Looking up a PO in Kuali/Shop Catalogs

To view a Purchase Order within SciQuest, log-in to the Kuali Financial System. From the KFS Main Menu, click on **Shop Catalogs**. This will bring you to the SciQuest Home/Shop Page. From your SciQuest Home/Shop Page, click on the **History** tab.

There are a few different ways you can search for the PO. Below the **History** tab, to the left, click on **My Purchase Orders**. The returned list will show your POs for the last 30 days. Open the desired PO by clicking on the PO number.

If you desire to view older PO's you can search by **PO History, by PO No.**   Scroll down and check the **Filter** button, make sure **My Orders** is selected. Enter a date range. Click **Search**.

You may also search for a PO by a specific PO number by clicking on **PO History**. Make sure the tab below is on **by PO No**. Type the PO number in and click search. Click on the PO number in the returned list results to open and view.
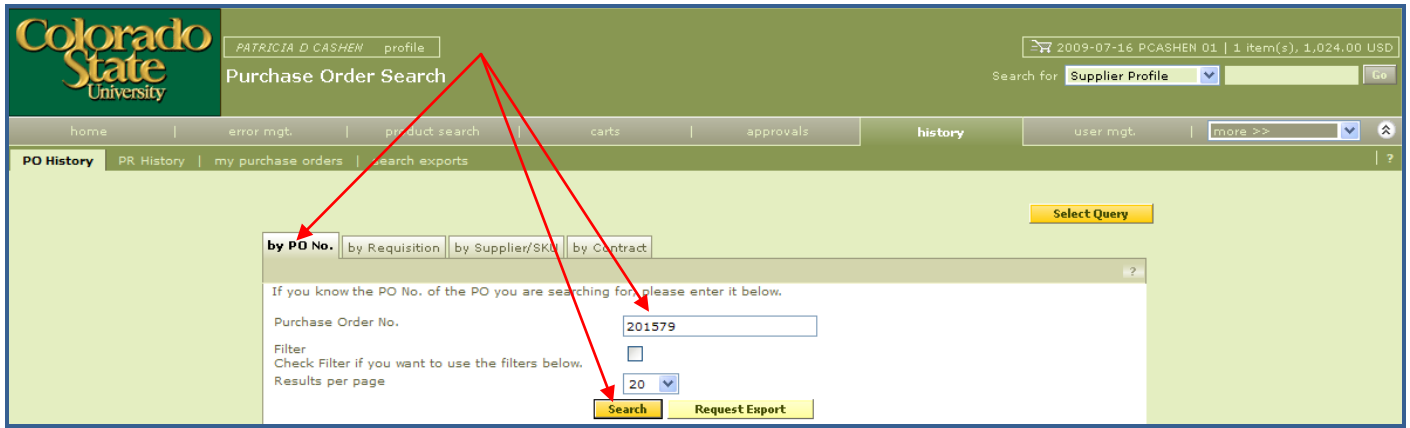
While viewing the Purchase Order, you are able to view the Order Distribution to see when and how the order was delivered to the vendor, and also have the ability to print a fax version of the PO.

To view the Order Distribution, click on the **History** tab in the PO. This will show whether the PO was sent via fax, email, or cXML electronic delivery, and the date and time that it was delivered.
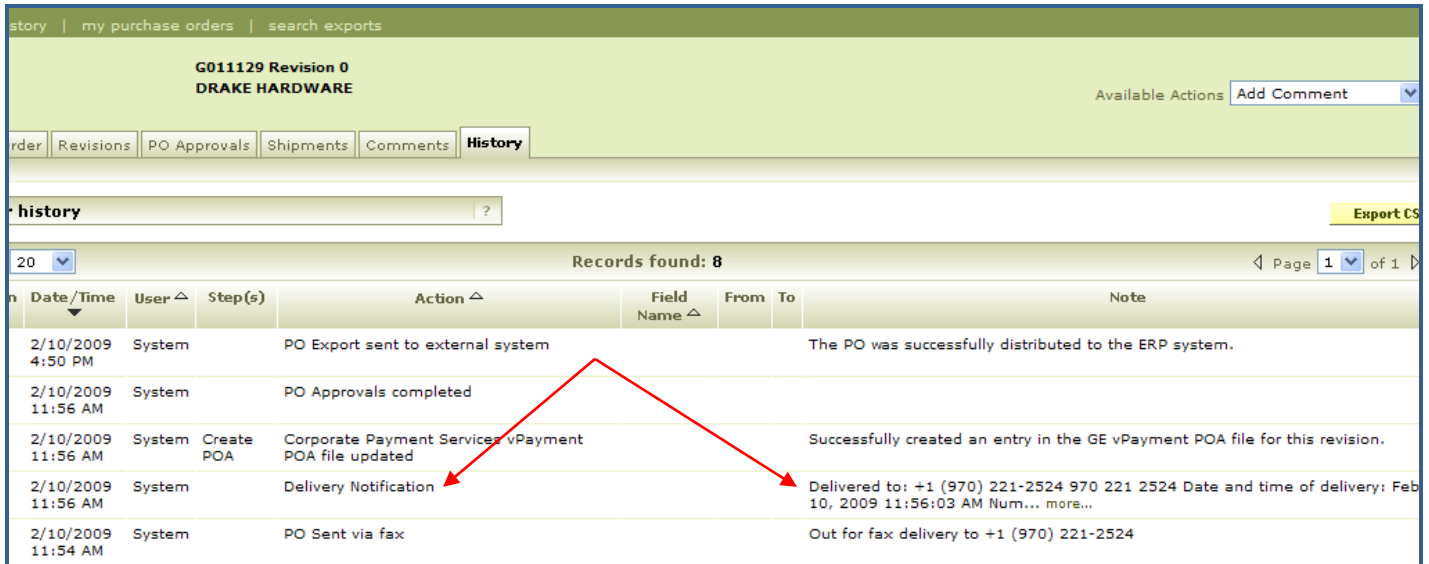
You may print a copy of the final delivered Purchase Order by selecting **Print Fax Version** in the Available Actions drop down menu. Click **Go**. Use the printer icon on the screen that pops up or select File then Print, to print the final PO.