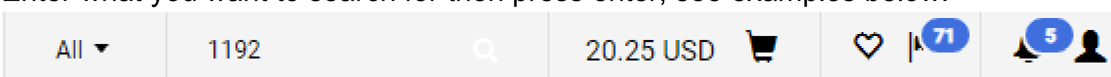
View My Activity

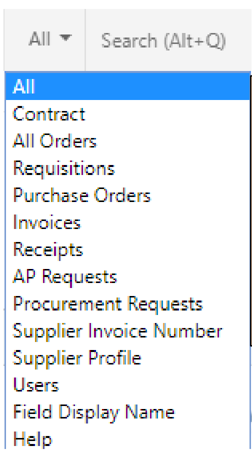
Contents

Quick Search

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.



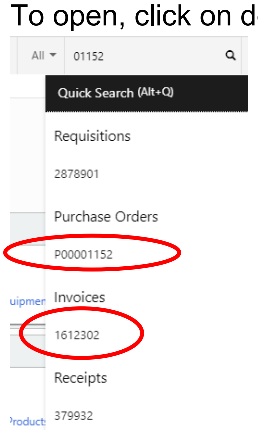


<u>Most common searches:</u>

- 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.

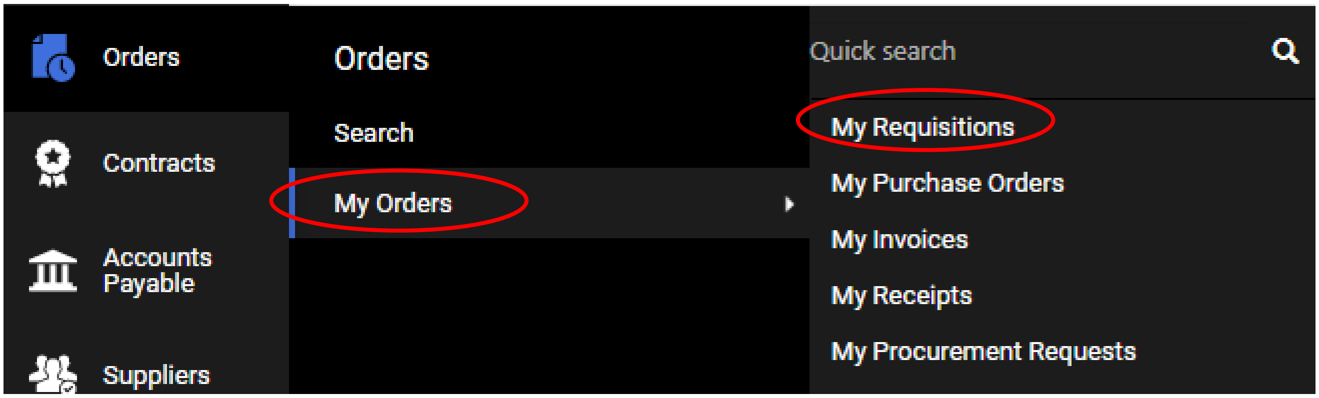
4. To open, click on document.



View My Activity

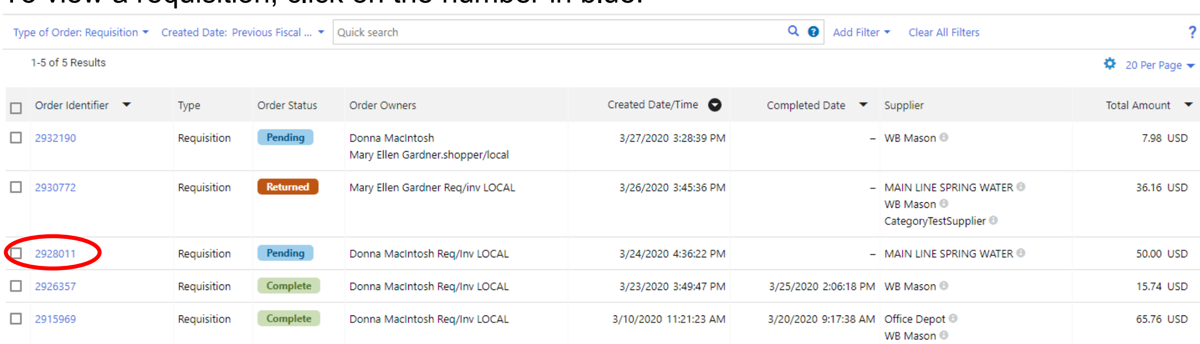
View my Requisitions

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.

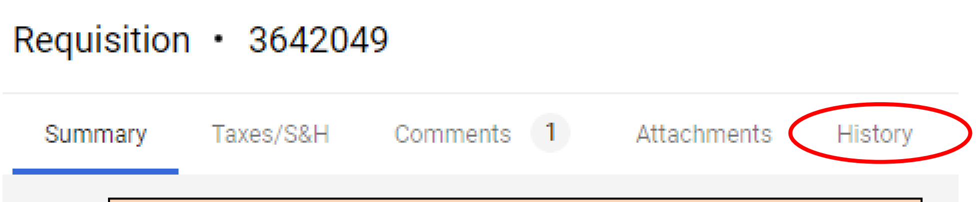
3. To view a requisition, click on the number in blue.


Type of Order: Requisition | Created Date: Previous Fiscal ... | Quick search | Add Filter | Clear All Filters | ?

1-5 of 5 Results | 20 Per Page

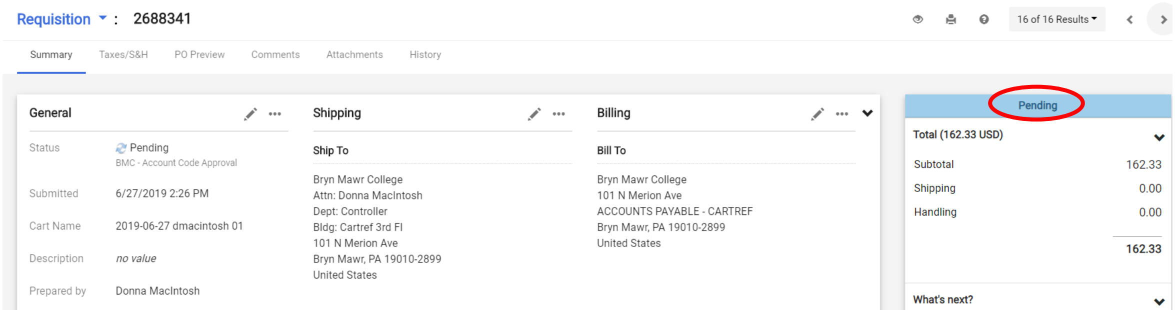
Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
2932190	Requisition	Pending	Donna MacIntosh Mary Ellen Gardner.shopper/local	3/27/2020 3:28:39 PM	–	WB Mason	7.98 USD
2930772	Requisition	Returned	Mary Ellen Gardner Req/inv LOCAL	3/26/2020 3:45:36 PM	–	MAIN LINE SPRING WATER WB Mason CategoryTestSupplier	36.16 USD
2928011	Requisition	Pending	Donna MacIntosh Req/Inv LOCAL	3/24/2020 4:36:22 PM	–	MAIN LINE SPRING WATER	50.00 USD
2926357	Requisition	Complete	Donna MacIntosh Req/Inv LOCAL	3/23/2020 3:49:47 PM	3/25/2020 2:06:18 PM	WB Mason	15.74 USD
2915969	Requisition	Complete	Donna MacIntosh Req/Inv LOCAL	3/10/2020 11:21:23 AM	3/20/2020 9:17:38 AM	Office Depot WB Mason	65.76 USD

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

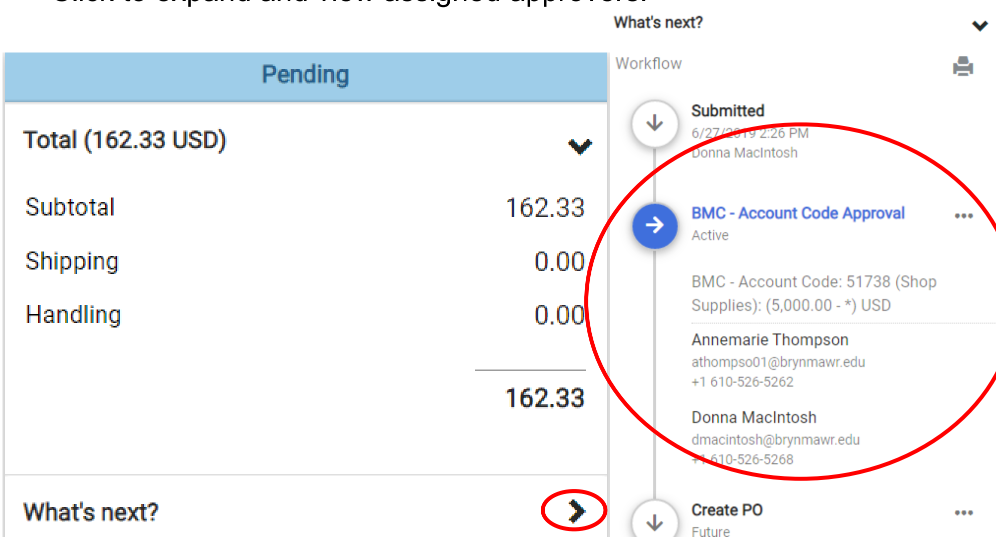


Examples:
- To look at an attachment, click on *Attachments* then click on the attachment to open.
- To see when your department admin submitted your requisition (faculty only), click *History,* and look for date/time your cart was submitted.

5. To see the workflow process of a **Pending** requisition go to the *Pending* box.

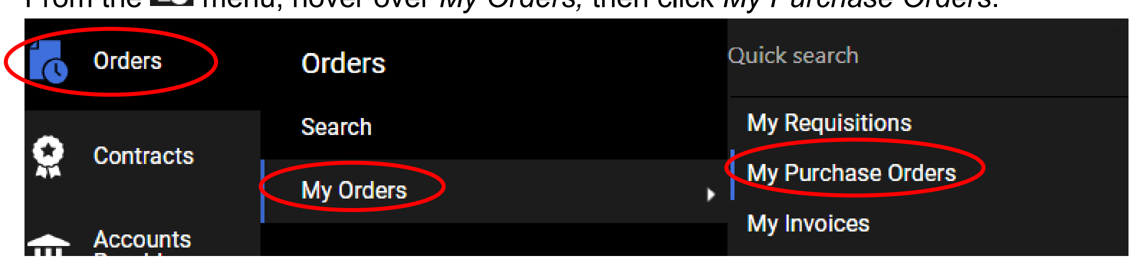


6. *Pending* displays the Requisition workflow process.
   a. Click the › next to *What's next?*
   b. The workflow process displays. The approval step the Requisition is currently in will be in blue. Click to expand and view assigned approvers.



View my Purchase Orders (PO)

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



2. A list of POs created by you in the last 90 days will appear in number order from newest to oldest.
   - If the PO has a **Complete** the approval process is completed so your order has been placed.
   - If the PO has a **Pending** the approval process is not completed.

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

Matching Status	Examples
Fully Matched	Receipt(s) and invoice(s) entered and matched to PO
Partially Matched	Some receipts or invoices have been entered
No Matches	No receipts or invoices have been entered
Partially Invoiced Partially Received	Some receipt(s) and invoice(s) entered and matched
Over Invoiced	Invoiced received exceed the PO

4. To view a PO, click on the number is blue.

•••	PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner
•••	P00001139	Lowe's Home Centers LLC	6/27/2019 2:53:18 PM	Completed	2688440	Donna MacIntosh
•••	P00001140	Lowe's Home Centers LLC	7/1/2019 2:46:56 PM	Completed	2691029	Donna MacIntosh

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

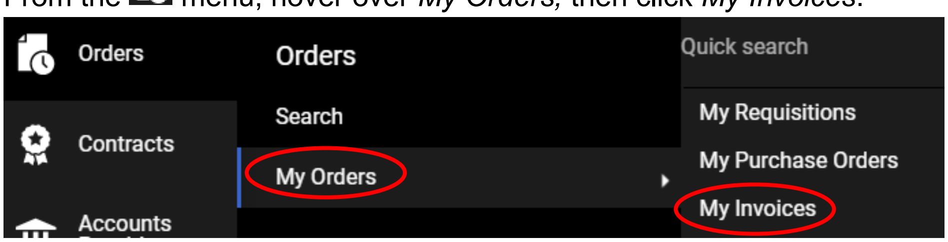
Purchase Order • Amazon.com LLC • P00001192 Revision 0

Status | Summary | Revisions 1 | Confirmations | Shipments | Receipts | Invoices | Comments | Attachments | History

<u>Examples:</u>
- To see receipt(s) entered, click *Receipts* then click on number in blue to open.
- To see invoice(s) entered, click *Invoices* then click on number in blue to open.
- To read Comments, click *Comments* then choose *All* from drop down.

View my Invoices/Credit Memos (CM)

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



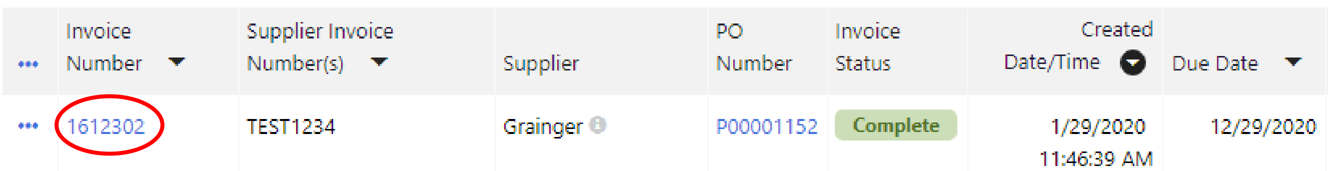
2. A list of invoice/cms created by you in the last 90 days will appear in date order from newest to oldest.
   - If the invoice/cm has a Complete the invoice approval process is completed.
   - If the invoice/cm has a Pending the invoice approval process is not completed.

View My Activity

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

Payment Status	Examples
In Process	Invoice/CM submitted but approval process not completed
Payable	Invoice/CM submitted, approval process completed
Paid	Invoice/CM submitted, approval process completed and invoice is paid
Cancelled	Invoice/CM submitted then cancelled by Controller's office

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



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.
- To read Comments, click *Comments* then choose *All* from drop down.