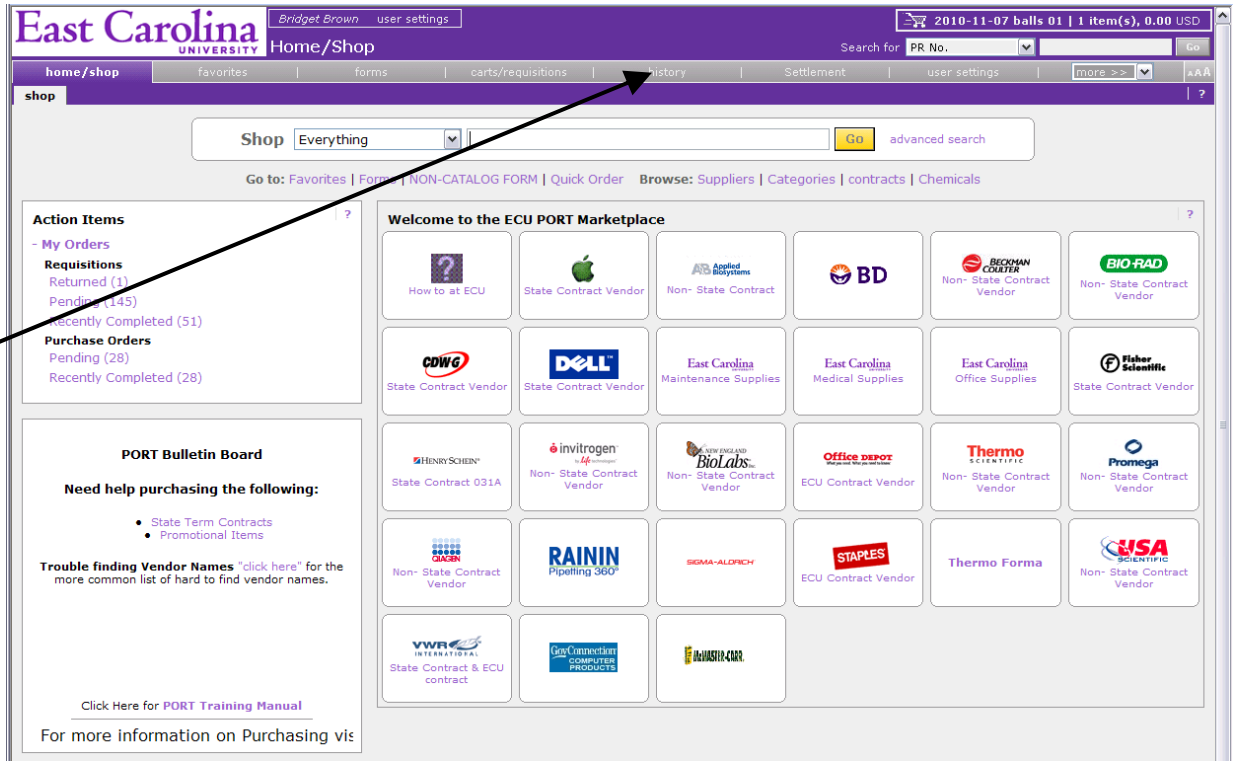
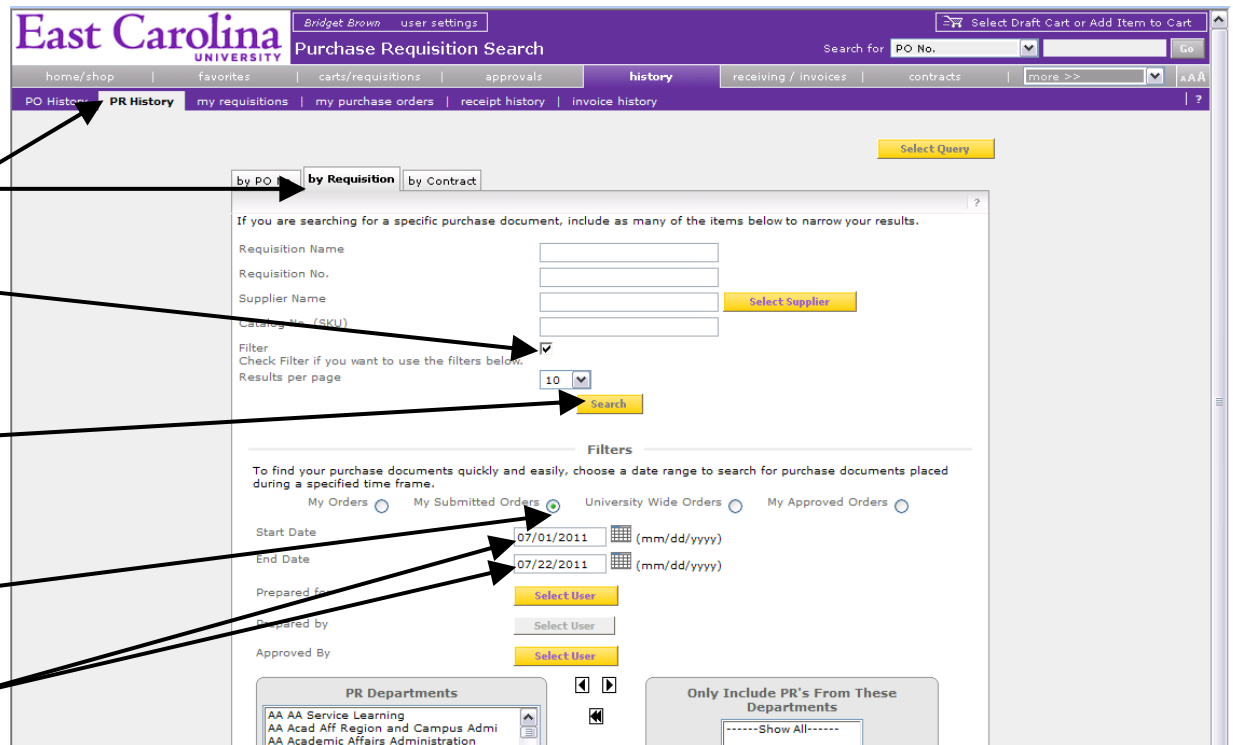


# PREPARED BY USER RETAINS ACCESS TO REQUISITION

Last Updated on: 7/22/2011



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



2. Ensure that the **PR History** and **by Requisition** tabs are selected.

3. Click the **Filter** check box.

4. Select the **My Submitted Orders** radio button. This will allow you to see requisitions prepared by you.

5. Change the date range if appropriate for your search.

6. Click the **Search** button.

# PREPARED BY USER RETAINS ACCESS TO REQUISITION

Last Updated on: 7/22/2011

7. Note the number of Requisitions that met your search criteria.

8. The first 4 requisitions on the page are those that were prepared for you.

9. The last 6 requisitions on the page are those that were prepared for another PORT user.

10. Click on the Quick View icon.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
609755	ECU Medical Storeroom	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 11:02 AM	59.54 USD
609750	Henry Schein	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 10:41 AM	627.79 USD
609719	Office Depot	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 9:57 AM	249.02 USD
609708	Business Food Inc	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 9:42 AM	45,979.00 USD
607138	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:59 AM	6,000.00 USD
607135	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:40 AM	6,500.00 USD
607142	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:37 AM	6,500.00 USD
607141	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:19 AM	6,500.00 USD
606258	Dell Marketing LP	2011-07-19 brownb 01	Boulineau, Charles	7/19/2011 9:46 AM	6,000.00 USD
606270	CDWG LLC	2011-07-19 brownb 01	Boulineau, Charles	7/19/2011 9:32 AM	0.00 USD

- Note the number of Requisitions that met your search criteria.
- The first 4 requisitions on the page are those that were prepared for you.
- The last 6 requisitions on the page are those that were prepared for another PORT user.
- Click on the Quick View icon.

11. Note the Prepared by and Prepared for user and your continued visibility to the requisition that you prepared for another PORT user.

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

FOAPAL / Ship Codes						
Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies-MOD	Default Program Code		

- Note the Prepared by and Prepared for user and your continued visibility to the requisition that you prepared for another PORT user.
- Click on the **Close** button for the Quick View overlay.

# PREPARED BY USER RETAINS ACCESS TO REQUISITION

Last Updated on: 7/22/2011

East Carolina UNIVERSITY Orders - Search Results

Search for PO No. [ ] Go

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | more >>

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

New Search | Select Query | Save Query

Results per page 10 Requisition(s) meeting the search criteria: 12 Page 1 of 2 legend ?

Status	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
	609755	ECU Medical Storeroom	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 11:02 AM	59.54 USD
	609750	Henry Schein Inc	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 10:41 AM	627.79 USD
	609719	Office Depot	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 9:57 AM	249.02 USD
	609708	Hastings Ford Inc	2011-07-22 brownb 01	Brown, Bridget	7/22/2011 9:42 AM	45,979.00 USD
	607138	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:59 AM	6,000.00 USD
	607135	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:40 AM	6,500.00 USD
	607142	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:37 AM	6,500.00 USD
	607141	Dell Marketing LP	2011-07-20 brownb 01	Boulineau, Charles	7/20/2011 5:19 AM	6,500.00 USD
	606258	Dell Marketing LP	2011-07-19 brownb 01	Boulineau, Charles	7/19/2011 9:46 AM	6,000.00 USD
	606270	CDWG LLC	2011-07-19 brownb 01	Boulineau, Charles	7/19/2011 9:32 AM	0.00 USD

Results per page 10 Page 1 of 2

New Search | Select Query | Save Query

13. Click on the Requisition #.

East Carolina UNIVERSITY Summary - Requisition 607142

Search for PO No. [ ] Go

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | more >>

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

Available Actions: Add Comment Go

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

Summary | FOAPAL / Ship Codes | Supplier Info | Taxes/S&H

Hide value descriptions

General	Internal Note	Order Info
<p>Normal</p> <p>Prepared By: Bridget Brown</p> <p>Prepared for: Charles Boulineau</p> <p>Cart Item: 2011-07-20 brownb 01</p> <p>Accounting Date: no value</p> <p>Bill To: East Carolina University, Accounts Payable, 220 Reade St., Greenville, NC 27858-4353, United States</p>	<p>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>Backup Required: X</p> <p>Backup Type: None</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&amp;C, 200 Funds, 300 ECU PO conditions</p> <p>view all clauses - (4)</p>

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies-MOD	Default Program Code		

Ship To

Contact Name Chuck Boulineau  
 Phone +1 (919) 328-1924  
 Email boulineau@ecu.edu  
 East Carolina University  
 Pediatrics  
 600 Moye Blvd  
 Brody  
 Rm 3N-44  
 Greenville, NC 27834  
 United States

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

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