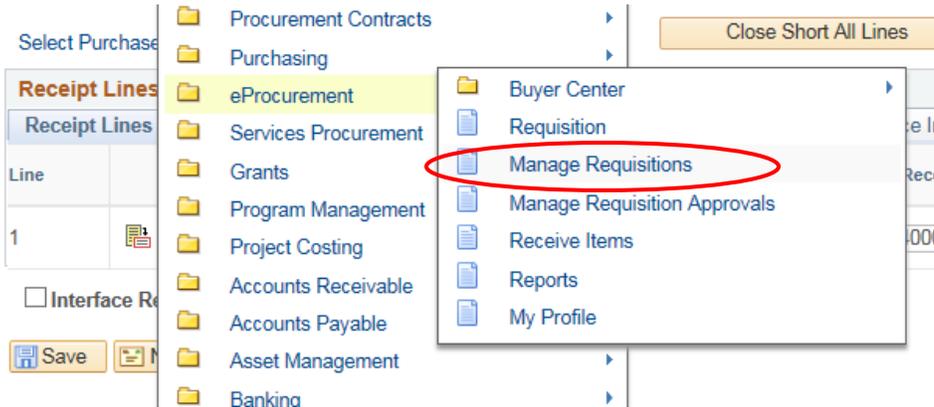


Finding a PO number

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”

A screenshot of the 'Requisition Search' form. The 'Date From' field is set to '08/12/2016' and is circled in red. The 'Search' button is also circled in red. Other fields include 'Business Unit' (USC01), 'Requisition ID', 'Requester' (MOONENA), 'Request State' (All but Complete), 'Date To' (08/19/2016), and 'Budget Status'. Below the form is a table of requisitions.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 1000028412	HD Supply 16-17	USC01	08/17/2016	PO(s) Dispatched	Valid	40,000.00 USD	[Select Action] Go

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".

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
1000028412	HD Supply 16-17	USC01	08/17/2016	PO(s) Dispatched	Valid	40,000.00 USD

Requester: Abby E. Moonen
Entered By: Abby E. Moonen
Priority: Medium
Pre-Encumbrance Balance: 0.00 USD

Process Flow: Requisition → Approvals → Inventory → **Purchase Orders** → Change Request → Receiving → Returns → Invoice → Payment

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

Business Unit USC01

Requisition information: Requisition ID 1000028412, Line Number 1

PO information: PO Number 2000028734, Buyer LLW, Change Order
PO Date 08/17/2016, Supplier ID C000000816, Terms N30, PO Status Dispatched

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
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METHOD #2 – From the Review PO Information Search

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

- Items
- Suppliers
- Procurement Contracts
- Purchasing**
 - Requisitions
 - Request for Quotes
 - Purchase Orders**
 - Stage/Source Requests
 - Acknowledgements
 - Manage Change Orders
 - Reconcile POs
 - Review PO Information**
 - Purchase Orders**
 - Activity Summary
 - PO Accounting Entries
 - Document Tolerance Exceptions
 - Reports
 - Budget Year End Proce
 - Add/Instate Express PO
 - Receipts

- eProcurement
- Services Procurement
- Grants
- Program Management
- Project Costing
- Accounts Receivable
- Accounts Payable
- Asset Management

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

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