

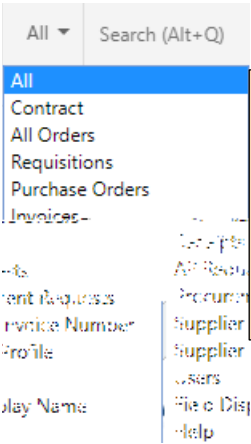
Quick Search..... 1

View my Requisitions 2

View my Purchase Orders (PO)..... 3

View my Invoices/Credit Memos (CM)..... 4

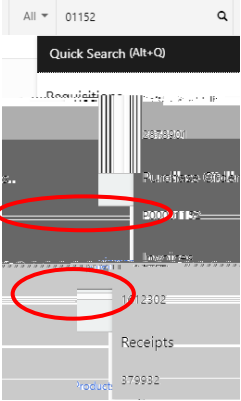
1. Click **Search (Alt+Q)** located in header, leave *All* or click on dropdown and choose from list.
2. Enter what you want to search for then press enter, see examples below.



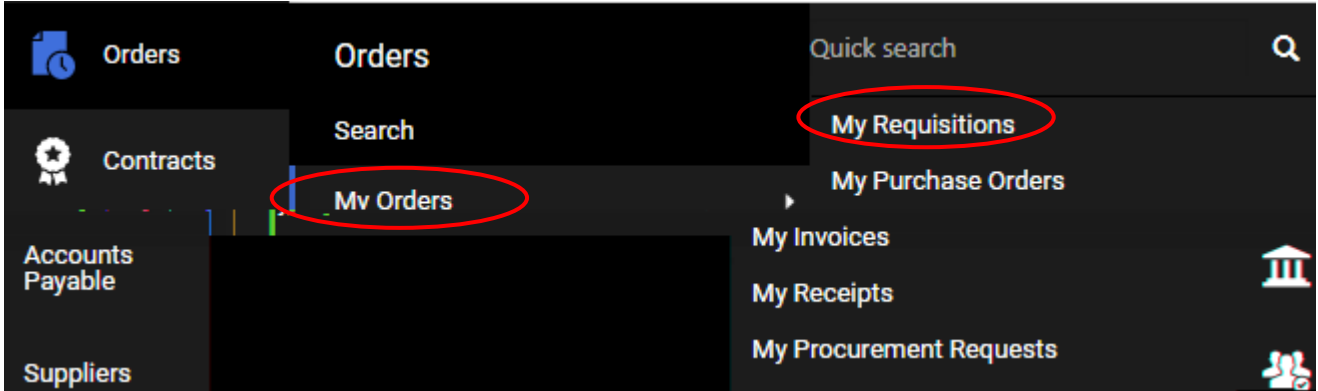
Most common searches:

- Requisition Number
- Purchase Order Number
- Invoice Number (E-Market assigned)
- Supplier Invoice Number

3. All documents associated with the number entered will be listed. If only 1 document is associated with the number entered, you will automatically be brought to that document.
4. To open, click on document.



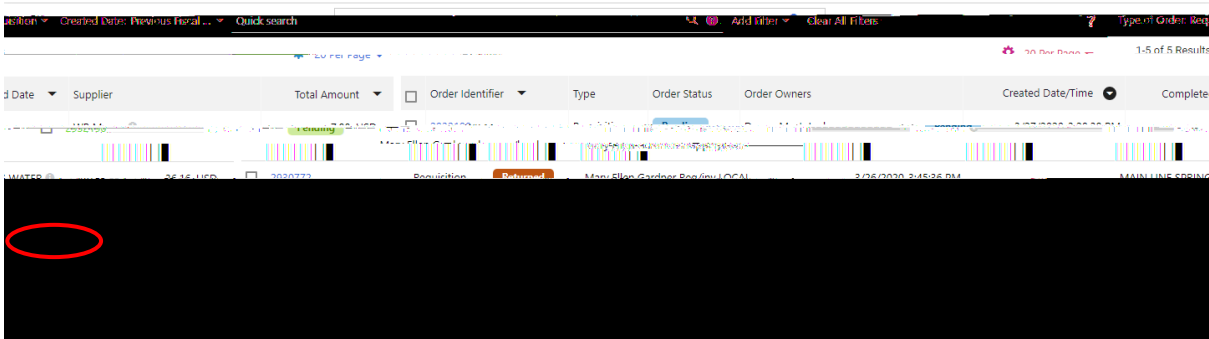
1. From the  menu, hover over *My Orders*, then click *My Requisitions*.



2. A list of Requisitions created by you in the last 90 days will appear in number order from newest to oldest.

- If requisition has a **Complete** the approval process is completed so a Purchase Order has been created.
- If requisition has a **Pending** the approval process is not complete.

3. To view a requisition, click on the number in blue.



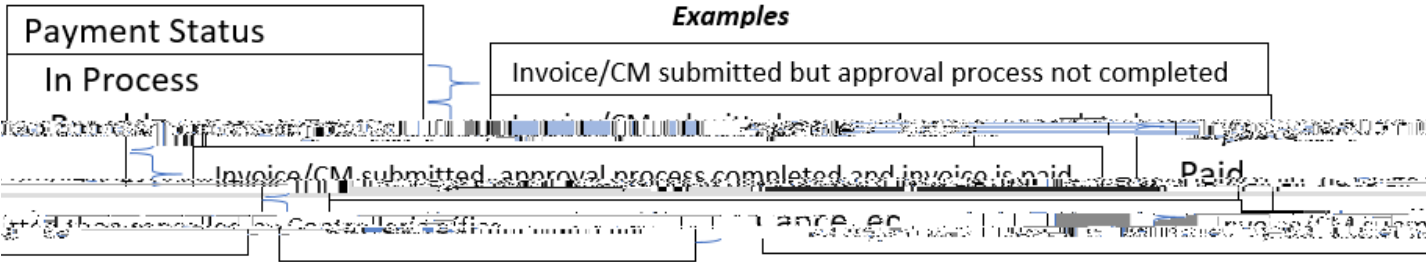
4. Your requisition will open. View summary information or click on any of the tabs to view more information.



Examples:

- To look at an attachment, click on *Attachments* then click on the attachment to open.
- To see when your department admin submitted your requisition (faculty only), click *History*, and look for date/time your cart was submitted.

3. Review the *Pay Status* column to determine where document is in the process.



4. To view an invoice/cm click on the number in blue.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date
1612202	TEST1234	Granger	000001152	Complete	1/20/2020	12/29/2020 11:46:39 AM

5. Your invoice/cm will open. View summary information or click on any of the tabs to view more information.



Examples:

- To look at an attachment, click on *Attachments* then click on the attachment to open.