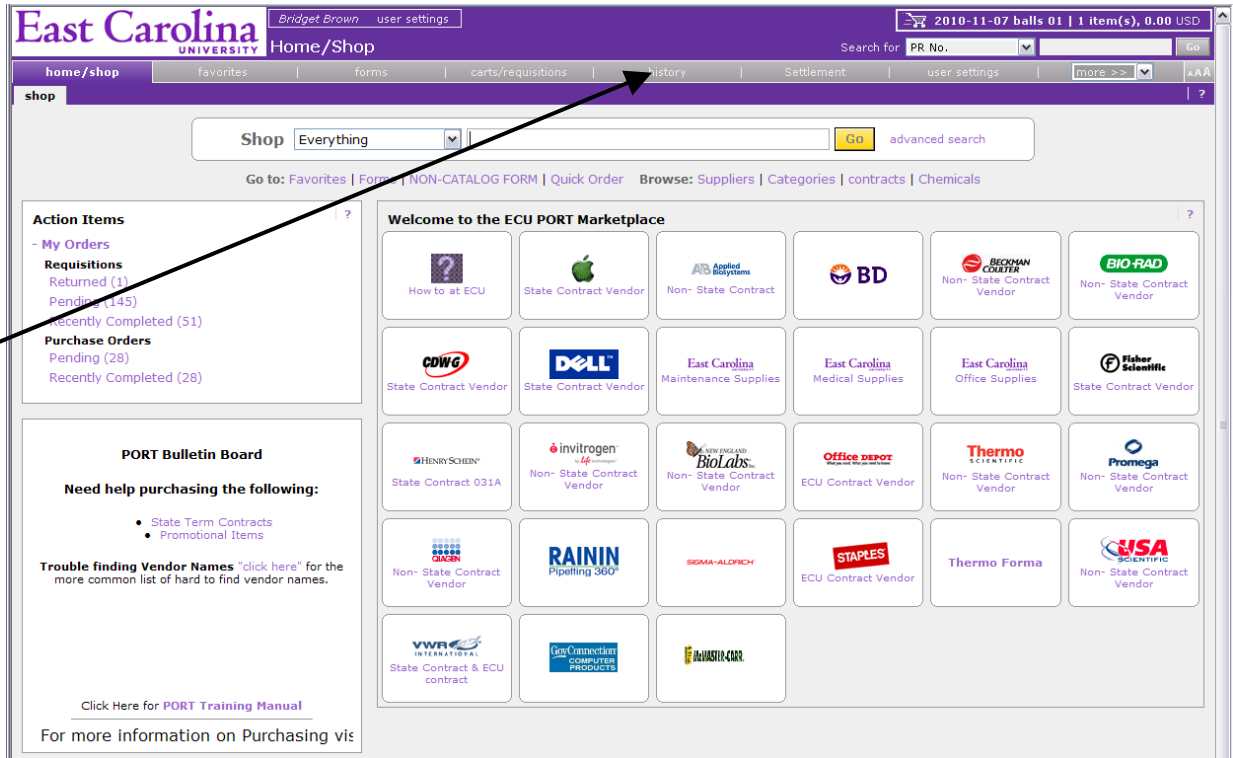
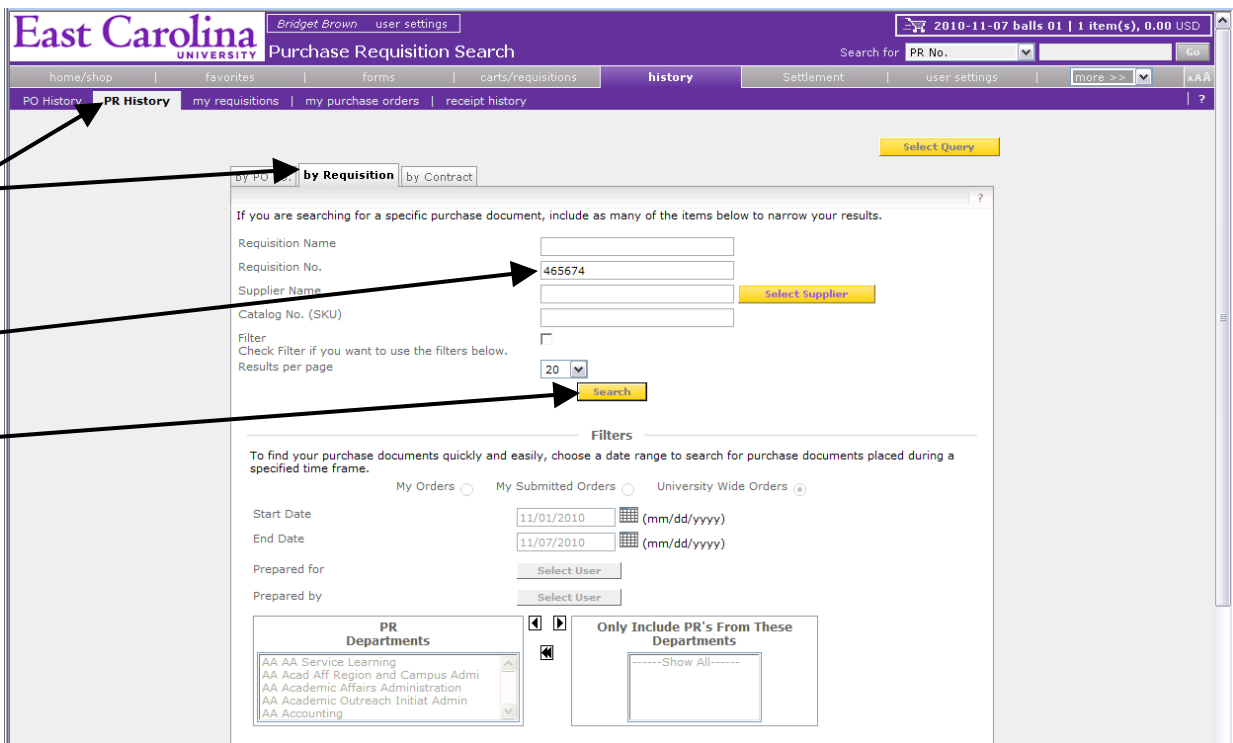


HISTORY BY REQUISITION

Last Updated on: 11/8/2010



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



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

HISTORY BY REQUISITION

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Orders - Search Results

2010-11-07 balls 01 | 1 item(s), 0.00 USD

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

Results per page: 20 | Requisition(s) meeting the search criteria: 1 | Page 1 of 1 | legend ?

Status	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
	465674	Office Depot	2010-11-02 balls 01	Brown, Bridget	11/2/2010 11:25 AM	90.51 USD

New Search | Select Query | Save Query

5.

6.

5. Note the new **Supplier(s)** column.

6. Click on the Quick View icon.

East Carolina UNIVERSITY Requisition Quick View - 465674

Close

Requisition Summary - 465674

General	Internal Note	Order Info
<p>Priority: Normal</p> <p>Department: AA Teacher Education</p> <p>Prepared by: Bridget Brown</p> <p>Cart Name: 2010-11-02 balls 01</p> <p>Accounting Date:</p> <p>Bill To East Carolina University Accounts Payable 120 Reade St. Fin. Srv. Bldg. Greenville, NC 27858-4353 United States</p>	<p>Internal Info Business Purpose / Note to Approvers: no note</p> <p>Work Order #: no value</p> <p>State Exempt: Classroom Instruction</p> <p>Internal attachments:</p>	<p>Order Info Backup Required: X</p> <p>Backup Type: None no backup</p> <p>Pricing Ref #: no value</p> <p>Special Instructions: None</p> <p>Notes to Suppliers: no note</p> <p>Attachments for all suppliers:</p> <p>PO Clauses 100 NC T&C 200 Funds 300 ECU PO conditions</p>

FOAPAL / Ship Codes

Chart	Fund	Organization	Account	Program	Activity	Location
E	111100	200601	72110	0000	no value	no value

Ship To
 Contact Name Susan Ball
 Phone +1 (252) 328-1008
 Email balls@ecu.edu
 East Carolina University
 Materials Mgmt
 200 E First Street
 Greenville, NC 27858-4353
 United States

ProCard Number
 No credit card has been assigned.

Supplier / Line Item Details

Office Depot

PO 1
 Office Depot Credit Plan, Po Box 30295, Salt Lake City, UT 84130 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
AT-A-GLANCE(R) Desk Calendar Refill, 3 1/2 x 6, January-December 2011	754497	EA	3.35 USD	6 EA	20.10 USD

Contract: ECU-000284

Close

8.

7.

7. The Quick View provides summary information on the requisition.

8. Click on the **Close** button for the Quick View overlay.

HISTORY BY REQUISITION

Last Updated on: 11/8/2010

East Carolina UNIVERSITY
Bridget Brown user settings
2010-11-07 balls 01 | 1 item(s), 0.00 USD
Orders - Search Results
Search for PR No. [] Go

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

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

New Search | Select Query | Save Query

Results per page 20 Requisition(s) meeting the search criteria: 1 Page 1 of 1 legend ?

Status	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
	465674	Office Depot	2010-11-02 balls 01	Brown, Bridget	11/2/2010 11:25 AM	90.51 USD

New Search | Select Query | Save Query

9.

9. Click on the **Requisition #.**

East Carolina UNIVERSITY
Bridget Brown user settings
2010-11-07 balls 01 | 1 item(s), 0.00 USD
Summary - Requisition 465674
Search for PR No. [] Go

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

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

Available Actions: Add Comment Go

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | FOAPAL / Ship Codes | Supplier Info | Taxes/Chgs

Hide value descriptions

Priority	General	Internal Info	Internal Note	Order Info	Order Info
Normal	AA Teacher Education Bridget Brown 2010-11-02 balls 01	Business Purpose / Note to Approvers Work Order # State Exempt Internal attachments	no note no value Classroom Instruction	Backup Required Backup Type Pricing Ref # Special Instructions Notes to Suppliers Attachments for all suppliers PO Clauses	None no backup no value None no note

view all clauses - (4)

Chart	Fund	Organization	Account	Program	Activity	Location
E	111160	230601	72110	0000	no value	no value

Ship To
Contact Name Susan Ball
Phone +1 (252) 328-1008
Email balls@ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 27858-4353
United States

11.

10.

10. From here you can review the requisition **Summary, FOAPAL/Ship Codes (document details), PR Approvals, Comments, Attachments, History, and Supplier Info.**

11. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.