
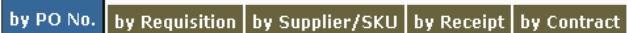



## Quick Guide -Importing Banner Purchase Orders into HokieMart for Receiving (04-01-09)

When the Requestor creates a PR in HokieMart that exceeds the delegated departmental authority, the Purchasing Department will create the PO in **Banner**. A paper copy of the Requisitioning Department of the PO will be sent to the department. When the PO is created in Banner, it must be **imported back into HokieMart** for departmental receiving. To locate the PO in HokieMart, perform a PO search.

- Click on the “history” 
- Click on the “by PO No.” 
- Place a √ in the “Filter” 
- Enter the desired “Results per page.”
- Place a check in the radio box for “Department Orders.” Some users may have “Company Orders.”

My Orders  Company Orders

- Click on the “Start Date” and “End Date” Calendar Boxes.
- Enter a Start Date in the calendar box.
- Enter an End Date in the calendar box.



by PO No.
by Requisition
by Supplier/SKU
by Receipt
by Contract
?

If you know the PO No. of the PO you are searching for, please enter it below.

Purchase Order No.

Filter  ←  
 Check Filter if you want to use the filters below.

Results per page  ←

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**Filters**

To find your purchase documents quickly and easily, choose a date range to search for purchase documents placed during a specified time frame.

→  My Orders  Company Orders

PO Date Filters

Start Date   (mm/dd/yyyy)

End Date   (mm/dd/yyyy) ←

User

**PO Departments**

4H General and Admin  
 AHNR Information Technology  
 AP Undergraduate Ed  
 Academic Assessment Program  
 Academic Support Services

**Only Include PO's From These Departments**

Center for Coal and Energy Research

In the block labeled PO Departments:

- Select desired department.
- Move this selection to the right hand box “Only Include PO’s From These Departments.”
- Click “Search.”  
All user PO’s should display.
- Perform receiving action as usual.