

How to find your purchase order number



Once a requisition has been created, submitted to approval, and budget checked, it is eligible to be sourced to become a purchase order. The steps below show how to find your purchase order number from the requisition number

Step 1. Log into the e*mpac Application with your FIN Username and Password.

Navigate to eProcurement



Step 2. Click Manage Requisitions

The **Manage Requisitions** search page opens.



Manage Requisitions

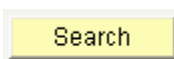
▼ Search Requisitions

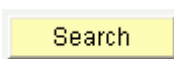
To locate requisitions, edit the criteria below and click the Search button.

Business Unit:	UMAMH	Requestion Name:	
Requestion ID:		Request Status:	All but Complete
Date From:	01/18/2007	Date To:	01/25/2007
Requester:		Entered By:	
		PO ID:	

Step 3. Enter search criteria:

- Requisition ID if you are looking for a specific requisition
- Requisition Name if the data entry person named the requisition
- Date Range
- Requestor if you want a list of requisitions put in the system by a particular person. This is their user name.
- Requisition Status to look for all Requisitions, approved only, pos created, etc



Then click  and the list of requisitions matching your criteria will be listed



- Step 4.** Find the Requisition for which you need the purchase order number and click the requisition number

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
<input type="button" value="D"/> R000000036	Petersen - Fisher Scien...	UMAMH	01/23/2007	PO(s) Created	Valid	2,000.00 USD	<<Select Action.. <input type="button" value="Go"/>

- Step 5.** You will be brought to the **Requisition Details** page

Requisition Details


Requisition Name	Requisition ID	Unit	Date	Status	Total
Petersen - Fisher Scientific	R000000036	UMAMH	01/23/2007	PO(s) Created	2,000.00

Line	Item Description	Source Status	Qty	Price	Total
1	BLANKET ORDER FOR LAB SUPPLI...	Sourcing Complete	1.0000	Each 2,000.000 USD	2,000.00

PO Information

i PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.

[Return to Manage Requisitions](#) [Requisition Schedule and Distribution](#)

Click the triangle  to expand the PO information line. The purchase order number and the vendor will display. If you have a requisition from the Marketplace that has multiple vendors, you will need to do this for at least one line for each vendor to find the purchase order number since the requisition will become multiple purchase orders. Description only will be 1 requisition, 1 purchase order.

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
Petersen - Fisher Scientific	R000000036	UMAMH	01/23/2007	PO(s) Created	2,000.00

Line	Item Description	Source Status	Qty	Price	Total
1	BLANKET ORDER FOR LAB SUPPLI...	Sourcing Complete	1.0000	Each 2,000.0000 USD	2,000.00

PO Information				Find	View All	First	1 of 1	Last
PO No.	PO Status	Vendor	Receipt Status					
0001200082	Approved	FISHER SCIENTIFIC	PO Not Received					
PO Line Information								
PO Line	Sched #	Due Date	Ship To	PO Qty	Price			
1	1	01/24/2007	DS	1.0000	2000.000000 USD			



PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.

[Return to Manage Requisitions](#) [Requisition Schedule and Distribution](#)

Step 6. To return to Manage Requisitions, click the "Return to Manage Requisitions" link



Last Edited Date	January 25, 2007
Last Edited By	Patty Roper