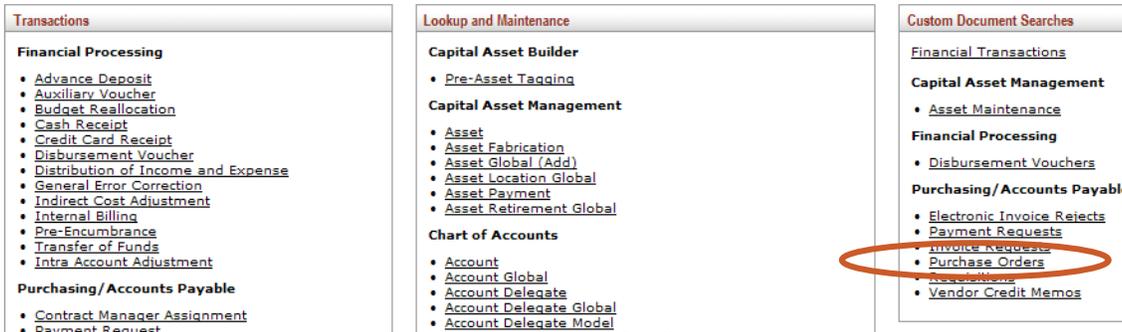# Search for a Purchase Order (PO)

Overview: This job aid demonstrates how to find a purchase order eDoc in the Kuali 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

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.