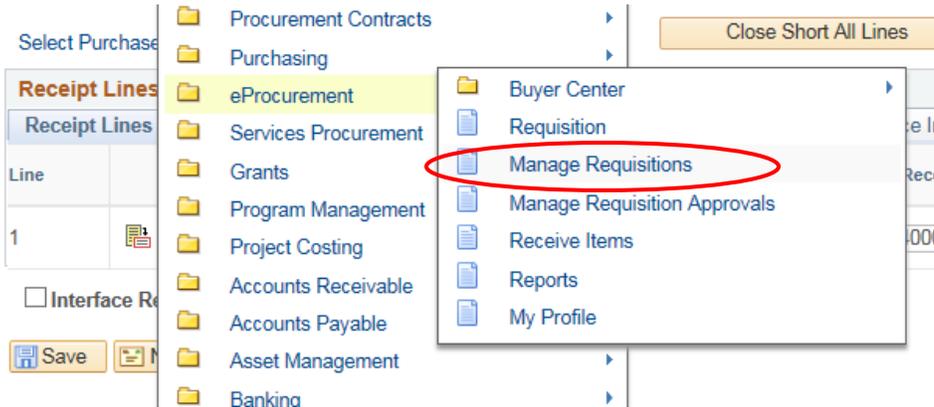# Finding a PO number

METHOD #1 – From your requisition dashboard

In PeopleSoft, navigate to "Main Menu" → "eProcurement" → "Manage Requisitions"

Change the "Date From" to include the date that you created the requisition and click "Search"

Make sure that the Request State for the PO that you need says "PO(s) Dispatched". If it does not, then the PO is not yet ready to be used and has not been sent to your vendor.

Once the PO has been dispatched, click the gray drop down arrow to view the lifespan. Then, click on "Purchase Orders".

The next page will tell you the Purchase Order number, as well as the date that it was sent to your vendor.

METHOD #2 – From the Review PO Information Search

In PeopleSoft, navigate to "Main Menu" → "Purchase Orders" → "Review PO Information" → "Purchase Orders"

This will allow you to search for a Purchase Order by the Supplier Name. If you wish to only view Purchase Orders for this vendor that are **CURRENTLY OPEN**, select "Dispatched" from the "**PO Status**" drop down box. Otherwise, your search will bring up every PO ever created for that vendor.

Find an Existing Value | Keyword Search

▼ **Search Criteria**

Field		Value
Business Unit	=	USC01
PO ID	begins with	
Contract SetID	begins with	
Contract ID	begins with	
Release Number	=	
Purchase Order Date	=	
PO Status	=	Dispatched
Short Supplier Name	begins with	
Supplier ID	begins with	
Supplier Name	begins with	HD SUPPLY FACILITIES
Buyer	begins with	
Buyer Name	begins with	

☐ Case Sensitive

[Search] [Clear] Basic Search 🗗 Save Search Criteria

Search Results

View All

Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name
USC01	2000028734	USC01	(blank)	0	08/17/2016	Dispatched	HDSUPP FAC-001	C000000816	HD SUPPLY FACILITIES MAINTENANCE LT
USC01	2000000315	USC01	(blank)	0	07/01/2015	Dispatched	HDSUPP FAC-001	C000000816	HD SUPPLY FACILITIES MAINTENANCE LT