

Quick Guide -Search for a PR or PO (04-01-09)

Requestors have the ability to search HokieMart for PRs or POs using their number.

A quick search:

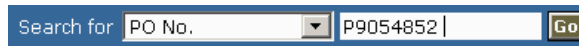
<Choose either Search for PR No. **or** Search for PO No. in the upper right-hand corner of the HokieMart main screen.

<Click “Go.”



Search for PR No. 9004299 Go

OR



Search for PO No. P9054852 Go

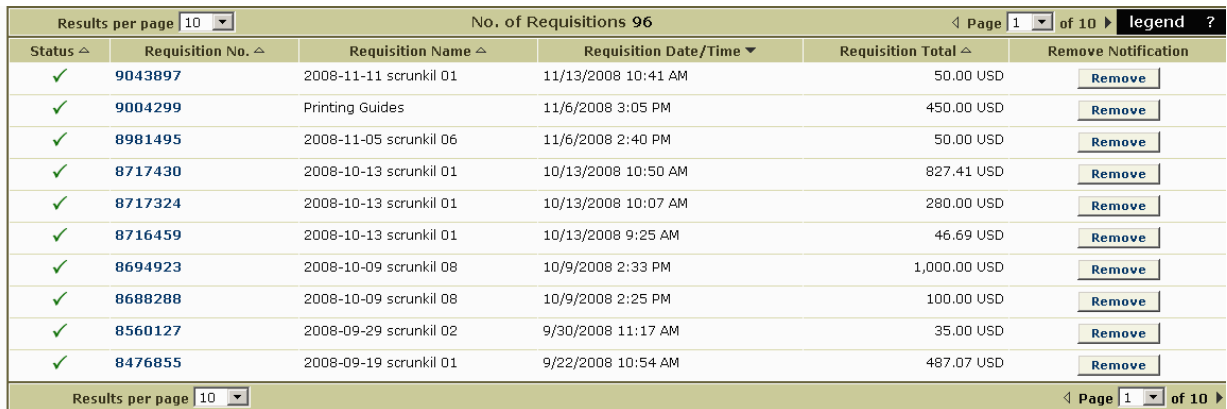
If the user does not know the PR or PO number:

<Click the “history” tab.

<Click either “my requisitions **or** “my purchase orders.”



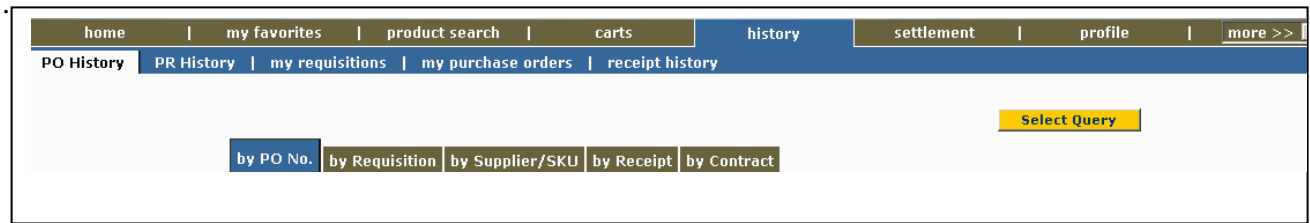
A complete list of the users PR **or** PO numbers will appear.



Status ^	Requisition No. ^	Requisition Name ^	Requisition Date/Time v	Requisition Total ^	Remove Notification
✓	9043897	2008-11-11 scrunkil 01	11/13/2008 10:41 AM	50.00 USD	Remove
✓	9004299	Printing Guides	11/6/2008 3:05 PM	450.00 USD	Remove
✓	8981495	2008-11-05 scrunkil 06	11/6/2008 2:40 PM	50.00 USD	Remove
✓	8717430	2008-10-13 scrunkil 01	10/13/2008 10:50 AM	827.41 USD	Remove
✓	8717324	2008-10-13 scrunkil 01	10/13/2008 10:07 AM	280.00 USD	Remove
✓	8716459	2008-10-13 scrunkil 01	10/13/2008 9:25 AM	46.69 USD	Remove
✓	8694923	2008-10-09 scrunkil 08	10/9/2008 2:33 PM	1,000.00 USD	Remove
✓	8688288	2008-10-09 scrunkil 08	10/9/2008 2:25 PM	100.00 USD	Remove
✓	8560127	2008-09-29 scrunkil 02	9/30/2008 11:17 AM	35.00 USD	Remove
✓	8476855	2008-09-19 scrunkil 01	9/22/2008 10:54 AM	487.07 USD	Remove

<Click on the desired number to view complete PR/PO..

Users may do a more extensive/detailed search using the Filter (below) when needed.
<Click “history” tab.



A search can now be performed:

- **by PO No.** – the number generated when the PR has been approved.
-
- **by Requisition** – the number generated when the PR is submitted by a Requestor.
- **by Supplier/SKU** – allows users to search for PRs from a particular vendor.
- **by Receipt** – use this number when the items have been electronically received by the department.

Using the Filter

On any of the above listed searches, a filter is available to “fine-tune” the search.

1. Click the filter box – a check mark will appear.
2. Select the number of results per page.
3. Select either My Orders or Department (depending on your Banner access).
4. Using the calendar, select a begin date and an end date for your search.
5. Select either your Department and/or Shared Department.
6. Move your choice to the right hand box (only include POs).
7. Select the PO status which you would like to view.
8. Click Search.

by PO No. | by Requisition | by Supplier/SKU | by Receipt

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

Search

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 Department Orders

PO Date Filters

Creation Date (System) (mm/dd/yyyy)

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Departments

Controller
Shared Department

Only Include PO's From These Departments

-----Show All-----

PO Status Filters

PO Status

-----Workflow-----
Pending
Rejected
Partially Rejected
Complete
-----Supplier-----
Sent to Supplier
Supplier Processing
Cancelled
Partially Shipped
Fully Shipped
Over Shipped
-----Receipt-----
Partially Received
Fully Received
Over Received
-----A/P Status-----
Open
Closed

Include PO's With Any of These Statures

-----Show All-----

By PO No.

- <Enter the PO No.
- <Click Search.

By Requisition

- <Enter the PR (Requisition) name or number.
- <Click Search.

By Supplier/SKU

- <Enter the Supplier Name
- <Click Search.

The PRs for a specific vendor will be displayed. Users are then able to select a specific PO number and view the details of the PR.

PO Search Results									legend ?
Number of POs Matching Search Criteria: 8									Page 1 of 1
Workflow Status	PO No.	Supplier	PO Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Status	Settlement Status	Select
✓	P0604513	VWR International Inc	5/26/2006 12:04 PM	241.94 USD	2361168	Spicer, Judy	Sent		<input type="checkbox"/>
✓	P0604510	VWR International Inc	5/26/2006 12:02 PM	48.76 USD	2362879	Spicer, Judy	Sent		<input type="checkbox"/>
✓	P0604509	VWR International Inc	5/26/2006 12:02 PM	41.16 USD	2362897	Spicer, Judy	Sent		<input type="checkbox"/>

