

Purchasing

How To:

Find a Requisition or Purchase Order when the number is unknown.

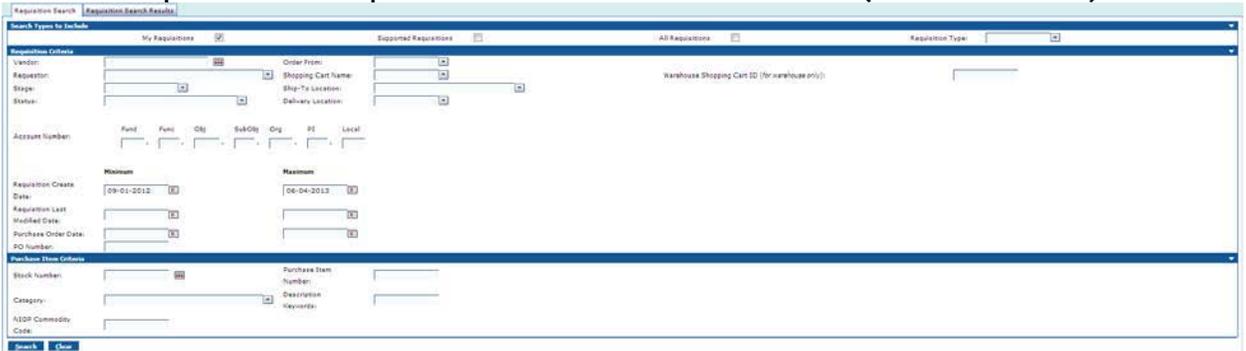
- 1) Open "TEAMS" and/or start on "Home Page"
- 2) Locate the "FIN – Requisition – Create" button. (Shown below)



- 3) Click the triangle/arrow (Shown above) to open a sub menu (Shown below).



- 4) Click the "Requisition Search" or the "Blanket/Project Requisition Search" links depending on the type you are looking for.
- 5) This will open the "Requisition Search" window/tab. (Shown below)



- 6) By default "Search Types to Include" is set to "My Requisitions" as shown below.



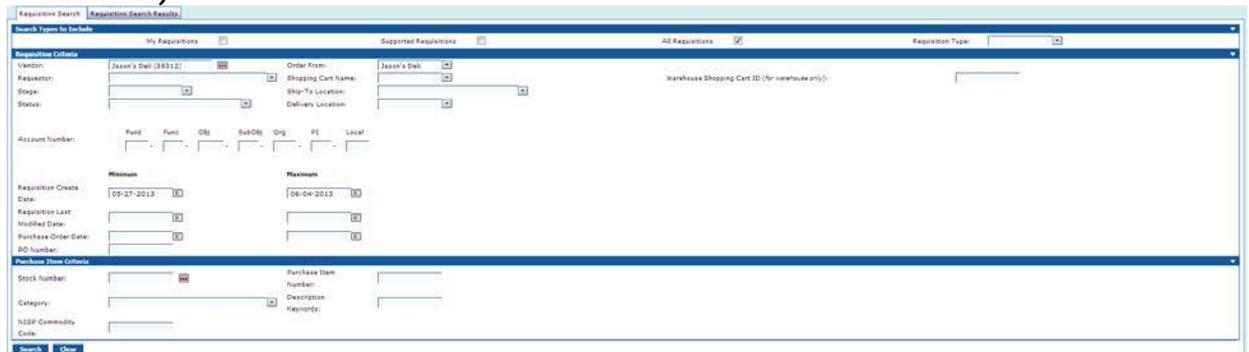
This will work fine as long as you are the requestor. Otherwise check "All Requisitions".

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- Now enter the identifying information. (Note that you do not have to fill every box. Often the less information supplied the more results returned.)

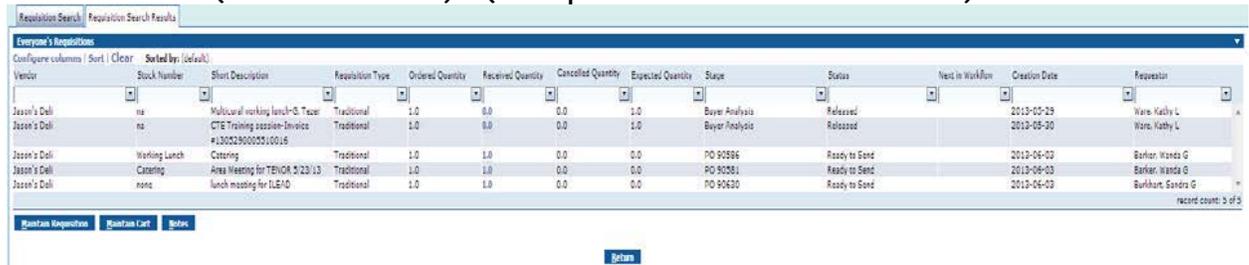


The screenshot shows a search interface with the following fields:

- Search Types for Include:** My Requisitions, Suspended Requisitions, All Requisitions, Requisition Type.
- Requisition Criteria:**
 - Vendor: Jason's Deli (39312)
 - Order From: Jason's Deli
 - Requester: Shopping Cart Name: Warehouse Shopping Cart ID (for warehouse only):
 - Stage: Ship-To Location:
 - Status: Delivery Location:
 - Account Number: Fund, Fund, Obj, SubObj, Org, PE, Local
 - Requisition Create Date: Minimum 09-27-2013, Maximum 04-04-2013
 - Requisition Last Modified Date:
 - Purchase Order Date:
 - PO Number:
- Purchase Item Criteria:**
 - Stock Number:
 - Category:
 - NSOP Commodity Code:
 - Purchase Item Number:
 - Description:
 - Keywords:

In this case, above, I searched vendor "Jason's Deli" and set a date range to limit the number of results returned.

- Now click the "Search" button at the bottom left corner of the window/tab (Shown above). (Sample results Shown below)



Vendor	Stock Number	Short Description	Requisition Type	Ordered Quantity	Received Quantity	Cancelled Quantity	Expected Quantity	Stage	Status	Next in Workflow	Creation Date	Requestor
Jason's Deli	na	Multicultural working lunch-S. Tezer	Traditional	1.0	0.0	0.0	1.0	Buyer Analysis	Released		2013-05-29	Wana, Kathy L
Jason's Deli	na	CFE Training session- Invoice #1305290002510016	Traditional	1.0	0.0	0.0	1.0	Buyer Analysis	Released		2013-05-30	Wana, Kathy L
Jason's Deli	Working Lunch	Catering	Traditional	1.0	1.0	0.0	0.0	PO 90586	Ready to Send		2013-04-03	Barker, Wanda G
Jason's Deli	Catering	Area Meeting for TEH/OB 5/23/13	Traditional	1.0	1.0	0.0	0.0	PO 90581	Ready to Send		2013-04-03	Barker, Wanda G
Jason's Deli	none	lunch meeting for TLEAD	Traditional	1.0	1.0	0.0	0.0	PO 90630	Ready to Send		2013-04-03	Burkhart, Sandra G

- The ninth column (Shown above) is the "Stage" and where the PO# is if the requisition has progressed that far.
- The tenth column (Shown above) is the "Status" is the requisition/PO status at that time.
- The eleventh column (Shown above) is "Next in workflow", this will be blank if the requisition has been turned into a purchase order. Otherwise it will indicate who the requisition is waiting on.

It is always recommended that you save an electronic copy of every PO you handle. You never know when you will need it.