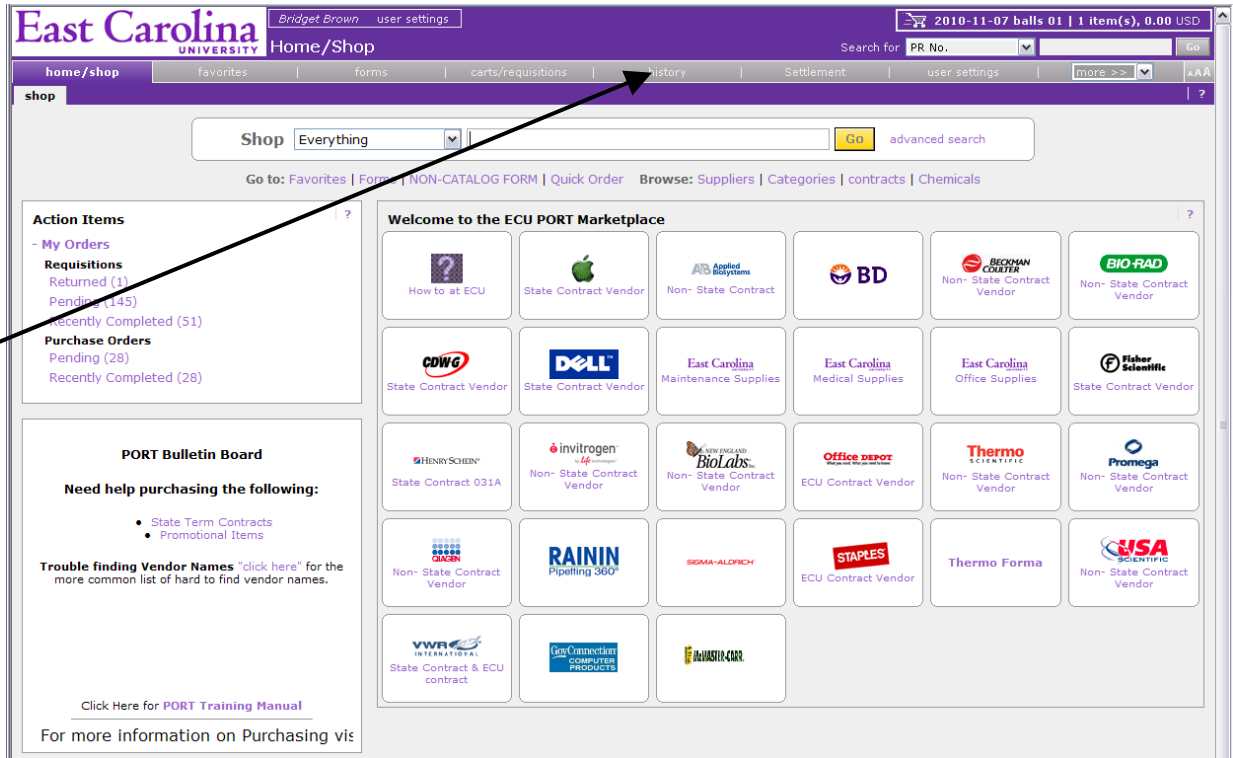
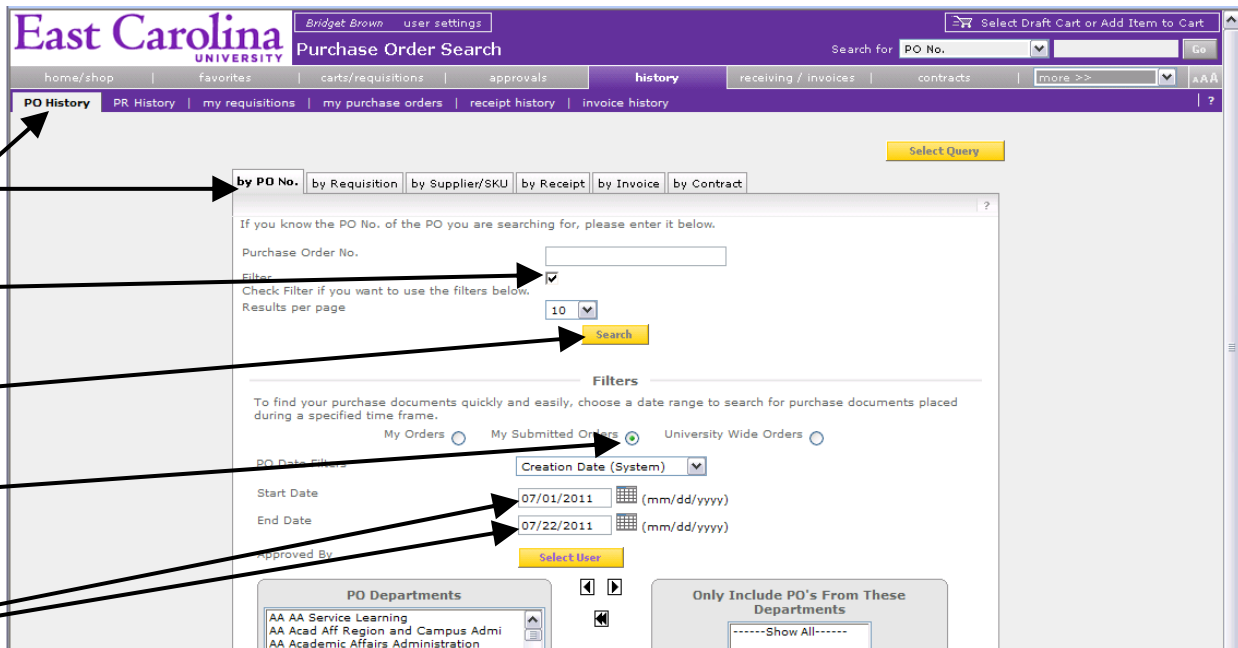


PREPARED BY USER RETAINS ACCESS TO PURCHASE ORDER

Last Updated on: 7/22/2011



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



2. Ensure that the **PO History** and **by PO No.** tabs are selected.
3. Click the **Filter** check box.
4. Select the **My Submitted Orders** radio button. This will allow you to see purchase orders prepared by you.
5. Change the date range if appropriate for your search.
6. Click the **Search** button.

PREPARED BY USER RETAINS ACCESS TO PURCHASE ORDER

Last Updated on: 7/22/2011

7. Note the number of Purchase Orders that met your search criteria.

8. There are 3 POs in this example that were prepared for another PORT user.

9. Click on the Quick View icon.

Workflow Status	PO No	Supplier	Creation Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Status	Settlement Status	Select
✓	P1105088	Dell Marketing LP	7/20/2011 5:20 AM	6,500.00 USD	607141	Boulineau, Charles	Sent	Receipt-Required Partially Received No Matches	<input type="checkbox"/>
✓	P1105087	Dell Marketing LP	7/19/2011 4:32 PM	5,000.00 USD	606258	Boulineau, Charles	Sent	Receipt-Required No Matches	<input type="checkbox"/>
✓	P1105086	Dell Marketing LP	7/19/2011 4:07 PM	1,000.00 USD	596221	Boulineau, Charles	Sent	Receipt-Required No Matches	<input type="checkbox"/>

7. Note the number of Purchase Orders that met your search criteria.
8. There are 3 POs in this example that were prepared for another PORT user.
9. Click on the Quick View icon.

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

General Information		Shipping Information	Billing/Payment
PO/Reference No.	P1105086	Ship To	Bill To
Revision No.	0	Attention: Bridget Brown	East Carolina University
Total	1,000.00 USD	Phone: +1 (252) 328-1008	Accounts Payable
Purchase Order Date	7/19/2011	Email: Happy@ecu.edu	120 Reade St.
Supplier Name	Dell Marketing LP	East Carolina University	Fin. Srv. Bldg.
Banner Supplier Number	B00180625	VC-Business Affairs	Greenville, NC 27858-4353
Address	One Dell Way Bldg RR8 Round Rock, TX 78682-0384 US	Whichard Annex 217 Greenville, NC 278584353 United States	United States
Phone	+1 (800) 274-7799	Ship To Address Code	Billing Options
Supplier Fax No.	+1 (800) 313-2005	ShipTo Address 005	Payment Terms 0% 2, Net 20
Requisition Number	596221	Code	
Work Order #	no value	Delivery Options	
Contact Information		Ship Via Best Carrier-Best Way	
State Exempt	None of the Above	F.O.B. N/A	
Accounting Date		Req Delivery	
Requestor Name	Charles Boulineau		
Requestor Phone	+1 (919) 328-1924		
Requestor Email	boulineauc@ecu.edu		

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

PREPARED BY USER RETAINS ACCESS TO PURCHASE ORDER

Last Updated on: 7/22/2011

Workflow Status	PO No.	Supplier	Creation Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Status	Settlement Status	Select
✓	P1105088	Dell Marketing LP	7/20/2011 5:20 AM	6,500.00 USD	607141	Boulineau, Charles	Sent	Receipt-Required Partially Received No Matches	<input type="checkbox"/>
✓	P1105087	Dell Marketing LP	7/19/2011 4:32 PM	5,000.00 USD	606258	Boulineau, Charles	Sent	Receipt-Required No Matches	<input type="checkbox"/>
✓	P1105086	Dell Marketing LP	7/19/2011 4:07 PM	1,000.00 USD	596221	Boulineau, Charles	Sent	Receipt-Required No Matches	<input type="checkbox"/>

11. Click on the **Purchase Order #**.

PO/Reference No. P1105086 Revision 0
Supplier Dell Marketing LP

Status Purchase Order Revisions PO Approvals Receipts Invoices Comments Attachments (1) History

General Information

PO/Reference No.	P1105086
Revision No.	0
Supplier Name	Dell Marketing LP
Purchase Order Date	7/19/2011
Total	1,000.00
Requisition Number	596221
Requisitioner Name	Charles Boulineau
Requisitioner Email	boulineauc@ecu.edu
Requisitioner Phone	+1 (919) 328-1924

Document Status

Workflow: **Completed** (7/19/2011 4:10 PM)
 Distribution: The system distributed the purchase order using the method(s) indicated below the last time it was distributed:
 Distribution Date/Time: 7/19/2011 4:09 PM
 Supplier: Sent To Supplier

Line Item Status

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving	Invoicing	Matching
1 ✓ laptop	na	EA	1,000.00	1 EA	1,000.00 USD	none	none	No Matches
Subtotal						1,000.00		
Shipping						0.00		
Handling						0.00		
Total						1,000.00 USD		

12. From here you can review the requisition **Status, Purchase Order, Revisions, PO Approvals, Receipts, Invoices** (if for an e-Invoice supplier), **Comments, Attachments, and History**.

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