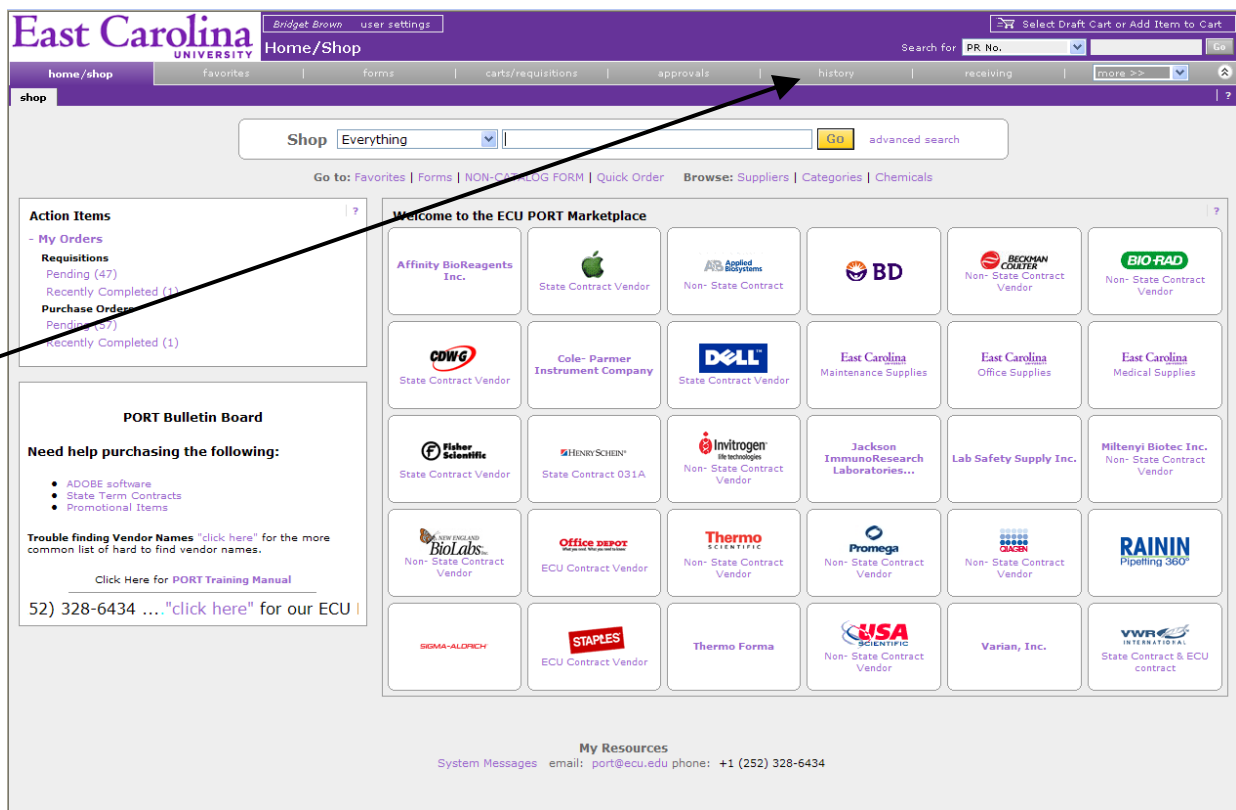
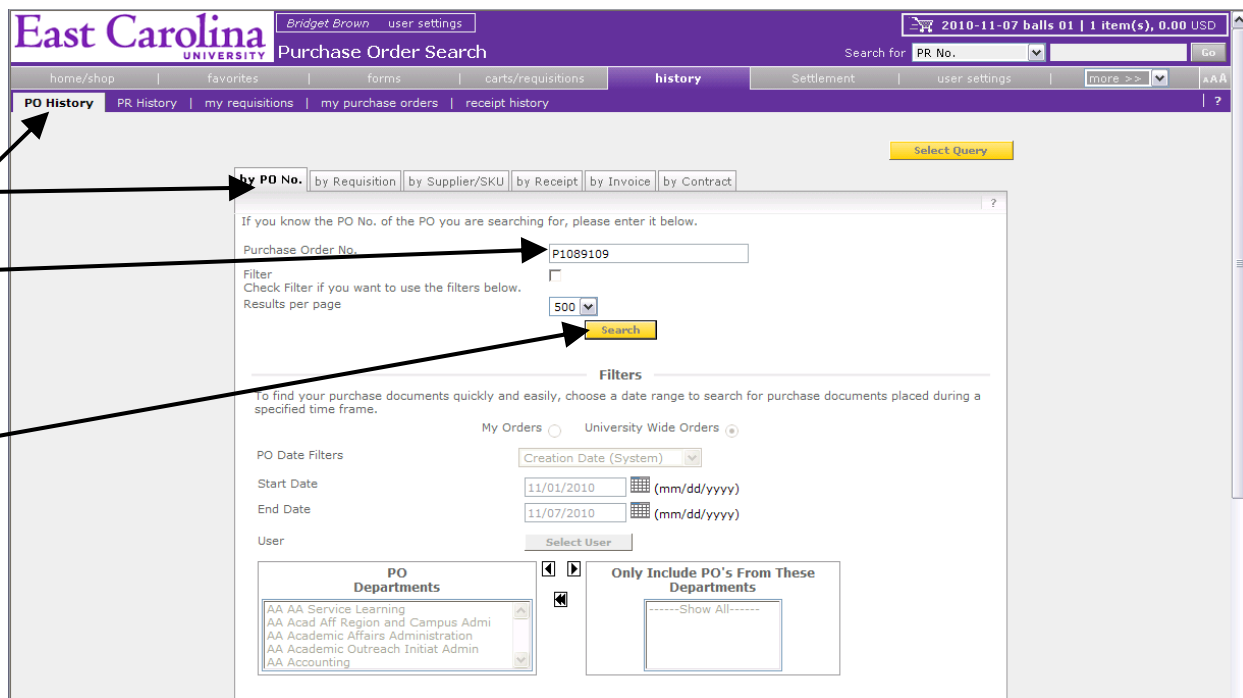


# HISTORY BY PURCHASE ORDER

Last Updated on: 11/8/2010



1. Click on the **History** tab.



2. Ensure that the **PO History** and **by PO No.** tabs are selected.
3. Enter the PO # in the **Purchase Order No.** text box.
4. Click on the **Search** button.

# HISTORY BY PURCHASE ORDER

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Purchase Order Search

Search for PR No. [ ] Go

home/shop | favorites | forms | carts/requisitions | **history** | Settlement | user settings | more >> | AAA

PO History | PR History | my requisitions | my purchase orders | receipt history

New Search | Select Query | Save Query | Create Qty Receipt | Go

Results per page 500 | Number of POs Matching Search Criteria: 1 | Page 1 of 1 | legend | ?

| Workflow Status | PO No           | Supplier         | Creation Date/Time | PO Total     | Requisition No. | Requisitioner | Supplier Status | Settlement Status | Select                   |
|-----------------|-----------------|------------------|--------------------|--------------|-----------------|---------------|-----------------|-------------------|--------------------------|
| ✓               | <b>P1089109</b> | USA Sci Plastics | 10/21/2010 2:56 PM | 1,755.00 USD | 459307          | Ball, Susan   | Sent            | No Matches        | <input type="checkbox"/> |

- Note that you can click on the **Quick View** icon for summary information on the PO.
- Click on the **PO#**.

East Carolina UNIVERSITY Status - PO P1089109

Search for PR No. [ ] Go

home/shop | favorites | forms | carts/requisitions | **history** | Settlement | user settings | more >> | AAA

PO History | PR History | my requisitions | my purchase orders | receipt history

PO/Reference No. P1089109 Revision 0  
Supplier USA Sci Plastics Available Actions Add Comment | Go

Status | Purchase Order | Revisions | PO Approvals | Receipts | Comments | History

General Information

|                     |   |                        |  |
|---------------------|---|------------------------|--|
| PO/Reference No.    | P1089109  | Workflow               | Completed (10/21/2010 2:57 PM)   |
| Revision No.        | 0   | Distribution           | The system distributed the purchase order using the method(s) indicated below the last time it was distributed: Manual |
| Supplier Name       | USA Sci Plastics <a href="#">more info...</a>       | Distribution Date/Time | 10/21/2010 2:57 PM   |
| Purchase Order Date | 10/21/2010  | Supplier               | Sent To Supplier   |
| Total               | 1,755.00  |                        |  |
| Requisition Number  | 459307 <a href="#">view</a>   <a href="#">print</a> |                        |  |
| Requisitioner Name  | Susan Ball  |                        |  |
| Requester Email     | Happy@ecu.edu                                       |                        |  |
| Requester Phone     | +1 (252) 328-1008                                   |                        |  |

Line Item Status

| Product Description   | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price      | Receiving | Invoicing | Matching            |
|---|------------|------------------|------------|----------|-----------------|-----------|-----------|---------------------|
| 1 ✓ 0.5mL Positive Displacement Tip, 10-50µL Pipetting Volume, Bag of 100 Tips <a href="#">more info...</a> | 4770-0050  | UN               | 87.75      | 20 UN    | 1,755.00 USD    | none      | none      | No Matches          |
|   |            |                  |            |          | <b>Subtotal</b> |           |           | <b>1,755.00</b>     |
|   |            |                  |            |          | Shipping        |           |           | 0.00                |
|   |            |                  |            |          | Handling        |           |           | 0.00                |
|   |            |                  |            |          | <b>Total</b>    |           |           | <b>1,755.00 USD</b> |

- From here you can review **Status**, **Purchase Order**, **Revisions**, **PO Approvals**, **Receipts**, **Comments**, and **History**.
- This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.