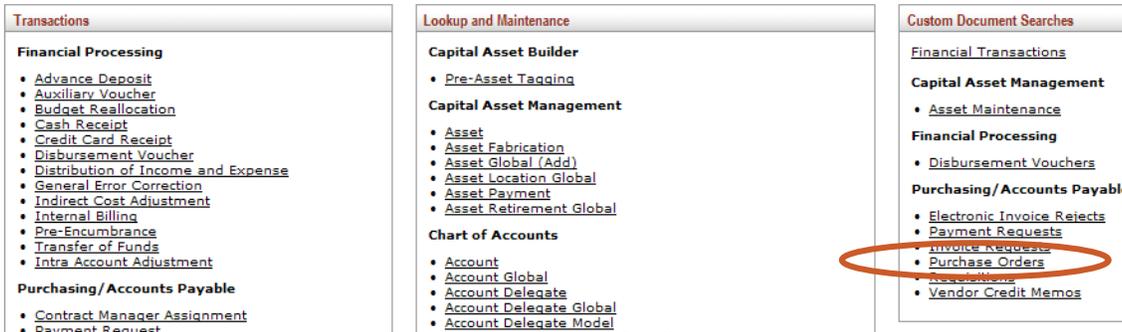




Search for a Purchase Order (PO)

Overview: This job aid demonstrates how to find a purchase order eDoc in the Quali Financial System.

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. In the Custom Document Searches column, click the **Purchase Orders** link.



3. On the Document Search screen, **search** for the PO using any of the available search criteria. Commonly used search criteria include:
 - a. Initiator (creator of the document)
 - b. Date Created From and/or Date Created To (date range)
 - c. PO number
 - d. Vendor number
 - e. Requisition number

| | |
|--|--|
| Document Type: | PO |
| Initiator: | |
| Document Id: | |
| Application Document Status: | INCOMPLETE STATUSES - In Process - Awaiting Fiscal Officer Review - Awaiting New Unordered Item Review - Disapproved New Unordered Item Review |
| Date Created From: | |
| Date Created To: | |
| Document Description: | |
| Organization Document Number: | |
| Purchase Order #: | |
| Requisition #: | |
| Vendor #: | |
| Purchase Order Chart Code: | MS |
| Purchase Order Organization Code: | |
| Purchase Order Responsibility Center Code: | |
| Purchase Order Reports To Organization Code: | |
| Requestor Name: | |
| Assigned To User: | |
| Delivery Campus: | |
| Contract Manager: | |
| Previous Purchase Order #: | |
| Purchase Order Last Transmit Date From: | |
| Purchase Order Last Transmit Date To: | |
| Date Required From: | |
| Date Required To: | |
| Date Required Reason: | |
| Receiving Required: | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both |

40TUT02V01 | Release date: 04/15/22 | This document is uncontrolled when printed or saved.



4. After clicking search, open the PO document by clicking the **Document ID**.
5. Alternatively, if you are in the requisition eDoc, you can follow these steps to find your PO eDoc:
 - a. Scroll to the **View Related Documents Tab**; click show.
 - i. If the PO is in Open or Closed status, the PO number will appear.
 - ii. If the PO is in In Process/Unapproved Status, the PO number will not show.
 - b. Click on the purchase order number and the PO eDoc will open.