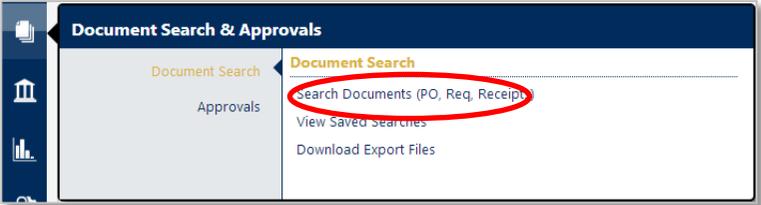


buyND™ Searching/Tracking Requisitions and Purchase Orders

1. The **Document Search and Approvals** menu contains the **Document Search** sub-menu, which allows you to search POs, Requisitions, and Receipts. The first time you visit this menu, you will automatically be taken to the **Simple Search** screen.

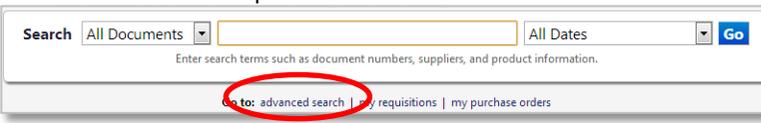


2. You can access your requisitions and purchase orders for the last 90 days by clicking on **my requisitions** or **my purchase orders** at the bottom of the **Simple Search** screen.



3. For a **Simple Search**, there are three main selections:
- What type of documents do you want to search? Select to search on a specific document type, **Requisition, Purchase Order, Receipt, or All Documents**. The default is to search across all documents.
 - What are you looking for? The following information can be entered into the search box: requisition number, purchase order number, catalog number, receipt number, user name, email address, etc.
 - How do I find requisitions and purchase orders within a certain date range? Users can select from relative date ranges for the query. You can choose from number of days, calendar span, fiscal year, or custom date ranges.

4. **Advanced Search** gives you the option to enter very specific, detailed search criteria. You can perform an advanced search across multiple documents or select a specific document type. To switch to Advanced Search, click **advanced search** at the bottom of the Simple Search screen.



Go to: simple search | my requisitions | my purchase orders

Search All Documents simple search

Go

General Document Identification

Document Number(s)

Document Information

Participant(s)

Owner

Date All Dates

Total Amount

Supplier

Department

Item/Product Information

Catalog Number(SKU)

Product Description

5. You can set the **Date** range prior to your search or filter your results after they display. Date range selection can happen four different ways:

- Day:** Last 7 days, Last 30 days, Last 60 days, Last 90 days, Last 120 days, Yesterday, Today, Last Week, This Week.
- Calendar:** Month-to-Date, Last Month, Year-to-Date, Previous Year.
- Fiscal:** Year-to-Date, Previous Fiscal Year.
- Other:** Before X Date, After X Date, Last X Days, Next X Days, Before the Last X Days, After the Last X Days.

6. After performing a search, **filter options**, which display on the left side of the search results, are available to further narrow down your results.

Filtered By

Type: Purchase Order
 Date: Creation Date (System)
 Date Range: Last 90 days
 [remove all]

Supplier

Michiana Cartridge Exchange

Save Search **Export Search**

Refine Search Results

Type

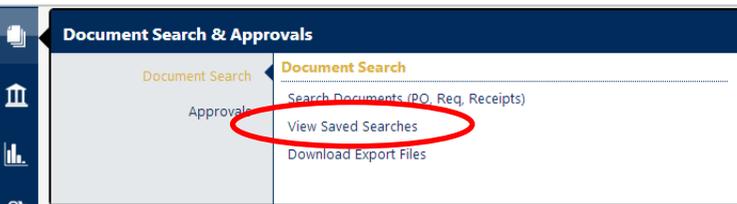
Purchase Order

Date Range

Last 90 days

PO No	Supplier	Creation Date/Time	Requisition No.
✓ P1696321	Michiana Cartridge Exchange	10/14/2013 4:38 PM	44212193
✓ P1695988	Michiana Cartridge Exchange	10/10/2013 4:28 PM	44132446
✓ P1692766	Michiana Cartridge Exchange	9/17/2013 4:05 PM	43362657
✓ P1692336	Michiana Cartridge Exchange	9/13/2013 4:12 PM	43275343
✓ P1692254	Michiana Cartridge Exchange	9/13/2013 11:39 AM	43259227
✓ P1691191	Michiana Cartridge Exchange	9/5/2013 2:43 PM	42966318

7. Searches can be saved and executed at any time. Saved searches are accessed through the Document Search sub-menu and by clicking on **View Saved Searches**.



8. You can also search by **Custom Fields** (Fund, Org, Account, Commodity Code, etc.) as part of the Advanced Search.

Custom Fields

Account Is Exactly Add another Account
 Select from profile values...
 Select from all values...

Activity Is Exactly Add another Activity
 Select from all values...

Commodity Code Is Exactly Add another Commodity Code
 Select from profile values...
 Select from all values...

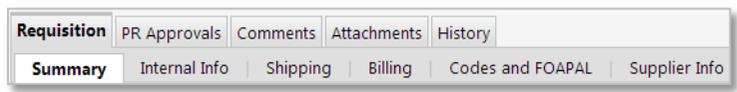
Fund Is Exactly Add another Fund
 Select from profile values...
 Select from all values...

Location Is Exactly Add another Location
 Select from all values...

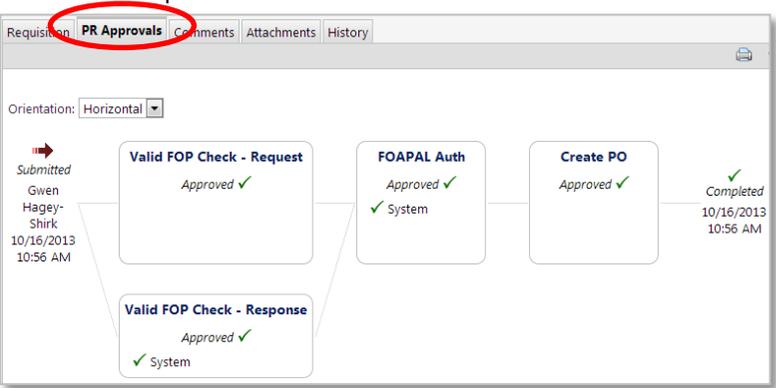
Organization Is Exactly Add another Organization
 Select from profile values...
 Select from all values...

Searching/Tracking (cont.)

9. To view the **details** of a requisition, click on the **requisition number**. The requisition screen will have several tabs to access various information about the requisition.



- 10. **Summary:** Provides the Header information, the cart name, PO number, and basic information on the items ordered.
- 11. **Codes and FOAPAL:** Provides FOAPAL header and line item detail information.
- 12. **PR Approval:** This tab gives a graphical representation of the workflow process and status.



13. **History:** This tab shows a chronological history of the actions taken on the requisition. It includes date and time, the user name, the action take and steps, as well as any notes

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	10/16/2013 10:56 AM	System		Requisition approval process completed				
	10/16/2013 10:56 AM	System	Create PO	PO Created	PO#:	33248583		
	10/16/2013 10:56 AM	System	FOAPAL Auth	Requisition approved				
	10/16/2013 10:56 AM	System	Valid FOP Check - Response	Requisition approved				All FOAPAL valid.
	10/16/2013 10:56 AM	System	Valid FOP Check - Request	Message transmission to external system was successful.				

14. The **PO Number** can be found in Supplier/Line Item Details.

GovConnection [more info...](#) PO Number **P1696618**

Purchasing 1
706 Milford Road, Merrimack, NH 03054-4612 US

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓ Crucial 16GB PC3-10600 204-pin DDR3 SDRAM SODIMM Kit for iMac, Mac Mini, MacBook Pro	14581846	EA	149.60	1 EA	149.60 USD

15. You can also use the **Quick Search** feature to search for your requisition numbers, PO numbers, receipt numbers, etc.

