



PURCHASE ORDERS

PURCHASE ORDER LOOKUP

PURCHASING 701.5.5

OVERVIEW

- ▶ **PURCHASE ORDER LOOKUP:** The purchase order lookup process provides different options for searching for a purchase order in the Datatel/Colleague system.
- ▶ **CONTACT:** The contact for “Purchase Order Lookup” is the Office of Support Services (783-2018).

LOGIN

- ▶ Login to Datatel/Colleague

See Section 402 or 403 for login instructions. If you do not have a Datatel account, please contact the Office of Institutional Research and Computer Applications (783-2009).

LOOKUP OPTIONS

PURCHASING 701.5.5

SEARCH BY PURCHASE ORDER NUMBER

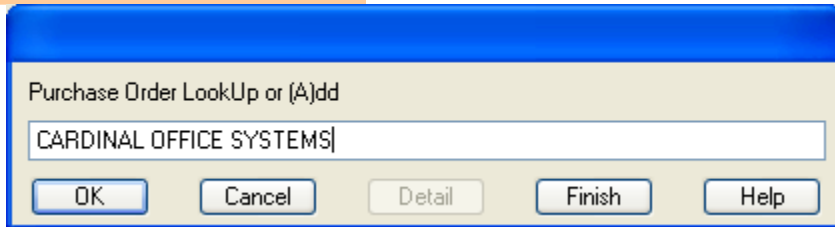
- ▶ Enter the purchase order number in the Purchase Order LookUp box.
(NOTE: See Requisition Inquiry, Section 701.5.6, or Requisition Inquiry - WebAdvisor, Section 701.5.8, for instructions on obtaining PO number from requisitions.)
- ▶ Select

The screenshot shows a dialog box titled "Purchase Order LookUp or (A)dd". It features a text input field containing the number "110". Below the input field are five buttons: "OK", "Cancel", "Detail", "Finish", and "Help".

PURCHASE ORDER LOOKUP

SEARCH BY VENDOR NAME

- ▶ Enter the vendor name in the Purchase Order Lookup box.
- ▶ Select

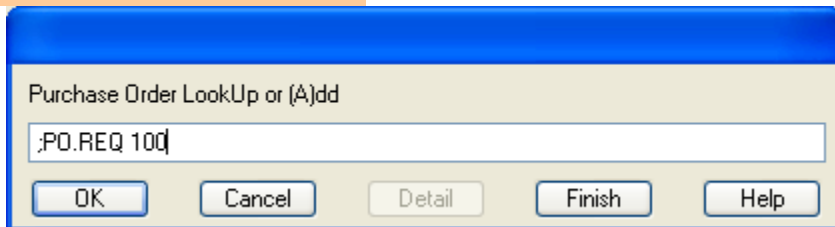


Purchase Order LookUp or (A)dd

CARDINAL OFFICE SYSTEMS

SEARCH BY REQUISITION NUMBER

- ▶ Enter “;PO.REQ Requisition Number” in the Purchase Order Lookup box.
- ▶ Select



Purchase Order LookUp or (A)dd

;PO.REQ 100



Last Revision: 1/3/07