

REQUISITION HISTORY SEARCH BY CUSTOM FIELD

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Home/Shop

Charles Boulineau user settings | logout

2009-07-17 boulineauc 01 | 0 item(s), 0.00 USD

Search for PR No. [] Go

home/shop | favorites | carts | approvals | **history** | receiving | more >>

shop Admin | inventory

Shop Everything [] Go advanced search

Go to: Favorites | Forms | **PORT-CATALOG FORM** | Quick Order | Browse: Suppliers | Categories | Chemicals

Action Items

- My Orders
- No current nor recently completed orders
- + View Approvals
- + View Administrative Items *

Additional Purchasing Links

Click Here for [State Spending Restrictions](#)

Trouble finding Vendor Names "click here" for the more common list of hard to find vendor names.

Purchasing ADOBE software "click here" for a listing of current contract pricing.

State Term Contracts "click here" for an alphabetical listing of current state contracts.

Click Here for [PORT Training Manual](#)

For more information or update message

Welcome to the ECU PORT Marketplace display order | add supplier

 Contract Vendor	 Non- Contract Vendor	 Non- Contract Vendor	 Non- Contract Vendor	Blue Ridge X-Ray Co Inc State Contract 898A	 Contract Vendor
 Non- Contract Vendor	Conder Flag Co Inc State Contract 350A	 Contract Vendor	Duraline Imaging State Contract 207A	East Carolina Maintenance Supplies	East Carolina Office Supplies
East Carolina Medical Supplies	 Contract Vendor	 Non- Contract Vendor	 Non- Contract Vendor	Lab Safety Supply Inc Non- Contract Vendor	 Non- Contract Vendor
 Contract Vendor	Pierce Biotechnology Non- Contract Vendor	 Non- Contract Vendor	 Non- Contract Vendor	 Non- Contract Vendor	 Non- Contract Vendor
 Non- Contract Vendor	 Contract Vendor	 Non- Contract Vendor	 Contract Vendor		

My Resources

Product Release Library | System Message | email: port@ecu.edu phone: +1 (252) 328-6434

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

REQUISITION HISTORY SEARCH BY CUSTOM FIELD

Last Updated on: 11/8/2010

The screenshot shows the 'Purchase Requisition Search' page on the East Carolina University website. The page has a purple header with the university logo and navigation tabs. Below the header, there are search filters and a 'Search' button. Numbered callouts (2-6) point to specific elements: 2 points to the 'PR History' and 'by Requisition' tabs; 3 points to the 'Filter' checkbox; 4 points to the 'My Orders' radio button and the 'Start Date' and 'End Date' date pickers; 5 points to the 'Account', 'Fund', 'Organization', and 'Special Instructions' dropdown menus; 6 points to the 'Search' button.

2. Ensure that the **PR History** and **by Requisition** tabs are selected.
3. Select the **Filter** check box.
4. Select **My Orders** and enter desired **Start Date** and **End Date** for the requisitions.
5. Enter appropriate values for custom fields to find desired requisitions with selected criteria. In this example, we will search **My Orders** for **7/1/2006** to **7/26/2009** with the follow custom fields: **Fund** = 111170, **Organization** = 230601, **Account** = 72110, and **Special Instructions** = None. **Note:** You can search FOAPA values from your profile by clicking on **Select from profile values...** or you can search all values by clicking on **Select from all values...** **Important Note:** When searching requisitions by Fund, Organization, Account, Program, and Activity, you must enter all digits for the respective FOAPA elements. Otherwise, no results will be returned.
6. Click on the **Search** button.

REQUISITION HISTORY SEARCH BY CUSTOM FIELD

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Purchase Requisition Search

Search for PR No. [] [Go]

by PO No. **by Requisition** by Contract

If you are searching for a specific purchase document, include as many of the items below to narrow your results.

Requisition Name: []
Requisition No.: []
Supplier Name: [] **Select Supplier**
Catalog No. (SKU): []

Filter: Check: Filter if you want to use the filters below.
Results per page: 20 **Search**

Warning!

⚠ The search criteria entered is likely going to yield a large number of results. It is recommended that you cancel this search and modify the criteria as described below.

You received this message because:

⚠ The date range entered is greater than 90 days. It is recommended that you cancel the search and reduce the range to be 90 or fewer days. Run multiple queries if required.

Search **Cancel**

Prepared by: [] **Select User**

Custom Field Filter

Account: 72110
Select from profile values...
Select from all values...

Activity: []
Select from all values...

Fund: 111170
Select from profile values...
Select from all values...

Organization: 230601
Select from profile values...
Select from all values...

Program: []
Select from profile values...

7. Click the **Search** button.

East Carolina UNIVERSITY Orders - Search Results

Search for PR No. [] [Go]

PO History **PR History** my requisitions | my purchase orders | receipt history | invoice history | search exports

New Search **Select Query** **Save Query** **Request Export**

Results per page: 10 Requisition(s) meeting the search criteria: **181** Page 1 of 19

Status	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓	320073	ECU Medical Storeroom	2009-07-24 brownb 01	Brown, Bridget	7/24/2009 12:31 PM	293.09 USD
✓	319926	ECU Central Supply (Office Supplies)	2009-07-24 brownb 01	Brown, Bridget	7/24/2009 12:08 PM	7.18 USD
✓	319084	ECU Medical Storeroom	2009-07-22 brownb 01	Brown, Bridget	7/23/2009 6:31 AM	7.73 USD
✓	319081	Staples	2009-07-22 brownb 01	Brown, Bridget	7/22/2009 10:29 PM	222.79 USD
✓	319080	Dell Marketing LP	2009-07-22 brownb 01	Brown, Bridget	7/22/2009 10:26 PM	5,198.00 USD
✓	318813	ECU Medical Storeroom	2009-07-22 brownb 01	Brown, Bridget	7/22/2009 4:06 PM	292.43 USD
✓	316131	Dell Marketing LP	2009-07-14 gaddiss 01	Brown, Bridget	7/14/2009 2:22 PM	2,200.00 USD
✓	258692	Dell Marketing LP	2009-01-08 brownb 01	Brown, Bridget	1/8/2009 1:53 PM	4,999.99 USD
✓	258608	Dell Marketing LP	2009-01-08 brownb 01	Brown, Bridget	1/8/2009 10:58 AM	4,800.00 USD
✓	258607	Dell Marketing LP	2009-01-08 brownb 01	Brown, Bridget	1/8/2009 10:57 AM	4,800.00 USD

Results per page: 10 Page 1 of 19

New Search **Select Query** **Save Query** **Request Export**

8. Click on one of the **Requisition #s**.

REQUISITION HISTORY SEARCH BY CUSTOM FIELD

Last Updated on: 11/8/2010

10.

9.

East Carolina UNIVERSITY Summary - Requisition 319080

2010-10-21 brownb 01 | 1 item(s), 1.00 USD

Search for PR No. Go

PR History PR History my requisitions my purchase orders receipt history invoice history search exports

Available Actions: Add Comment Go

Requisition Summary FOAPAL / Ship Codes Supplier Info Internal Note Order Info

Priority Normal
Department AF Materials Management
Prepared By Bridget Brown
Card Name 2009-07-22 brownb 01
Accounting Date no value
Bill To
East Carolina University
200 E First St.
Blk. S.V. Bldg.
Greenville, NC 27858-4353
United States

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value

Ship To
Contact Name Bridget Brown
Phone +1 (252) 328-5555
Email brownb@mail.ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 27858-4353
United States

- 9. From here you can review the requisition **Summary, FOAPAL/Ship Codes (document details), PR Approvals, Comments, Attachments, History and Supplier Info.**
- 10. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.