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Quick Search

1. Click located in header, leave All or click on dropdown and choose from list.

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

<table>
<thead>
<tr>
<th>All</th>
<th>1192</th>
<th>20.25 USD</th>
</tr>
</thead>
</table>

   Most common searches:
   - Requisition Number
   - Purchase Order Number
   - Invoice Number (E-Market assigned)
   - Supplier Invoice Number

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 Requisitions

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

![Image of My Orders menu]

2. A list of Requisitions created by you in the last 90 days will appear in number order from newest to oldest.
   - If requisition has a [Complete], the approval process is completed so a Purchase Order has been created.
   - If requisition has a [Pending], the approval process is not complete.

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

![Image of requisition list]

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

**Requisition • 3642049**

![Image of requisition details]

**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.
5. To see the workflow process of a requisition go to the Pending box.

![Pending workflow process](image)

6. **Pending** displays the Requisition workflow process.
   
a. Click the ➤ next to What’s next?
   
b. The workflow process displays. The approval step the Requisition is currently in will be in blue. Click to expand and view assigned approvers.

**View my Purchase Orders (PO)**

1. From the menu, hover over My Orders, then click My Purchase Orders.

![My Purchase Orders](image)

2. A list of POs created by you in the last 90 days will appear in number order from newest to oldest.
   
   - If the PO has a Complete, the approval process is completed so your order has been placed.
   - If the PO has a Pending, the approval process is not completed.
3. Review the *Matching Status* column to determine where document is in the process.

<table>
<thead>
<tr>
<th>Matching Status</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Matched</td>
<td>Receipt(s) and invoice(s) entered and matched to PO</td>
</tr>
<tr>
<td>Partially Matched</td>
<td>Some receipts or invoices have been entered</td>
</tr>
<tr>
<td>No Matches</td>
<td>No receipts or invoices have been entered</td>
</tr>
<tr>
<td>Partially Invoiced</td>
<td>Some receipt(s) and invoice(s) entered and matched</td>
</tr>
<tr>
<td>Partially Received</td>
<td>Invoiced received exceed the PO</td>
</tr>
<tr>
<td>Over Invoiced</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Supplier</th>
<th>Created Date/Time</th>
<th>PO Status</th>
<th>Requisition Number</th>
<th>PO Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00001140</td>
<td>Lowe's Home Centers LLC</td>
<td>7/1/2019 2:48:58 PM</td>
<td>Completed</td>
<td>2691029</td>
<td>Donna Macintosh</td>
</tr>
</tbody>
</table>

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

*Purchase Order · Amazon.com LLC · P00001192 Revision 0*

**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 choose *All* from drop down.

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**View my Invoices/Credit Memos (CM)**

1. From the menu, hover over *My Orders*, then click *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* status, the invoice approval process is completed.
   - If the invoice/cm has a *Pending* status, the invoice approval process is not completed.
3. Review the *Pay Status* column to determine where document is in the process.

<table>
<thead>
<tr>
<th>Payment Status</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process</td>
<td>Invoice/CM submitted but approval process not completed</td>
</tr>
<tr>
<td>Payable</td>
<td>Invoice/CM submitted, approval process completed</td>
</tr>
<tr>
<td>Paid</td>
<td>Invoice/CM submitted, approval process completed and invoice is paid</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Invoice/CM submitted then cancelled by Controller’s office</td>
</tr>
</tbody>
</table>

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

```
Invoice   Supplier Invoice   Supplier   PO Number   Invoice  Created
   Number     Number(s)       |          | Status     Date/Time               
---        ---              |          | ---         |          
```

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

```
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.