

## View My Activity

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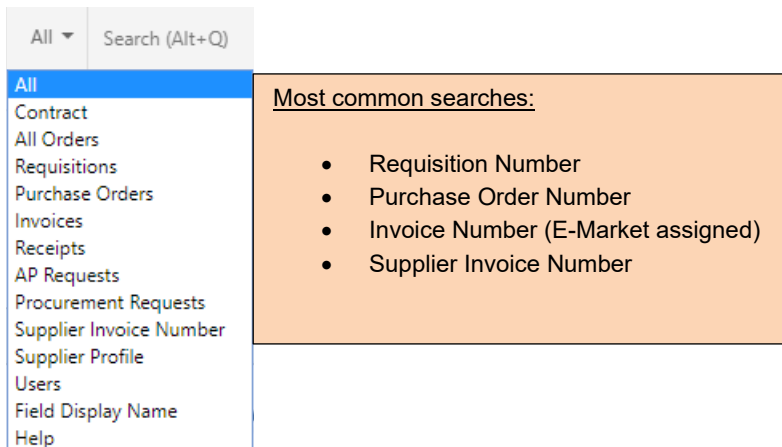
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### Quick Search

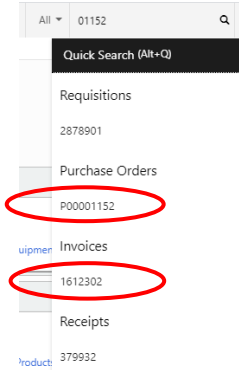
Search (Alt+Q)

2. Enter what you want to search for then press enter, see examples below.



3. All documents associated with the number entered will be listed. If only 1 document is associated with the number entered you will automatically be brought to that document.

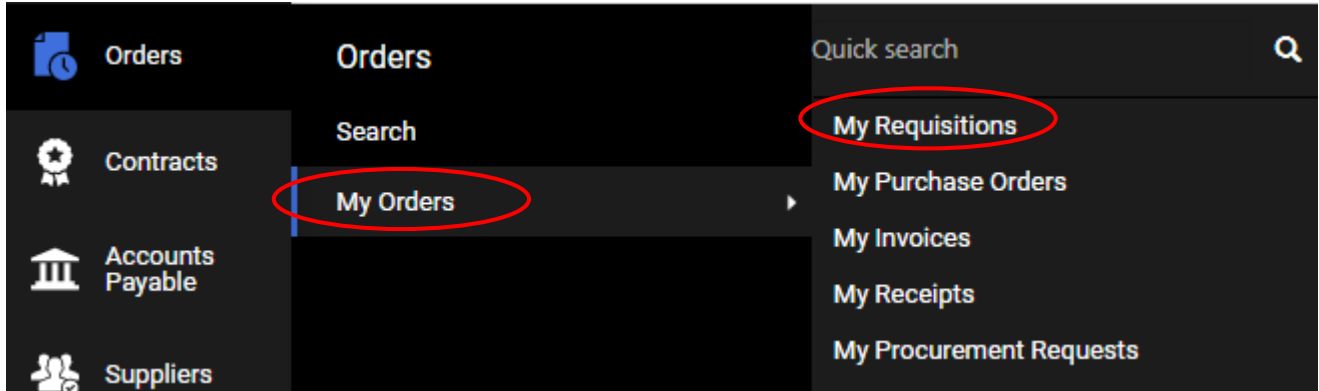
4. To open, click on document.



## View My Activity

### View my Requisitions

- From the  menu, hover over *My Orders*, then click on *My Requisitions*.



- A list of Requisitions created by you in the last 90 days will appear in number order from newest to oldest.

**Complete**

**Pending**

- To view a requisition, click on the number in blue.

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
2932190	Requisition	Pending	Donna Macintosh Mary Ellen Gardner,shopper/local	3/27/2020 3:28:39 PM		WB Mason	7.98 USD
2930772	Requisition	Returned	Mary Ellen Gardner Req/inv LOCAL	3/26/2020 3:45:36 PM		MAIN LINE SPRING WATER WB Mason CategoryTestSupplier	36.16 USD
<b>2928011</b>	Requisition	Pending	Donna Macintosh Req/inv LOCAL	3/24/2020 4:36:22 PM		MAIN LINE SPRING WATER	50.00 USD
2926357	Requisition	Complete	Donna Macintosh Req/inv LOCAL	3/23/2020 3:49:47 PM	3/25/2020 2:06:18 PM	WB Mason	15.74 USD
2915969	Requisition	Complete	Donna Macintosh Req/inv LOCAL	3/10/2020 11:21:23 AM	3/20/2020 9:17:38 AM	Office Depot WB Mason	65.76 USD

- Your requisition will open. View summary information or click on any of the tabs to view more information.

Requisition ▼ : 2928011

Summary Taxes/S&H PO Preview Comments 3 Attachments **History**

Examples:

- To look at an attachment, click on *Attachments* then click on the attachment to open.
- To see when your department admin submitted your requisition (faculty only), click *History* and look for date/time your cart was submitted.

## View My Activity

**Pending**

Requisition : 2688341 16 of 16 Results

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
<b>Status</b> Pending BMC - Account Code Approval <b>Submitted</b> 6/27/2019 2:26 PM <b>Cart Name</b> 2019-06-27 dmacintosh 01 <b>Description</b> no value <b>Prepared by</b> Donna MacIntosh	<b>Ship To</b> Bryn Mawr College Attn: Donna MacIntosh Dept: Controller Bldg: Cartref 3rd Fl 101 N Merion Ave Bryn Mawr, PA 19010-2899 United States	<b>Bill To</b> Bryn Mawr College 101 N Merion Ave ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899 United States

Pending	
Total (162.33 USD)	
Subtotal	162.33
Shipping	0.00
Handling	0.00
	162.33
What's next?	

6. Pending displays the Requisition workflow process.



- b. The workflow process displays. The approval step the Requisition is currently in will be in blue. Click to expand and view assigned approvers.

Pending	
Total (162.33 USD)	
Subtotal	162.33
Shipping	0.00
Handling	0.00
	162.33
What's next?	➔

Workflow

- Submitted  
6/27/2019 2:26 PM  
Donna MacIntosh
- ➔ BMC - Account Code Approval  
Active
- BMC - Account Code: 51738 (Shop Supplies): (5,000.00 - \*) USD
- Annemarie Thompson  
athomps01@brynmawr.edu  
+1 610-526-5262
- Donna MacIntosh  
dmacintosh@brynmawr.edu  
+1 610-526-5268
- Create PO  
Future

## View my Purchase Orders (PO)

**Orders**

Search

**My Orders**

Quick search

**My Requisitions**

**My Purchase Orders**

My Invoices

2. A list of POs created by you in the last 90 days will appear in number order from newest to oldest.

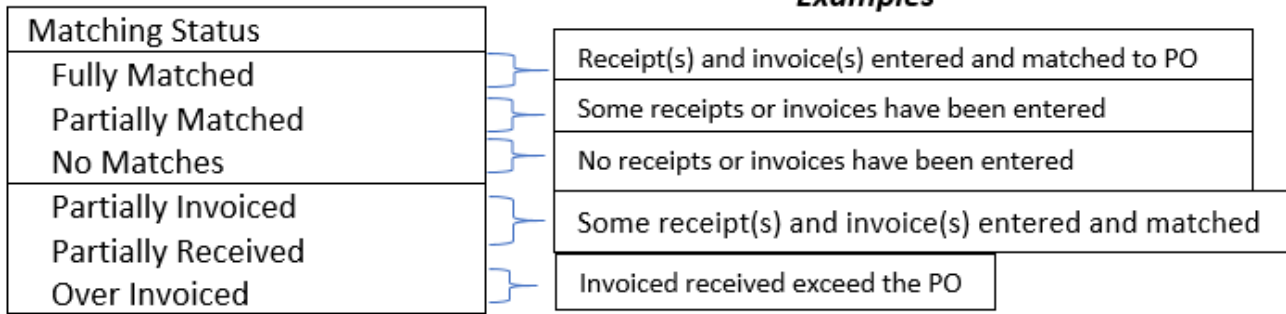
Complete

Pending

## View My Activity

3. Review the *Matching Status* column to determine where document is in the process.



4. To view a PO, click on the number is blue.

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner
<a href="#">P00001139</a>	Lowe's Home Centers LLC	6/27/2019 2:53:18 PM	Completed	<a href="#">2688440</a>	Donna MacIntosh
<a href="#">P00001140</a>	Lowe's Home Centers LLC	7/1/2019 2:46:56 PM	Completed	<a href="#">2691029</a>	Donna MacIntosh

5. Your PO will open. View summary information or click on any of the tabs to view more information.

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COLLEGE

Purchase Order • [P00001181](#)

Examples:

- To see receipt(s) entered, click *Receipts* then click on number in blue to open.
- To see invoice(s) entered, click *Invoices* then click on number in blue to open.
- To read Comments click *Comments* then all comments will appear

Status Summary Revisions **1** Confirmations Shipments Receipts **Invoices 2** Comments **1** Attachments History

## View my Invoices/Credit Memos (CM)

Orders

Contracts

Accounts

Orders

Search

[My Orders](#)

Quick search

[My Requisitions](#)

[My Purchase Orders](#)

[My Invoices](#)

2. A list of invoice/cms created by you in the last 90 days will appear in date order from newest to oldest.
- If the invoice/cm has a **Complete** the invoice approval process is completed.
  - If the invoice/cm has a **Pending** the invoice approval process is not completed.

## View My Activity

3. Review the *Pay Status* column to determine where document is in the process.

Payment Status	Examples
In Process	Invoice/CM submitted but approval process not completed
Payable	Invoice/CM submitted, approval process completed
Paid	Invoice/CM submitted, approval process completed and invoice is paid
Cancelled	Invoice/CM submitted then cancelled by Controller's office

4. To view an invoice/cm click on the number in blue.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date
1612302	TEST1234	Grainger	P00001152	Complete	1/29/2020 11:46:39 AM	12/29/2020

5. Your invoice/cm will open. View summary information or click on any of the tabs to view more information.

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Invoice • 1953130

Summary Matching Comments Attachments History

**Examples:**

- To look at an attachment, click on *Attachments* then click on the attachment to open.
- To read Comments, click *Comments* then choose *All* from drop down.

6. To see the approval steps, click within the *What's next*.

**What's next?**

Workflow

- Submitted  
8/31/2021 12:22 PM  
Donna MacIntosh Req/Inv LOCAL
- BMC Account Code Approval  
Approved  
Donna MacIntosh
- BMC AP Invoice Review  
Approved  
Donna MacIntosh
- OK to Pay  
Completed
- Auto-Close-PO  
Completed
- Completed  
8/31/2021 12:27 PM