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.