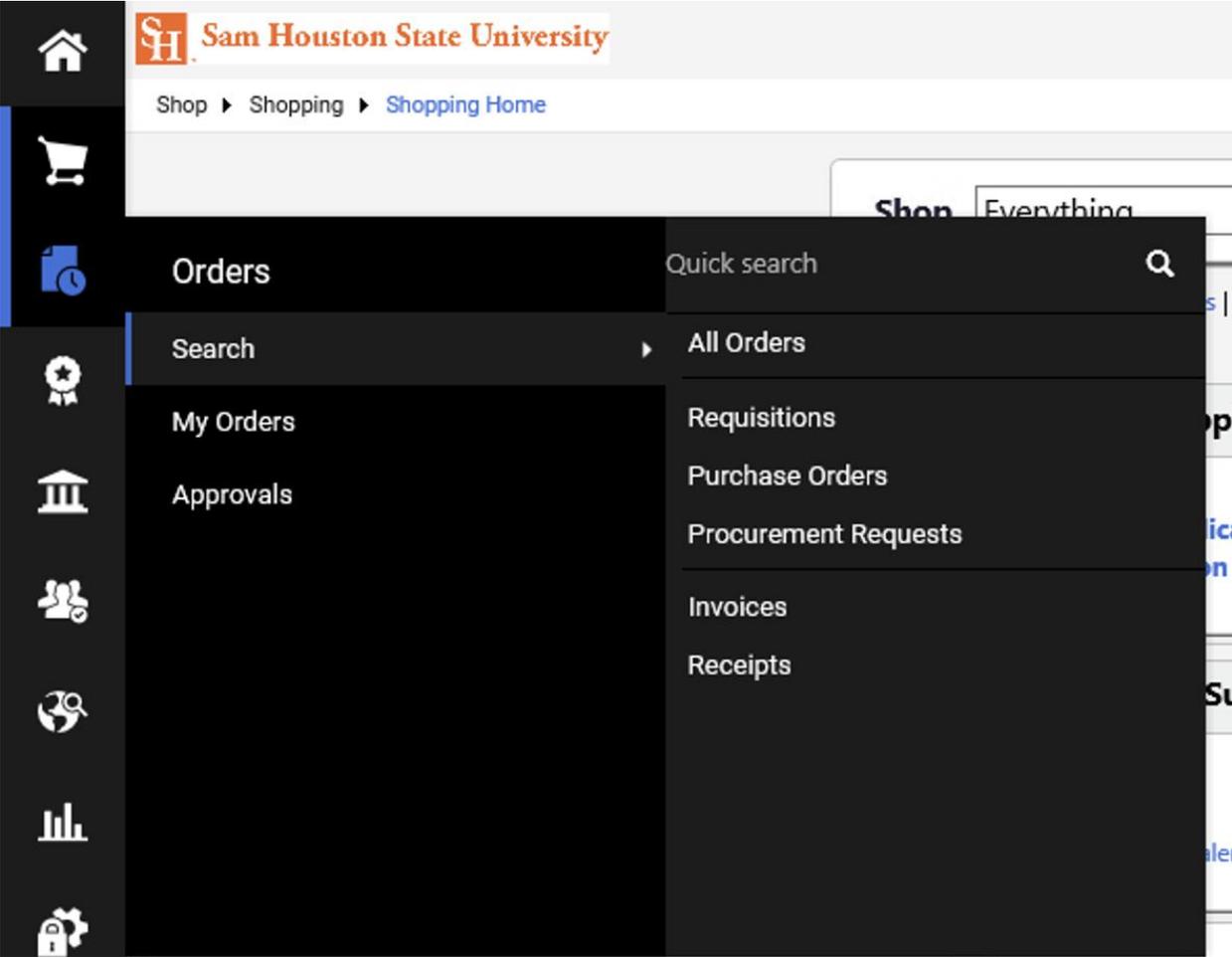


BearKatBuy Document Search

To search for documents

In the new BearKatBuy search experience, click on the icon that is a paper with a clock on top of it. A menu will appear to the side. Hover over the Search and options will appear to the right. To search for Requisitions click on Requisitions.



The requisitions for all of Sam Houston State University over the last 90 days will appear. The format of the listing will be Requisition Number, Supplier, Requisition Name, Requisition Status, Prepared For, Submitted Date, and Total Amount. The Requisition Status will be Pending or Completed. To begin filtering Requisitions the menus on the left side of the screen can be used. Using Supplier, you can click on one of the options on the initial listing or click on the Show More button.

Sam Houston State University

Orders > Search > Requisitions

Search Requisitions [Save As] [Pin Filters] [Export All]

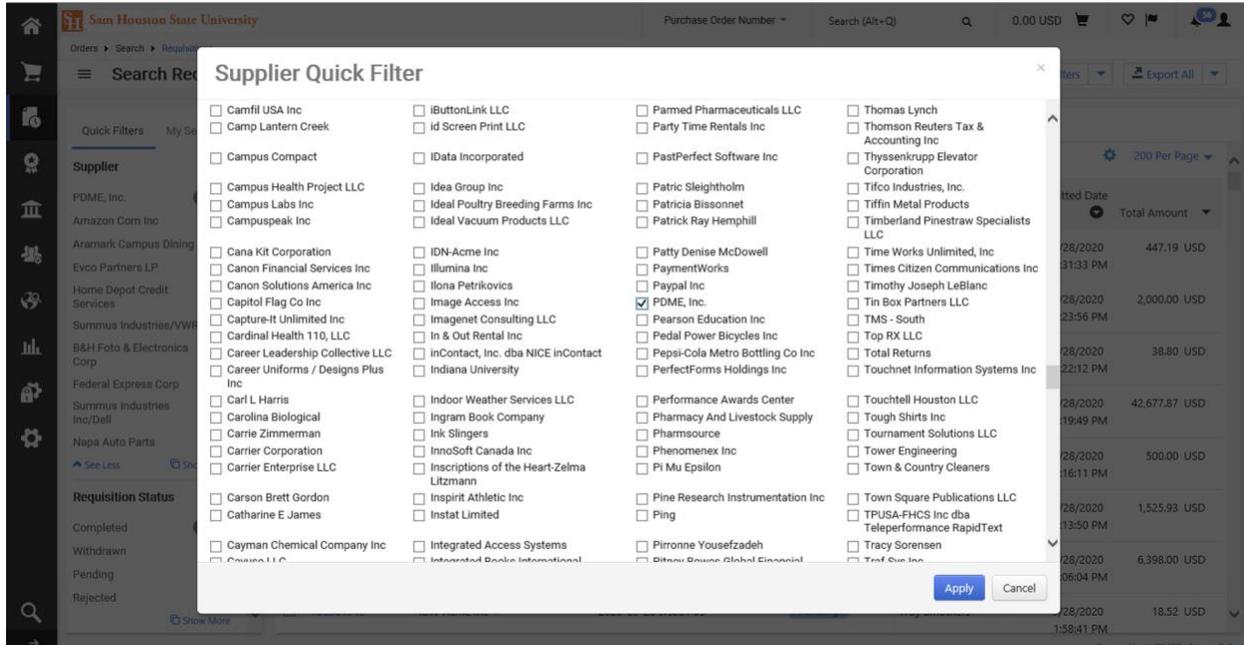
Submitted Date: Last 90 days [Quick search] [Add Filter] [Clear All Filters]

Page 1 of 33 [200 Per Page]

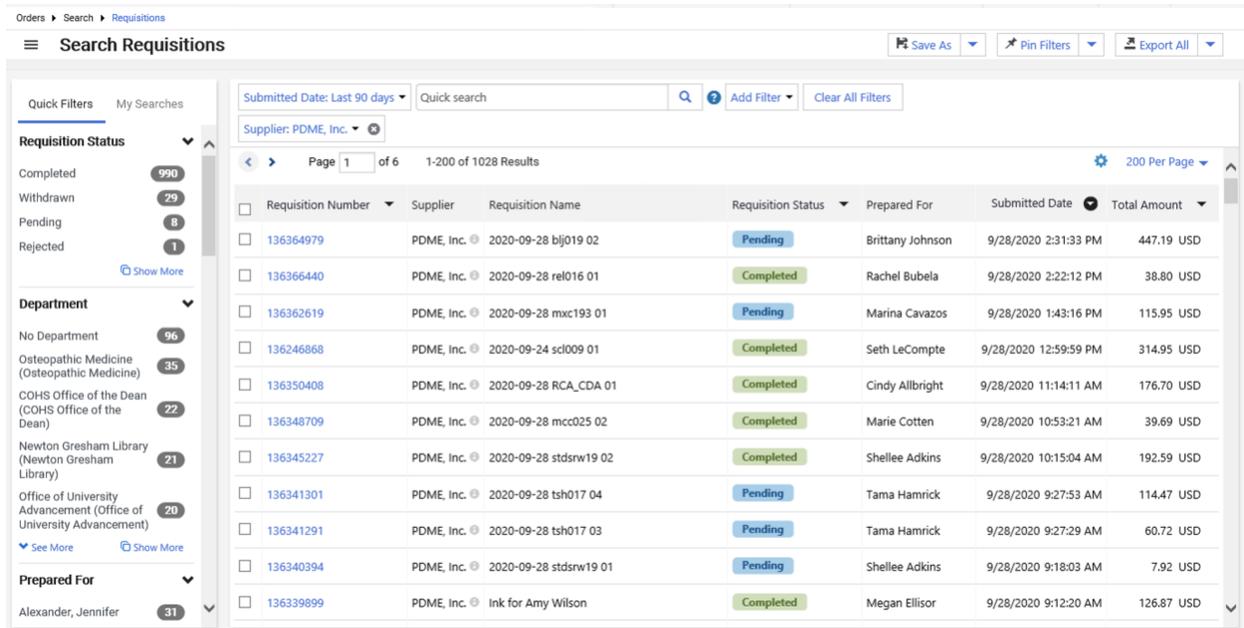
Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/> 136364979	PDME, Inc.	2020-09-28 bij019 02	Pending	Brittany Johnson	9/28/2020 2:31:33 PM	447.19 USD
<input type="checkbox"/> 136366568	Huntsville Farm Supply LLC	2020-09-28 nrx045 01	Pending	Nanette Snider	9/28/2020 2:23:56 PM	2,000.00 USD
<input type="checkbox"/> 136366440	PDME, Inc.	2020-09-28 rel016 01	Completed	Rachel Bubela	9/28/2020 2:22:12 PM	38.80 USD
<input type="checkbox"/> 136366117	R.E.C. Industries, Inc.	2020-09-28 tvs001 11	Pending	Troy Smothers	9/28/2020 2:19:49 PM	42,677.87 USD
<input type="checkbox"/> 136362087	Southwest First Aid & Safety Supply Inc	Open PO for First Aid Supplies	Pending	Martha Serrano	9/28/2020 2:16:11 PM	500.00 USD
<input type="checkbox"/> 136365440	The City Of Conroe	2020-09-28 tvs001 10	Pending	Troy Smothers	9/28/2020 2:13:50 PM	1,525.93 USD
<input type="checkbox"/> 136364872	Barnes & Noble College Booksellers Inc	4+1 TEACH APA Manuals	Pending	Margaret Odom	9/28/2020 2:06:04 PM	6,398.00 USD
<input type="checkbox"/> 136364342	IDN-Acme Inc	2020-09-28 tvs001 09	Pending	Troy Smothers	9/28/2020 1:58:41 PM	18.52 USD

Powered by JAGGAER | Privacy Policy

If an end user clicks on the Show More button the following listing of vendors will appear. Go through this listing and check the box next to the Supplier/Suppliers that would need to be selected. Click the blue Apply button.



The results will then appear with only the chosen Supplier.



Filters can also be chosen using the Add Filter option. Click on the Add Filter dropdown and a myriad of choices will appear to filter the documents by in the listing. Click the checkbox next to the filter option that will be used.

The screenshot shows a requisition listing interface. At the top, there is a search bar with 'Submitted Date: Last 90 days' and 'Quick search'. Below the search bar, there is a filter for 'Supplier: PDME, Inc.' and a page indicator 'Page 1 of 6' with '1-200 of 1028 Results'. The main table lists requisitions with columns for Requisition Number, Supplier, Requisition Name, Status, and User. A dropdown menu is open over the 'Add Filter' button, showing two sections: 'Dates' and 'General Information'. The 'Dates' section includes options for Accounting Date, Approved Date, Completed Date, Created Date, Last Modified, and PO Create Date. The 'General Information' section includes options for Approved By, Contract Type, Current Workflow Step, Department, Participant, Prepared By, Prepared For, and Total Amount. The table below shows various requisitions with their respective statuses (Completed, Pending) and users.

Requisition Number	Supplier	Requisition Name	Status	User	Submitted Date	Total Amount
136364979	PDME, Inc.	2020-09-28 blj019 02			9/28/2020 2:31:33 PM	447.19 USD
136366440	PDME, Inc.	2020-09-28 rel016 01			9/28/2020 2:22:12 PM	38.80 USD
136362619	PDME, Inc.	2020-09-28 mxc193 01			9/28/2020 1:43:16 PM	115.95 USD
136246868	PDME, Inc.	2020-09-24 scl009 01			9/28/2020 12:59:59 PM	314.95 USD
136350408	PDME, Inc.	2020-09-28 RCA_CDA 01			9/28/2020 11:14:11 AM	176.70 USD
136348709	PDME, Inc.	2020-09-28 mcc025 02	Completed	Marie Cotten	9/28/2020 10:53:21 AM	39.69 USD
136345227	PDME, Inc.	2020-09-28 stdsrw19 02	Completed	Shellee Adkins	9/28/2020 10:15:04 AM	192.59 USD
136341301	PDME, Inc.	2020-09-28 tsh017 04	Pending	Tama Hamrick	9/28/2020 9:27:53 AM	114.47 USD
136341291	PDME, Inc.	2020-09-28 tsh017 03	Pending	Tama Hamrick	9/28/2020 9:27:29 AM	60.72 USD
136340394	PDME, Inc.	2020-09-28 stdsrw19 01	Pending	Shellee Adkins	9/28/2020 9:18:03 AM	7.92 USD
136339899	PDME, Inc.	Ink for Amy Wilson	Completed	Megan Ellisor	9/28/2020 9:12:20 AM	126.87 USD

This will now bring up a dropdown box with a search option. If the filter needed is in the listing, then simply click on the checkbox and click the blue Apply button.

The screenshot shows the same requisition listing interface, but with the 'Add Filter' dropdown menu open to 'Top Filter Options'. The dropdown menu has a search bar and a list of filter options with checkboxes. The options include 'No Department (96)', 'Osteopathic Medicine (Osteopathic Medicine) (35)', 'COHS Office of the Dean (COHS Office of the Dean) (22)', 'Newton Gresham Library (Newton Gresham Library) (21)', 'Office of University Advancement (Office of University Advancement) (20)', 'Office of the Dean CE (Office of the Dean CE) (20)', 'Recreational Sports (Recreational Sports) (20)', and 'Athletic (Athletic) (18)'. At the bottom of the dropdown menu, there are 'Apply' and 'Cancel' buttons. The table below shows various requisitions with their respective statuses (Pending, Completed) and users.

Requisition Number	Supplier	Requisition Name	Status	User	Submitted Date	Total Amount
136364979	PDME, Inc.	2020-09-28 blj019 02	Pending	Brittany Johnson		
136366440	PDME, Inc.	2020-09-28 rel016 01	Completed	Rachel Bubela		
136362619	PDME, Inc.	2020-09-28 mxc193 01	Pending	Marina Cavazos		
136246868	PDME, Inc.	2020-09-24 scl009 01	Completed	Seth LeCompte		
136350408	PDME, Inc.	2020-09-28 RCA_CDA 01	Completed	Cindy Allbright		
136348709	PDME, Inc.	2020-09-28 mcc025 02	Completed	Marie Cotten		
136345227	PDME, Inc.	2020-09-28 stdsrw19 02	Completed	Shellee Adkins		
136341301	PDME, Inc.	2020-09-28 tsh017 04	Pending	Tama Hamrick		

If the filter option is not listed simply start typing in the needed filter that corresponds with the filter option chosen. Once the filter appears click the checkbox and click the blue Apply button.

Submitted Date: Last 90 days | Quick search | Add Filter | Clear All Filters

Supplier: PDME, Inc. | Department: All

Page 1 of 1

proc

Procurement (Procurement)

Apply | Cancel

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For
<input type="checkbox"/> 136364979	PDME, Inc.	2020-09-28 rel016 01	Pending	Brittany Jo
<input type="checkbox"/> 136366440	PDME, Inc.	2020-09-28 mxc193 01	Completed	Rachel Bul
<input type="checkbox"/> 136362619	PDME, Inc.	2020-09-28 scl009 01	Pending	Marina Cav
<input type="checkbox"/> 136246868	PDME, Inc.	2020-09-28 RCA CDA 01	Completed	Seth LeCor
<input type="checkbox"/> 136350408	PDME, Inc.		Completed	Cindy Allbr

The chosen results using the filter options will now appear.

Submitted Date: Last 90 days | Quick search | Add Filter | Clear All Filters

Supplier: PDME, Inc. | Department: Procurement (P...)

1-3 of 3 Results | 200 Per Page

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/> 136096153	PDME, Inc.	2020-09-21 pur_rla 01	Completed	Renee Starns	9/21/2020 12:56:22 PM	599.89 USD
<input type="checkbox"/> 135534715	PDME, Inc.	2020-09-03 pur_wht 01	Completed	William Tidwell	9/3/2020 11:19:05 AM	83.46 USD
<input type="checkbox"/> 134587538	PDME, Inc.	2020-08-07 pur_wht 02	Completed	William Tidwell	8/7/2020 3:40:53 PM	9.93 USD

The dates on the search results can also be changed using the dropdown on the Submitted Date. The options are All, Within certain date parameters, or Between selected chosen dates.

Submitted Date: Last 90 days

All

Within

Between and

[more options >](#)

Requisition Status	Prepared For
Completed	Renee Starns
Completed	William Tidwell
Completed	William Tidwell

<input type="checkbox"/> 134587538	PDME, Inc. ⓘ	2020-08-07 pur_wht 02	Completed	William Tidwell
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Using the Within dropdown a slew of choices will be shown as options to change the dates.

Submitted Date:

All

Within

Between and

[more options >](#)

Days

- Last 7 days
- Last 30 days
- Last 60 days
- Last 90 days
- Last 120 days
- Last 180 days
- Last Week
- This Week
- Yesterday
- Today

Calendar

- Month-To-Date
- Year-To-Date
- Last Month
- Previous Year

Fiscal

- Fiscal Year-To-Date
- Previous Fiscal Year

Requisition Status	Prepared For
Completed	Renee Starns
Completed	William Tidwell
Completed	William Tidwell

<input type="checkbox"/> 134587538		2020-08-07 pur_wht 02	Completed	William Tidwell
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Once an option on the Submitted Date is chosen to click the blue Apply button.

Submitted Date: Last 90 days Quick search

All

Within Last 180 days

Between and

[more options >](#)

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For
<input type="checkbox"/> 134587538	PDME, Inc. <input type="button" value="i"/>	2020-08-07 pur_wht 02	Completed	Renee Starns
			Completed	William Tidwell
			Completed	William Tidwell

The selected results will then appear.

Submitted Date: Last 180 days Quick search

Supplier: PDME, Inc. Department: Procurement (P...

1-5 of 5 Results 200 Per Page

<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	136096153	PDME, Inc. <input type="button" value="i"/>	2020-09-21 pur_rla 01	Completed	Renee Starns	9/21/2020 12:56:22 PM	599.89 USD
<input type="checkbox"/>	135534715	PDME, Inc. <input type="button" value="i"/>	2020-09-03 pur_wht 01	Completed	William Tidwell	9/3/2020 11:19:05 AM	83.46 USD
<input type="checkbox"/>	134587538	PDME, Inc. <input type="button" value="i"/>	2020-08-07 pur_wht 02	Completed	William Tidwell	8/7/2020 3:40:53 PM	9.93 USD
<input type="checkbox"/>	132485532	PDME, Inc. <input type="button" value="i"/>	2020-06-02 pur_wht 01	Completed	William Tidwell	6/3/2020 7:12:48 AM	14.11 USD
<input type="checkbox"/>	132431017	PDME, Inc. <input type="button" value="i"/>	2020-06-01 pur_wht 01	Completed	William Tidwell	6/1/2020 10:09:02 AM	46.83 USD

On the Submitted Date dropdown there is also a more options button. Once clicked it will open up additional options.

Submitted Date: Last 180 days Quick search

All

Within Last 180 days

Between and

[more options >](#)

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For
<input type="checkbox"/> 135534715	PDME, Inc. <input type="button" value="i"/>	2020-09-03 pur_wht 01	Completed	William Tidwell
<input type="checkbox"/> 134587538	PDME, Inc. <input type="button" value="i"/>	2020-08-07 pur_wht 02	Completed	William Tidwell

The additional options are Date is Missing, Dropdown for results based on a specific date, Dropdown for results based on a number of days, and Between dated based on days in the future or past.

The screenshot shows a filter dropdown menu with the following options:

- All
- Within Last 180 days
- Between [] and []
- [< fewer options](#)
- Date is Missing
- After []
- After []
- Between []

A calendar overlay is visible, showing the month of October 2020. The date 3 is selected. Below the calendar are the following controls:

- Days [] from now []
- Apply button
- Cancel button

At the bottom left of the dropdown, it says "1-6 of 6 Results".

After selecting the After date click the blue Apply button.

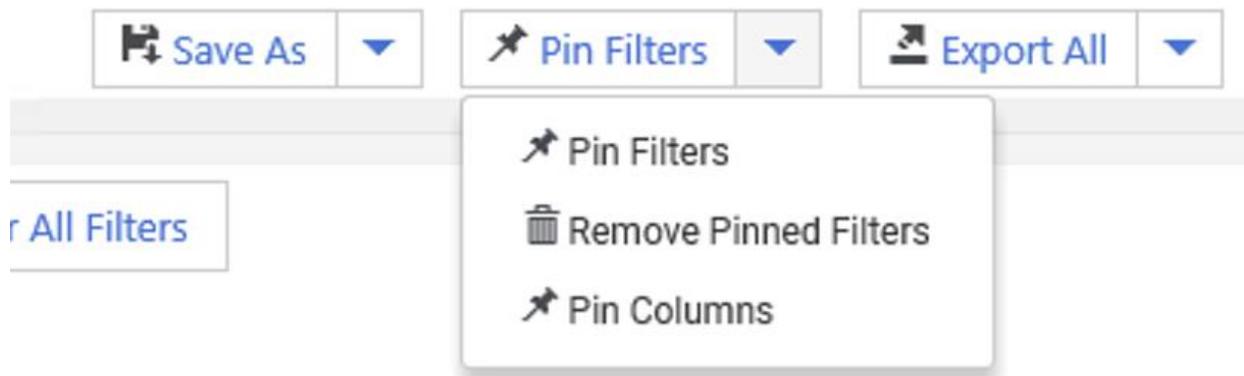
The screenshot shows the filter dropdown menu after the date has been applied. The "After" option is selected, and the date "09/15/2020" is entered in the input field. The "Apply" button is highlighted in blue.

At the bottom left of the dropdown, it says "1-6 of 6 Results".

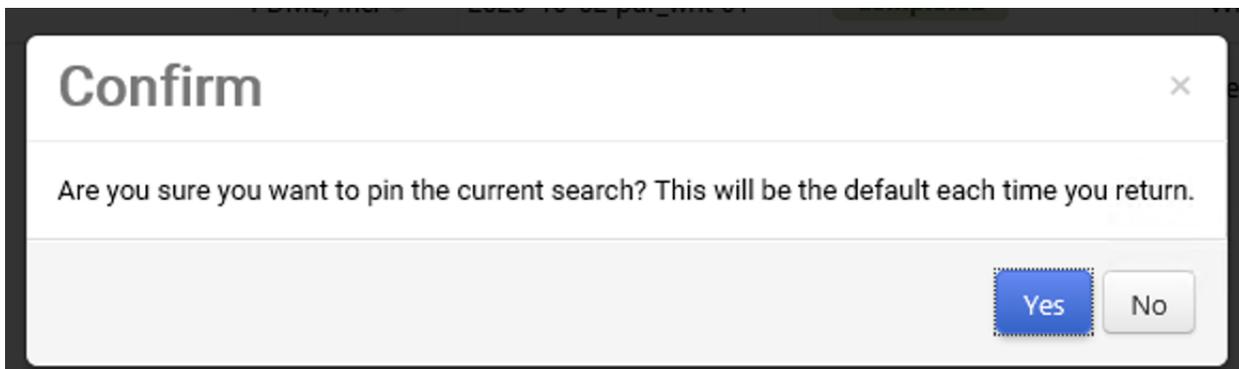
The selected results based on the chosen dates will then appear.

<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
<input type="checkbox"/>	136561543	PDME, Inc.	2020-10-02 pur_wht 01	Completed	William Tidwell	10/2/2020 3:06:53 PM	269.51 USD
<input type="checkbox"/>	136096153	PDME, Inc.	2020-09-21 pur_ria 01	Completed	Renee Starns	9/21/2020 12:56:22 PM	599.89 USD

On the upper right side of the search there is a Save As, Pin Filters, and Export All dropdowns. By selecting the Pin Filters option the chosen search filters and parameters that are chosen at that time will be used each time a new search for documents is completed.

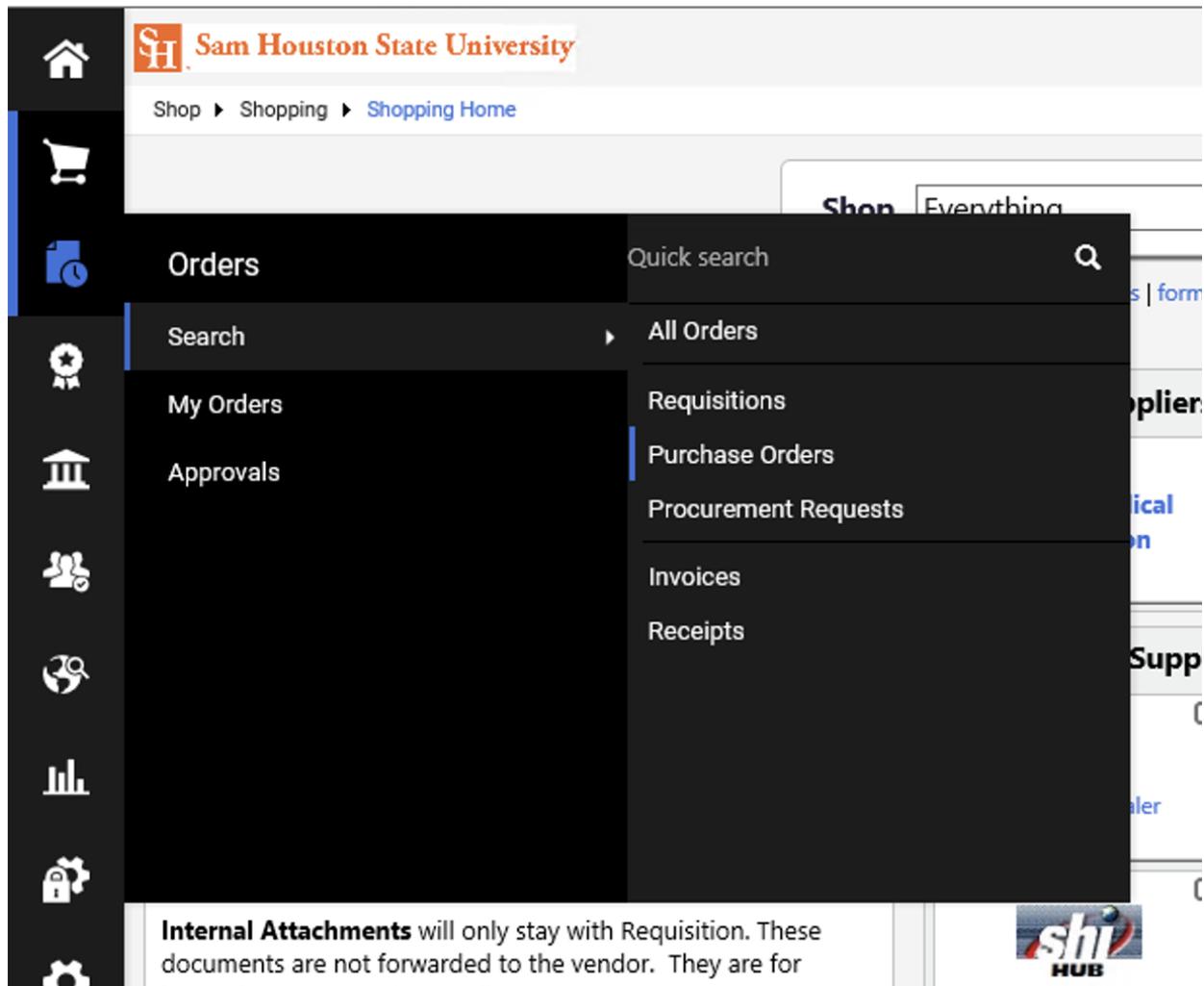


Once choosing the Pin Filters option a box will appear asking to verify that the current search will be pinned. Click on the blue Yes button if this will need to be true.



To search for Purchase Orders

Choose Purchase Orders under the search option.



The screenshot displays the Sam Houston State University shopping portal. At the top, the university logo and name are visible, along with a breadcrumb trail: Shop > Shopping > Shopping Home. A search bar is present with the text "Shop Everything". A dark sidebar on the left contains various icons, including a shopping cart and a clock. The "Orders" section is expanded, showing a "Quick search" field and a list of options: All Orders, Requisitions, Purchase Orders (highlighted with a blue bar), Procurement Requests, Invoices, and Receipts. Below the sidebar, a notice states: "Internal Attachments will only stay with Requisition. These documents are not forwarded to the vendor. They are for...". The "shu HUB" logo is located in the bottom right corner.

The Purchase Orders search results will appear with the following columns: PO Number, Supplier, Created Date/Time, Requisition Number, PO Owner, Shipment Status, Matching Status, and Total Amount.

Orders > Search > Purchase Orders

Search Purchase Orders Save As Pin Filters Export All

Quick Filters My Searches

Created Date: Last 90 days P0133601 or P0130570 or P0131567 Q ? Add Filter Clear All Filters

Page 1 of 27 200 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
P0133602	Morsco Supply LLC	10/2/2020 4:49:27 PM	Completed	136490961	Martha Serrano	Sent To Supplier	No Matches	6,869.23 USD
P0133601	PDME, Inc.	10/2/2020 4:46:28 PM	Completed	136450573	Anne VanLoon	Sent To Supplier	No Matches	392.57 USD
P0133600	PDME, Inc.	10/2/2020 4:30:27 PM	Completed	136565158	Cheryl Garst	Sent To Supplier	No Matches	87.25 USD
P0133599	Possible Missions Inc	10/2/2020 4:28:52 PM	Completed	136563532	Shannon Edwards	Sent To Supplier	No Matches	420.00 USD
P0133598	Genesee Scientific Corporation	10/2/2020 4:27:53 PM	Completed	136499419	Mardelle Atkins	Sent To Supplier	No Matches	414.21 USD
P0133597	Precision Pest Control, Inc	10/2/2020 4:27:09 PM	Completed	136338555	Mandy Bain	Sent To Supplier	No Matches	3,855.00 USD
P0133596	Lyndon M Johnson Inc	10/2/2020 4:25:38 PM	Completed	136555158	Tyler Freels	Sent To Supplier	No Matches	580.00 USD
P0133595	Adafruit Industries LLC	10/2/2020 4:25:26 PM	Completed	136507019	Nanette Snider	Sent To Supplier	No Matches	107.75 USD

Supplier

- PDME, Inc. 972
- Amazon Com Inc 231
- Aramark Campus Dining 181
- Evco Partners LP 167
- Home Depot Credit Services 102

PO Status

- Completed 5307
- Rejected 24
- Pending 17

Department

- No Department 583
- Facilities Business Services (Facilities Business Services) 541
- Facilities Management (Facilities Management) 358
- Athletics (Athletics) 230
- SRSU Purchasing (SRSU) 100

List out the Purchase Order numbers and type "or" in between each Purchase Order to bring up the selected orders. Click the blue magnifying glass.

Created Date: Last 90 days P0133601 or P0130570 or P0131567 Q ? Add Filter Clear All Filters

Page 1 of 27

The selected orders will then appear.

Created Date: Last 90 days P0133601 or P0130570 or P0131567 Q ? Add Filter Clear All Filters

1-3 of 3 Results 200 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
P0133601	PDME, Inc.	10/2/2020 4:46:28 PM	Completed	136450573	Anne VanLoon	Sent To Supplier	No Matches	392.57 USD
P0130570	Amazon Com Inc	8/24/2020 10:09:50 AM	Completed	135121394	Taylor Oden Fisher	Sent To Supplier	Fully Matched	700.72 USD
P0131567	Napa Auto Parts	9/4/2020 4:37:49 PM	Completed	135597333	Tyler Freels	Sent To Supplier	Fully Matched	33.97 USD

To find an individual's Purchase Orders under the Add Filter selections choose PO Owner. Click the checkbox.

The screenshot shows a table of purchase orders with columns for PO Number, Supplier, Created Date/Time, and PO Status. The 'Add Filter' dropdown menu is open, displaying two sections: 'General Information' and 'Item Details'. Under 'General Information', the 'PO Owner' checkbox is checked. Other filters include PO Closed Date, Soft Completed Date, Approved By, Contract Type, Current Workflow Step, Department, Participant, Prepared By, Supplier, and Total Amount. Under 'Item Details', filters include CAS Number, Catalog Number (SKU), Commodity Code, and Form Name.

PO Number	Supplier	Created Date/Time	PO Status
P0133602	Morsco Supply LLC	10/2/2020 4:49:27 PM	Completed
P0133601	PDME, Inc.	10/2/2020 4:46:28 PM	Completed
P0133600	PDME, Inc.	10/2/2020 4:30:27 PM	Completed
P0133599	Possible Missions Inc	10/2/2020 4:28:52 PM	Completed

The PO Owner dropdown will appear. Type in the desired search term and click the checkbox when option appears. Click the blue Apply button.

The screenshot shows the 'Add Filter' dropdown menu with 'PO Owner' selected. A search input field contains 'tidwell'. A dropdown list shows 'Tidwell, William' with a checked checkbox. Below the list are 'Apply' and 'Cancel' buttons. The background table shows a single row for PO P013490961, created on 10/2/2020, with status 'Completed' and PO Owner 'Martha Serrano'.

Created Date/Time	PO Status	Requisition Number	PO Owner
10/2/2020	Completed	136490961	Martha Serrano

Also, under Add Filter is Matching Status. Click the chosen checkbox.

The screenshot shows the 'Add Filter' dropdown menu with 'Matching Status' selected. Other filters include Product Category, Product Description, Product Flags, AP Status, Invoice Status, PO Status, Receipt Status, Status Flags, and Supplier Status. Under 'Custom Fields', filters include *Account, *Activity, *Fund, and *Organization. The background table shows a list of purchase orders for '95/96 HEAF SHSU CONSTRUCTION PROJECT'.

PO Number	Supplier	Created Date/Time	PO Status
P0133576	PDME, Inc.	10/2/2020 3:24:53 PM	Completed
P0133427	95/96 HEAF SHSU CONSTRUCTION PROJECT	9/30/2020 3:59:19 PM	Completed
P0133089	95/96 HEAF SHSU CONSTRUCTION PROJECT	9/26/2020 6:58:57 AM	Completed

Under Matching Status click the checkbox next to the desired option. Click the blue Apply button.

Created Date: Last 90 days Quick search

PO Owner: Tidwell, William Matching Status: All

1-26 of 26 Results

PO Number	Supplier
P0133576	PDME, Inc.

Fully Matched
 No Matches
 Partially Matched

Apply
Cancel

The desired filtered search results will appear.

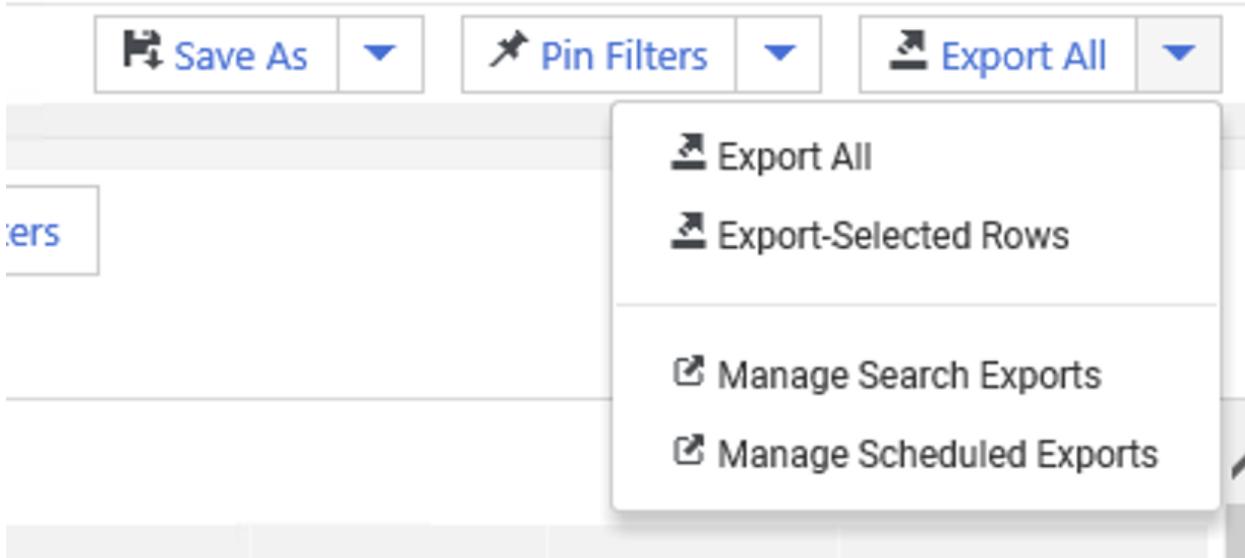
Created Date: Last 90 days Quick search Add Filter Clear All Filters

PO Owner: Tidwell, William Matching Status: Fully Matched

1-7 of 7 Results 200 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
P0132217	Evco Partners LP	9/15/2020 5:44:55 AM	Completed	135881853	William Tidwell	Sent To Supplier	Fully Matched	5,944.42 USD
P0131886	Evco Partners LP	9/10/2020 6:52:54 AM	Completed	135728478	William Tidwell	Sent To Supplier	Fully Matched	308.00 USD
P0131354	PDME, Inc.	9/3/2020 12:28:29 PM	Completed	135534715	William Tidwell	Sent To Supplier	Fully Matched	83.46 USD
P0129830	PDME, Inc.	8/10/2020 8:22:45 AM	Completed	134587538	William Tidwell	Sent To Supplier	Fully Matched	9.93 USD
P0129658	HBI Office Solutions Inc	8/5/2020 10:03:39 AM	Completed	134468747	William Tidwell	Sent To Supplier	Fully Matched	22,909.42 USD
P0128467	Msc Industrial Supply, Inc	7/10/2020 4:23:48 PM	Completed	133634882	William Tidwell	Sent To Supplier	Fully Matched	185.79 USD
P0128357	Texas Documents Solutions Inc	7/8/2020 4:37:22 PM	Completed	133568914	William Tidwell	Sent To Supplier	Fully Matched	151.20 USD

Under the Export All dropdown the options can be chosen to Export All or Export Selected Rows to an Excel spreadsheet.



The following pop up box will appear to set the preferred Export settings. To get the most detail under type choose Full Export. Click the blue Submit button.

Export Requisitions ×

Export Request Options *(Step 1 of 1)*

Title [★]

70 characters remaining

Type

Format

★ Required

Once selection is made click the blue Manage Search Exports in the green pop up.

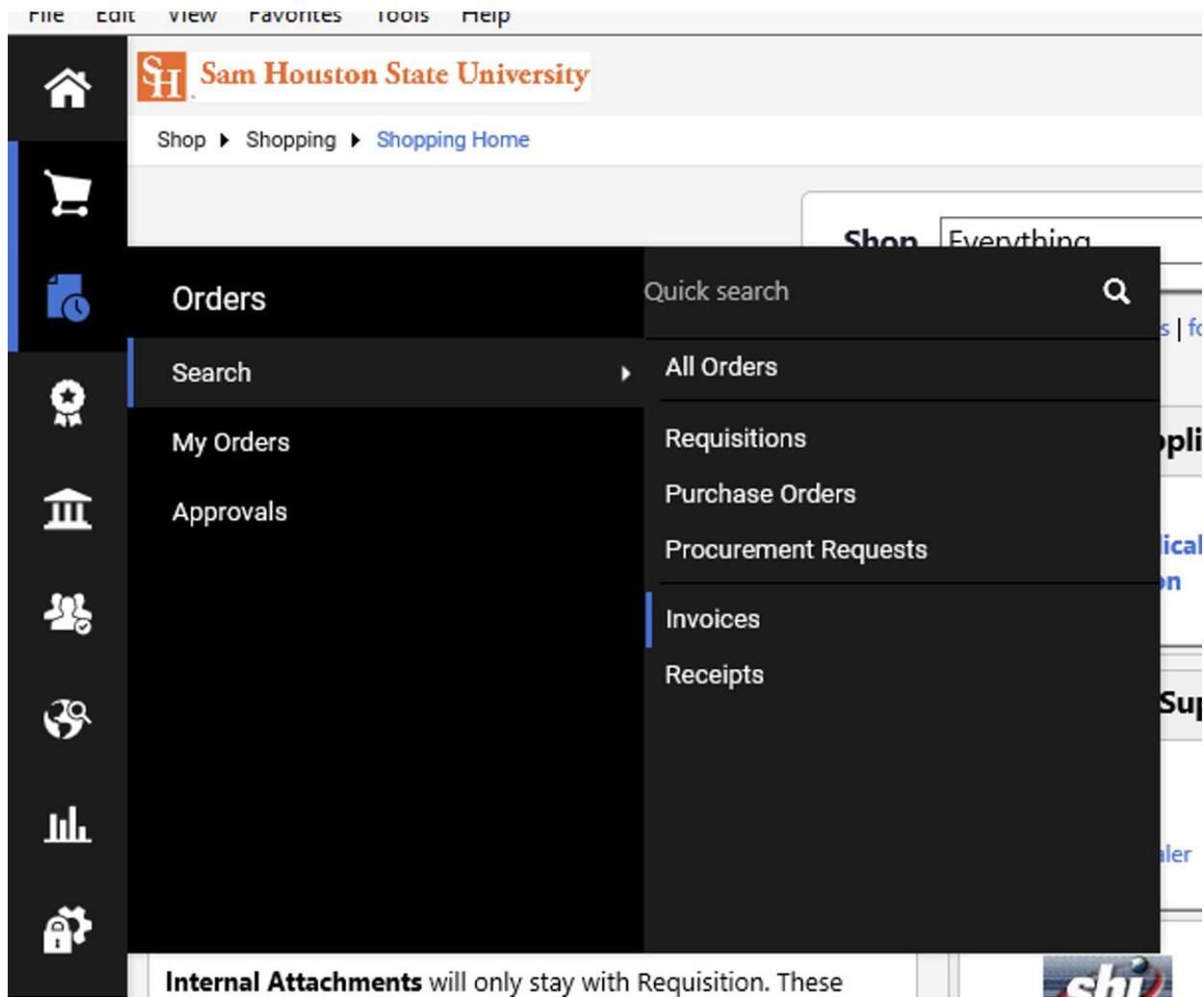
On the Manage Exports screen click on the title of the file to open up the excel options.

The excel spread sheet will then be able to be chosen that will show all the Purchase Order detail.

PO ID	PO#	Creation Date	Original Revision Date	Last Revision Date	Last Distribution Date	Workflow Completion Date	PO Closed Date	Supplier ID	Supplier Name	Supplier Number	PR Line ID	PO Line ID	PO Line #	Item Type	Spot Buy Flag
108642455	P0129658	8/5/2020	8/5/2020	8/5/2020	8/5/2020	8/5/2020	10/2/2020 11:38	16129004	HBI Office Solutions Inc	455938	499731707	362225433	1	PunchOut Product	F
108642455	P0129658	8/5/2020	8/5/2020	8/5/2020	8/5/2020	8/5/2020	10/2/2020 11:38	16129004	HBI Office Solutions Inc	455938	499731708	362225434	2	PunchOut Product	F
108642455	P0129658	8/5/2020	8/5/2020	8/5/2020	8/5/2020	8/5/2020	10/2/2020 11:38	16129004	HBI Office Solutions Inc	455938	499731709	362225435	3	PunchOut Product	F
108642455	P0129658	8/5/2020	8/5/2020	8/5/2020	8/5/2020	8/5/2020	10/2/2020 11:38	16129004	HBI Office Solutions Inc	455938	499731710	362225436	4	PunchOut Product	F
109858668	P0132217	9/15/2020	9/15/2020	9/15/2020	9/15/2020	9/15/2020	9/24/2020 8:22	13399974	Evco Partners LP	455374	504778813	366081235	1	PunchOut Product	F
109725692	P0131886	9/10/2020	9/10/2020	9/10/2020	9/10/2020	9/10/2020	9/11/2020 8:31	13399974	Evco Partners LP	455374	504236862	365666925	1	PunchOut Product	F
107922263	P0138467	7/10/2020	7/10/2020	7/10/2020	7/10/2020	7/10/2020	8/3/2020 13:43	1000134738	Misc Industrial Supply, Inc	454968	496793768	359911889	1	Non-Catalog Product	F
107848361	P0128357	7/8/2020	7/8/2020	7/8/2020	7/8/2020	7/8/2020	7/9/2020 9:11	1004090821	Texas Documents Solutions Inc	843547	496488368	359676313	1	Non-Catalog Product	F
109561572	P0131354	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/9/2020 7:47	13541576	PDME, Inc.	454909	503549849	365149332	1	PunchOut Product	F
109561572	P0131354	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/9/2020 7:47	13541576	PDME, Inc.	454909	503549850	365149335	2	PunchOut Product	F
109561572	P0131354	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/9/2020 7:47	13541576	PDME, Inc.	454909	503549851	365149440	3	PunchOut Product	F
109561572	P0131354	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/3/2020	9/9/2020 7:47	13541576	PDME, Inc.	454909	503549852	365149441	4	PunchOut Product	F
108760952	P0129830	8/10/2020	8/10/2020	8/10/2020	8/10/2020	8/10/2020	8/12/2020 7:31	13541576	PDME, Inc.	454909	500164363	362608583	1	PunchOut Product	F

To search for invoices

Click on the Search option on the menu and then click Invoices.



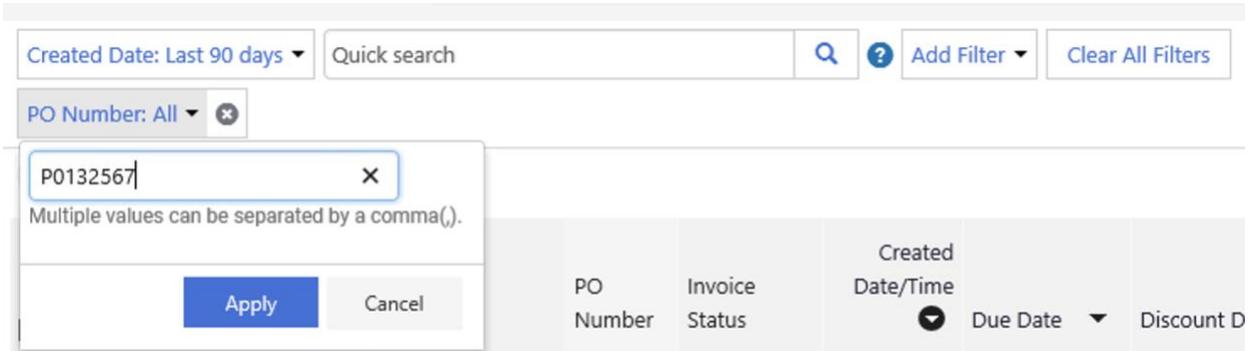
The invoices will appear. The columns are Invoice Number, Supplier Invoice Number(s), Supplier, PO Number, Invoice Status, Created Date/Time, Due Date, Discount Date, Discount Amount, Submitted Date, Invoice Source, Invoice Type, Pay Status, and Total Amount.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
E0159384	8802445132	Summus Industries/VWR	P0133521	Pending	10/3/2020 6:07:21 PM	11/2/2020	-	0.00 USD	10/3/2020 6:07:22 PM	Electronic	PO Invoice	In Process	239.34 USD
E0159383	AD07570111	Apple Inc	P0133082	Pending	10/3/2020 1:03:54 PM	11/2/2020	-	0.00 USD	10/3/2020 1:03:54 PM	Electronic	PO Invoice	In Process	11,040.00 USD
E0159382	YC7486	PDME, Inc.	P0133489	Complete	10/3/2020 7:30:28 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:28 AM	Electronic	PO Invoice	Payable	14.10 USD
E0159380	YC7445	PDME, Inc.	P0133489	Complete	10/3/2020 7:30:27 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:27 AM	Electronic	PO Invoice	Payable	149.94 USD
E0159379	YC7458	PDME, Inc.	P0133486	Complete	10/3/2020 7:30:26 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:26 AM	Electronic	PO Invoice	Payable	5.09 USD
E0159378	YC7446	PDME, Inc.	P0133466	Complete	10/3/2020 7:30:25 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:25 AM	Electronic	PO Invoice	Payable	16.45 USD
E0159381	YC7456	PDME, Inc.	P0133464	Complete	10/3/2020 7:30:24 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:25 AM	Electronic	PO Invoice	Payable	58.35 USD

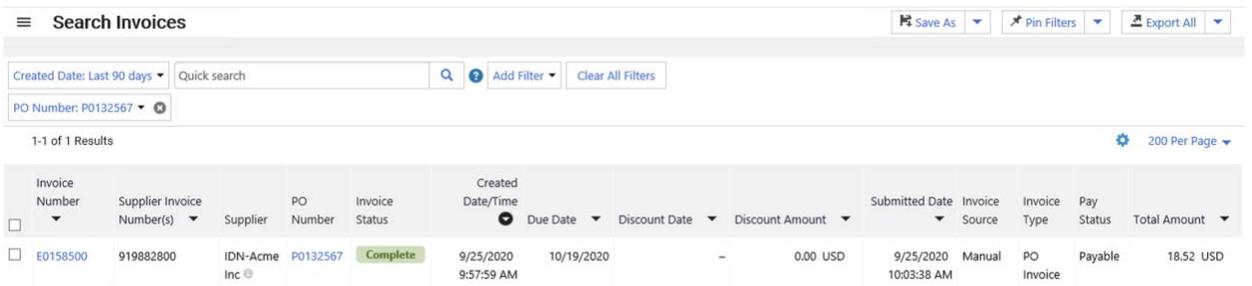
To filter invoices, click the Add Filter dropdown and a variety of filter choices will appear. Simply click the checkbox next to the filter choice needed.

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
E0159384	8802445132	Summus Industries/VWR	P0133521	Pending	10/3/2020 6:07:21 PM	11/2/2020	-	0.00 USD	10/3/2020 6:07:22 PM	Electronic	PO Invoice	In Process	239.34 USD
E0159383	AD07570111	Apple Inc	P0133082	Pending	10/3/2020 1:03:54 PM	11/2/2020	-	0.00 USD	10/3/2020 1:03:54 PM	Electronic	PO Invoice	In Process	11,040.00 USD
E0159382	YC7486	PDME, Inc.	P0133489	Complete	10/3/2020 7:30:28 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:28 AM	Electronic	PO Invoice	Payable	14.10 USD
E0159380	YC7445	PDME, Inc.	P0133489	Complete	10/3/2020 7:30:27 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:27 AM	Electronic	PO Invoice	Payable	149.94 USD
E0159379	YC7458	PDME, Inc.	P0133486	Complete	10/3/2020 7:30:26 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:26 AM	Electronic	PO Invoice	Payable	5.09 USD
E0159378	YC7446	PDME, Inc.	P0133466	Complete	10/3/2020 7:30:25 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:25 AM	Electronic	PO Invoice	Payable	16.45 USD
E0159381	YC7456	PDME, Inc.	P0133464	Complete	10/3/2020 7:30:24 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:25 AM	Electronic	PO Invoice	Payable	58.35 USD
E0159377	YC7452	PDME, Inc.	P0133464	Complete	10/3/2020 7:30:23 AM	11/1/2020	-	0.00 USD	10/3/2020 7:30:24 AM	Electronic	PO Invoice	Payable	16.99 USD

Once the chosen Filter box appears type in the selected search parameter and click the blue Apply button.

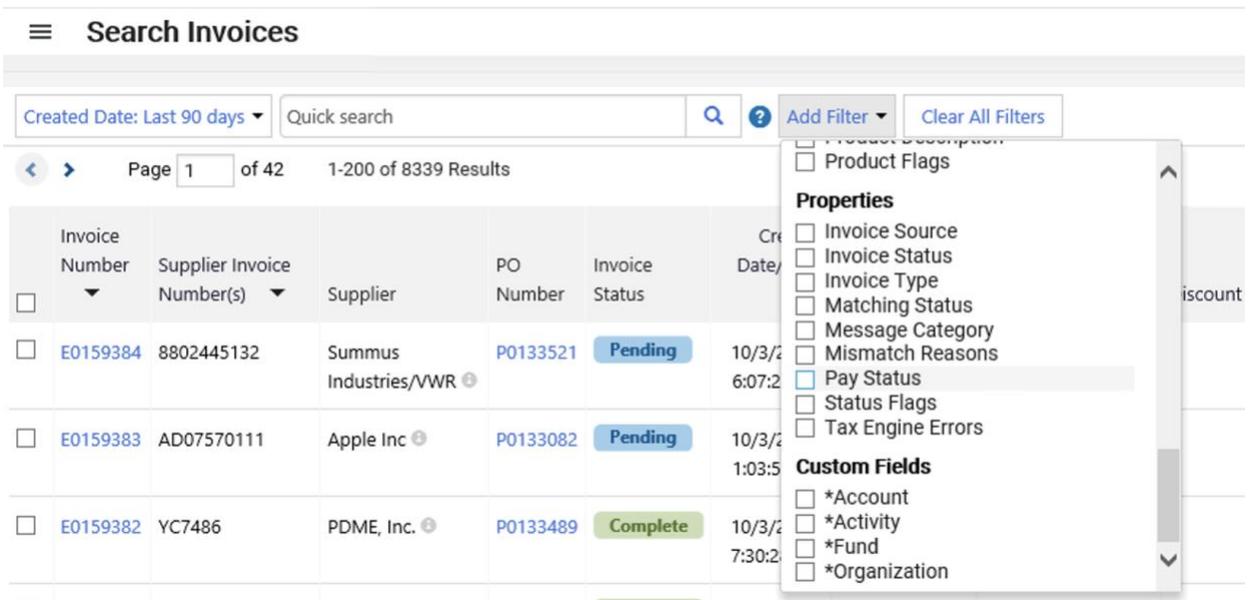


The chosen search results will then appear.



Pay Status

Another option on Invoices is adding the filter for pay status. Click the Add Filter dropdown and choose Pay Status.



Choose the option under pay status needed and click the blue Apply button to get the desired results.

Created Date: Last 90 days Quick search Add Filter Clear All Filters

Pay Status: All

- Cancelled
- Dispute
- In Process
- Paid
- Payable

Apply Cancel

39 Results

PO Number	Invoice Status	Created Date/Time	Due Date	Discount Da
P0133521	Pending	10/3/2020 6:07:21 PM	11/2/2020	

Organization

Searching for the Organization will need the Org number to be entered in. The default org for your profile will automatically appear at the bottom of the dropdown. Simply enter the org in the search box or choose the org options using the blue + sign.

Created Date: Last 90 days Quick search Add Filter Clear All Filters

Pay Status: Payable *Organization: All

Page 1 of 1

Is Equal To Starts With Is Between

Search for Values...

- Any Value
- No Value/Blank
- 630000 - Procurement

Apply Cancel

Invoice Number	Supplier Invoice Number(s)	Created Date/Time	Due Date	Discount E
<input type="checkbox"/> E0159382	YC7486	10/3/2020 7:30:28 AM	11/1/2020	
<input type="checkbox"/> E0159380	YC7445	10/3/2020 7:30:27 AM	11/1/2020	
<input type="checkbox"/> E0159379	YC7458	10/3/2020 7:30:26 AM	11/1/2020	

Once the Org option appears click the checkbox and click the blue Apply button.

Created Date: Last 90 days Quick search Add Filter

Pay Status: Payable Organization: All

Page 1 of 1

Is Equal To:630000 - Procurement

Is Equal To Starts With Is Between

Search for Values... Any Value No Value/Blank

Apply Cancel

Invoice Number	Supplier Invoice Number(s)	Created Date/Time	Due Date
<input type="checkbox"/> E0159382	YC7486	10/3/2020 7:30:28 AM	
<input type="checkbox"/> E0159380	YC7445	10/3/2020 7:30:27 AM	
<input type="checkbox"/> E0159379	YC7458	10/3/2020 7:30:26 AM	

The desired search results will then appear.

Created Date: Last 90 days Quick search Add Filter Clear All Filters

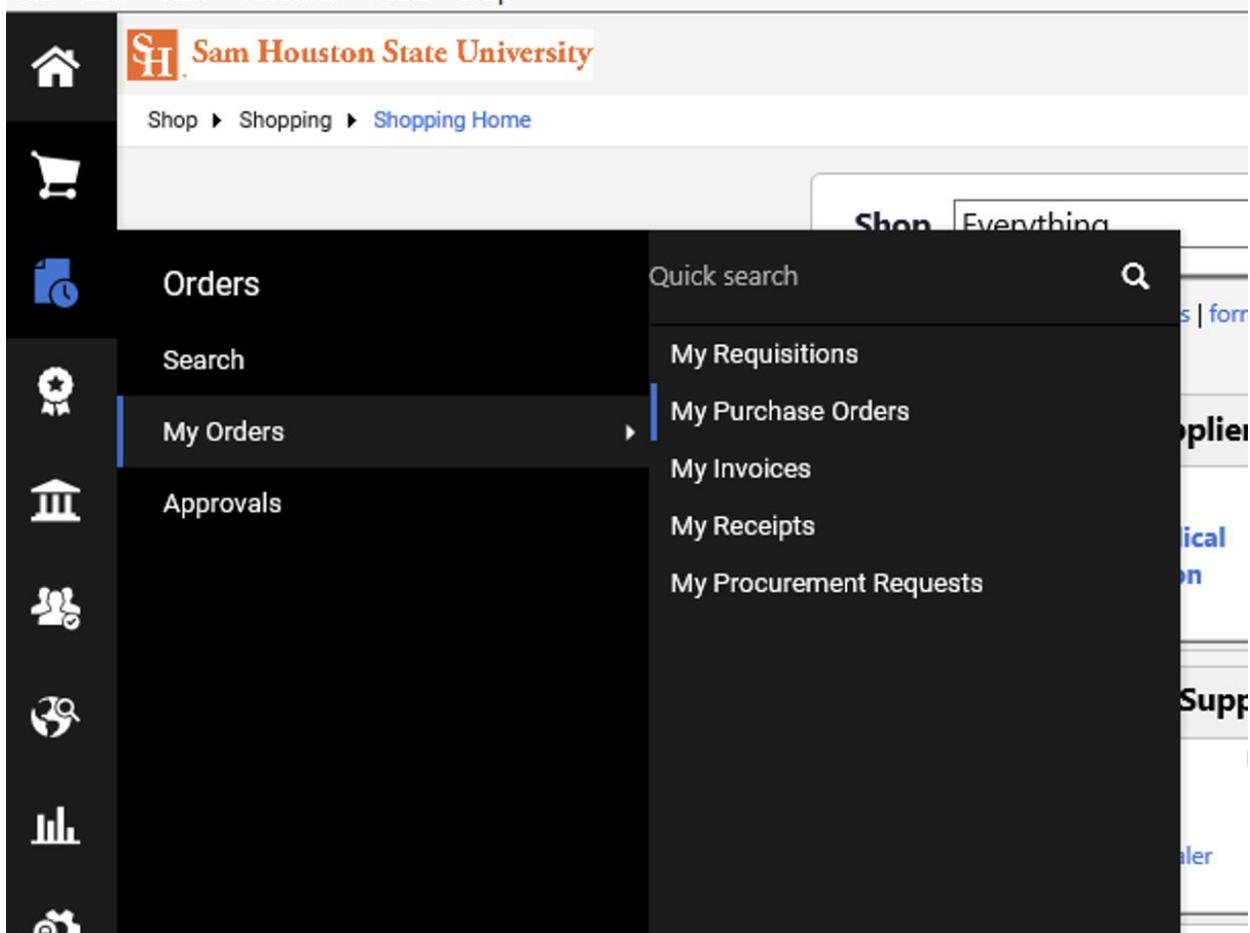
Pay Status: Payable Organization: Is Equal To:630000 - Procurement

1-20 of 20 Results 200 Per Page

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
<input type="checkbox"/> E0158690	2629193	Southwest Texas Equipment Distributors Inc	P0129341	Complete	9/28/2020 2:52:49 PM	10/18/2020	-	0.00 USD	9/28/2020 2:55:28 PM	Manual	PO Invoice	Payable	4,507.56 USD
<input type="checkbox"/> E0158689	12625146091820	DS Waters Of America, Inc.	P0131012	Complete	9/28/2020 2:49:40 PM	10/13/2020	-	0.00 USD	9/28/2020 2:51:09 PM	Manual	PO Invoice	Payable	18.63 USD
<input type="checkbox"/> E0158684	09/24/2020	Renee Awalt Starns	P0133158	Complete	9/28/2020 2:36:03 PM	10/2/2020	-	0.00 USD	9/28/2020 2:36:04 PM	Automated	PO Invoice	Payable	92.99 USD
<input type="checkbox"/> E0158588	YC6395	PDME, Inc.	P0132671	Complete	9/27/2020 7:15:07 AM	10/26/2020	-	0.00 USD	9/27/2020 7:15:07 AM	Electronic	PO Invoice	Payable	599.89 USD
<input type="checkbox"/> E0158530	104096091	Ricoh USA Inc	P0131583	Complete	9/25/2020 1:57:20 PM	9/26/2020	-	0.00 USD	9/25/2020 1:58:27 PM	Manual	PO Invoice	Payable	187.89 USD
<input type="checkbox"/> E0156749	YC3250	PDME, Inc.	P0131354	Complete	9/9/2020 7:46:38 AM	10/8/2020	-	0.00 USD	9/9/2020 7:46:38 AM	Electronic	PO Invoice	Payable	47.09 USD

To search for My Orders

To search for My Orders, choose the option needed under My Orders.



Once option is chosen the results will appear. Further Filter search options can then be applied.

A screenshot of the search results page in the procurement system. At the top, there are filter options: "Created Date: Last 180 days", a "Quick search" input field with a magnifying glass icon, and buttons for "Add Filter" and "Clear All Filters". Below this, a filter for "PO Owner: Barrett, Jeremy" is applied. The results section shows "1-1 of 1 Results" and a "200 Per Page" dropdown menu. The main content is a table with the following data:

<input type="checkbox"/>	PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
<input type="checkbox"/>	P0126206	CDW Government Inc. (Do Not Use)	5/19/2020 1:11:15 PM	Completed	121925911	Jeremy Barrett	Sent To Supplier	Fully Matched	782.24 USD