**FINDING PURCHASE ORDER INFORMATION**

The Find Purchase Orders form is used to access purchase order information. Inquiries can be performed at the header, line, shipment or distribution level.

A search can be completed by entering a variety of search criteria. The more criteria included, the more restrictive the search will be. The selections below give the most widely used means of searching for purchase order information.

- **Purchase order number** - The PO number is known and you wish to view information related to this specific number
- **Requisition number** - PO number is unknown
- **Supplier name** - PO and Requisition numbers are unknown, but the supplier is known (this will return all orders).
- **Date range** - Date range coupled with a supplier name is a means of limiting the number of possible purchase order numbers that match the query.

1) Login to UNI e-Business Suite and click on your FIN responsibility.
2) Click on Purchase Order Summary to open the Find Purchase Orders form.
3) Search by one of the parameter instructions.

### Search by PO number

Enter the number in the number field of the Find Purchase Orders form. Click the Find button to initiate the search.

Note: If any of the search criteria entered is incorrect, there will be no return on the search.

### Search by Requisition number

Click on the Related Documents tab and enter the requisition number in the Requisition field. Click the Find button to initiate the search.

### Search by Supplier and Date Range

A search for purchase order information using a supplier name and date range can be used if a PO number or Requisition number is unknown.

Select a Supplier from the List of Values in the Supplier field. Entering only a supplier will display all orders a supplier has received (this could include several years).

It is recommended a date range is entered to restrict the search. To enter a date range, click on the Date Range tab and enter the beginning and ending dates in the fields following Order. The format for entering dates is DD-Mon-YYYY (e.g. 03-Jul-2003) or dates can be selected from the calendar in the LOV.

Click the Find button to initiate the search.

Once a purchase order is found line, shipment and distribution information can be viewed.

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For questions, please contact the Help Desk at 3-5555 or email ebusiness@uni.edu.

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