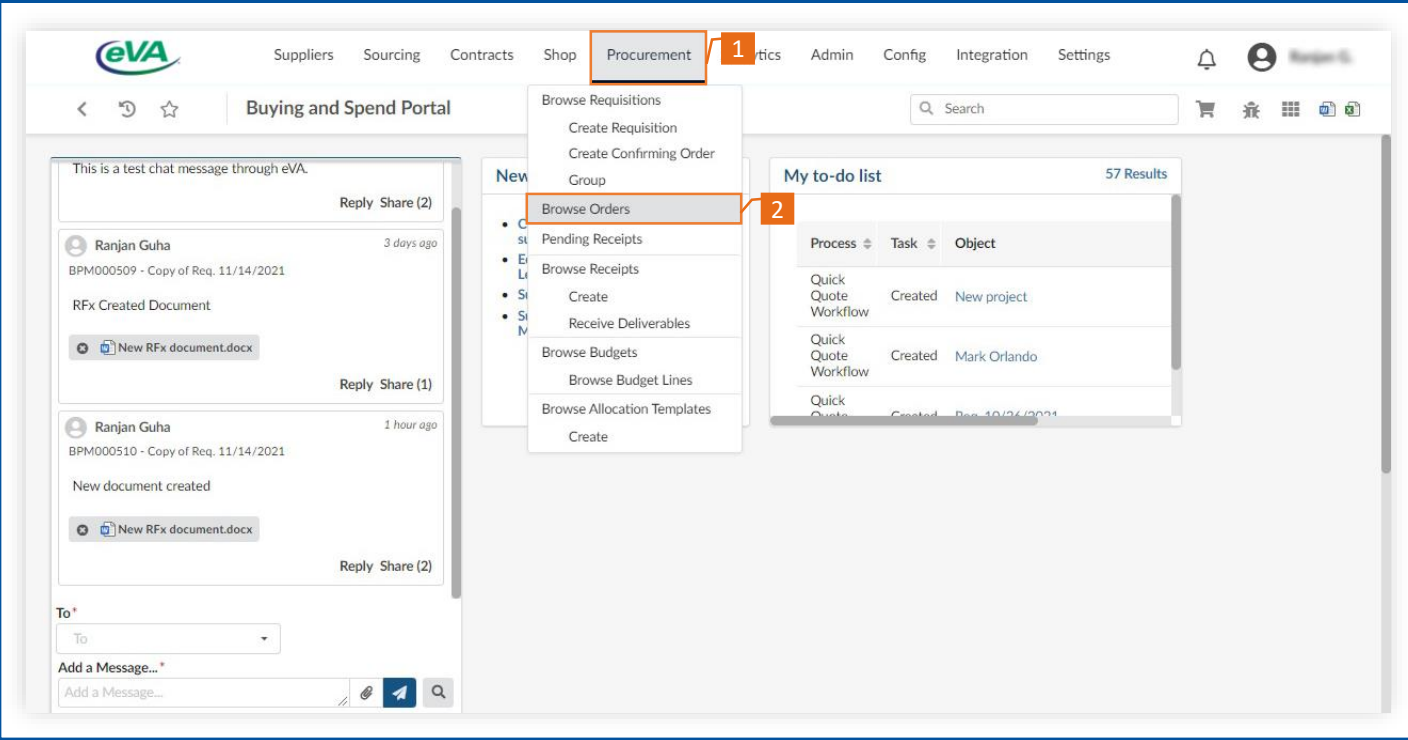


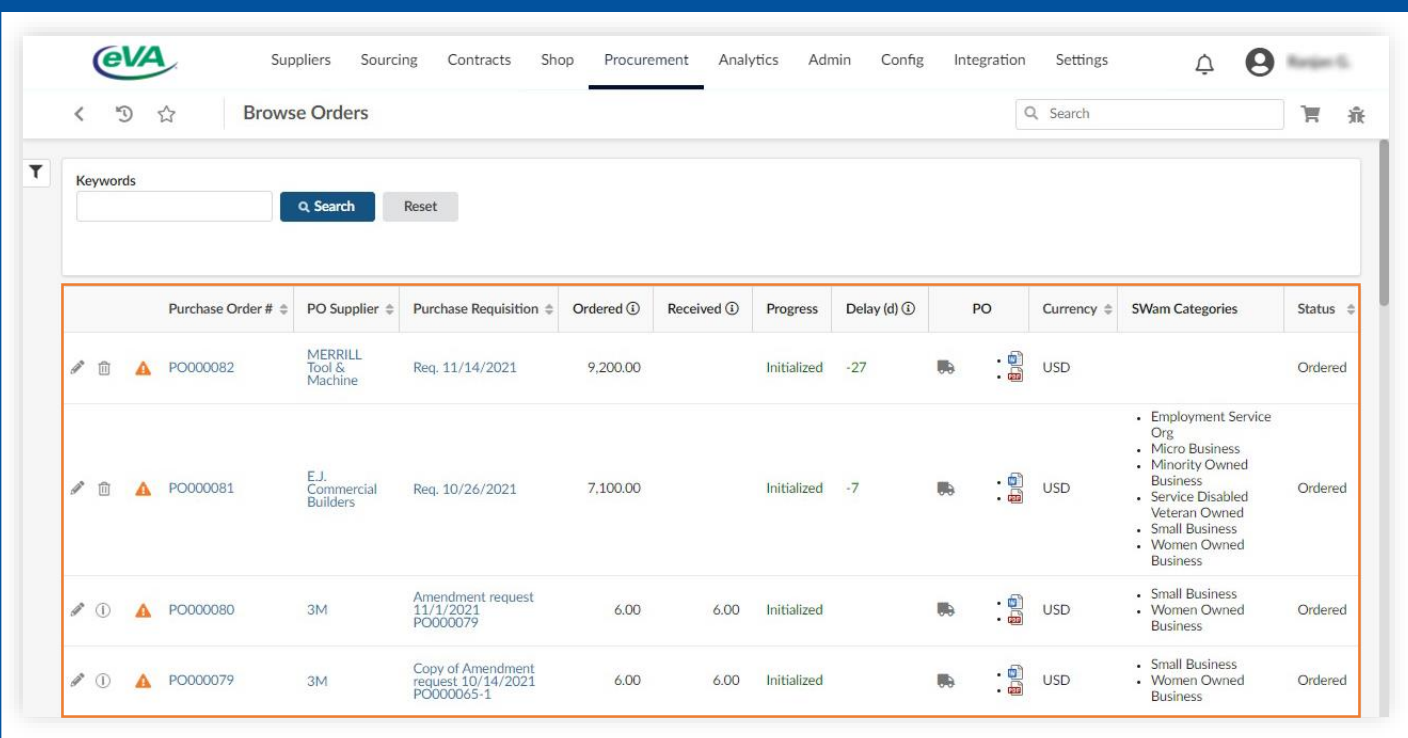
## A. View Order Details

Let's look at the steps to view the order details.

1. Select the **Procurement** tab.
2. Select the **Browse Orders** option from the dropdown menu.



The order list is displayed. You can add the required keywords to filter the list further.



3. Enter the required **Keyword**.

4. Click **Search**.

The screenshot shows the 'Browse Orders' page in the eVA system. The 'Keywords' search box contains '3M' and the 'Search' button is highlighted with a red box and the number '4'. The 'Filters' section shows 'Keywords: 3M'. The table below displays the search results:

| Purchase Order # | PO Supplier              | Purchase Requisition                 | Ordered  | Received | Progress    | Delay (d) | PO | Currency | SWam Categories   | Status  |
|------------------|--------------------------|--------------------------------------|----------|----------|-------------|-----------|----|----------|---|---------|
| PO000082         | MERRILL Tool & Machine   | Req. 11/14/2021                      | 9,200.00 |          | Initialized | -27       |    | USD      |   | Ordered |
| PO000081         | E.J. Commercial Builders | Req. 10/26/2021                      | 7,100.00 |          | Initialized | -7        |    | USD      | • Employment Service Org<br>• Micro Business<br>• Minority Owned Business<br>• Service Disabled Veteran Owned<br>• Small Business<br>• Women Owned Business | Ordered |
| PO000080         | 3M                       | Amendment request 11/1/2021 PO000079 | 6.00     | 6.00     | Initialized |           |    | USD      | • Small Business<br>• Women Owned Business  | Ordered |
| PO000079         | 3M                       | Copy of Amendment request 10/14/2021 | 6.00     | 6.00     | Initialized |           |    | USD      | • Small Business<br>• Women Owned   | Ordered |

As a result, the list displays orders with the searched keyword.

The screenshot shows the 'Browse Orders' page in the eVA system. The 'Keywords' search box contains '3M' and the 'Search' button is highlighted with a red box. The 'Filters' section shows 'Keywords: 3M'. The table below displays the search results:

| Purchase Order # | PO Supplier | Purchase Requisition | Ordered   | Received  | Progress    | Delay (d) | PO | Currency | SWam Categories                            | Status  |
|------------------|-------------|----------------------|-----------|-----------|-------------|-----------|----|----------|--|---------|
| PO000077         | 3M          | MultiSupplier        | 1.00      |           | Initialized |           |    | USD      | • Small Business<br>• Women Owned Business | Ordered |
| PO000065         | 3M          | Change Order         | 6.00      |           | Initialized | +26       |    | USD      | • Small Business<br>• Women Owned Business | Ordered |
| PO000058         | 3M          | Change Order         | 4.00      |           | Initialized | +33       |    | USD      | • Small Business<br>• Women Owned Business | Ordered |
| PO000052         | 3M          | Email Demo           | 100.00    |           | Initialized |           |    | USD      | • Small Business<br>• Women Owned Business | Ordered |
| PO000005         | 3M          | SandBlasting 1       | 19,000.00 | 19,000.00 | Initialized |           |    | USD      | • Small Business<br>• Women Owned Business | Ordered |