How to Search for a Purchase Order

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 under the section titled Purchasing/Accounts Payable.
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

If you have any questions, please contact the Procurement Department at 355-1700.
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.

If you have any questions, please contact the Procurement Department at 355-1700.