



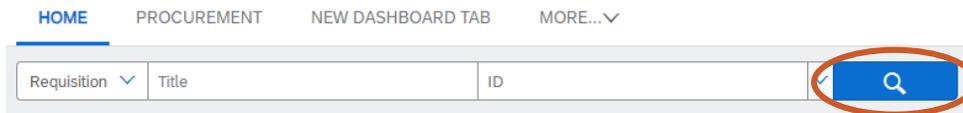
Searching for PRs and POs: Watcher

Overview: This job aid demonstrates how to find PR (purchase requisition) and PO (purchase order) documents in SAP Ariba as a watcher on the PR.
For instructions on finding PRs and POs where you are the requestor or an approver, [view this tutorial](#).

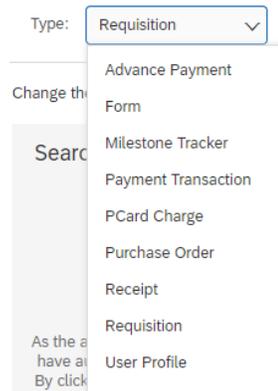
1. Log in to ebs.msu.edu and click the **Procure-to-Pay System** tile.
2. Select the **Search for POs + Invoices** tile.



3. Click the **blue magnifying glass** button under the main navigation.



4. Select the **Type** dropdown menu, and select the appropriate document type (requisition or purchase order).





5. Set your filters to find the appropriate document and then click on the blue Search button in the bottom right corner.

Search Filters

Title:

ID:

Ad hoc ship to privacy policy agreed to? Yes No Either

As the approver for a specified commodity, I do not have authority to make changes to this requisition. By clicking yes, I acknowledge and agree that I did not make changes to this requisition.: Yes No Either

As the Contract and Grant Administration approver, I do not have authority to make changes to this requisition, as long as they are not make visible to the supplier. By clicking yes, I acknowledge and agree that I did not make changes to this requisition to which I am not authorized.: Yes No Either

As the MSU Tax Manager, I do not have authority to make changes to this requisition outside of selecting an appropriate Income Class Code. By clicking yes, I acknowledge and agree that I did not make changes to this requisition to which I am not authorized.: Yes No Either

Building Code:

Campus Code:

Catalog and NonCatalog: Yes No Either

Commodity Code: (select a value) [select]

Contract:

Date Created: Custom

From:

To:

Is this an emergency order? Yes No Either

Procurement Method: No Choice

Recipient Address:

Recipient Building Name: (no value) [select]

Recipient City:

Recipient Country:

Recipient Department: (select a value) [select]

Recipient Email Address:

Recipient Phone Number:

Recipient Room Number: (no value) [select]

Recipient State:

Recipient Zip:

Requester: Khan, Emily [select]

Status: No Choice

Supplier (any line item): (No Preference) [select]

Supplier has conflict of interest? Yes No Either

Supplier to use final Deliver To address? Yes No Either

Total Cost: From: To: USD

Will the supplier handle cash, credit cards, or other sensitive information? Yes No Either

Will the supplier have access to MSU IT networks or computer systems other than the MSU Guest Wireless system or an MSU email account? Yes No Either

Will the supplier have the potential to interact with children and/or MSU students as part of this purchase? Yes No Either

6. Click the ID of the appropriate document to open the document.

Search Results

<input type="checkbox"/>	↑	Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>			PR2504	Pink highlighters for project	Ordered	14 Aug 2024	\$1,480.00 USD