

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.

Colorado State University Home/Shop

PATRICIA D. CASHEN profile

2009-07-16

Search for Supplier Prof

home/shop | error mgt. | carts | approvals | **history** | user mgt.

shop | admin | contracts

Shop Everything [Go] advanced search

Go to: favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts

Action Items ? Showcased Suppliers

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.

Colorado State University Purchase Order Search

PATRICIA D. CASHEN profile

2009-07-16

Search for Supplier

home/shop | error mgt. | carts | approvals | **history** | user mgt.

PO History | PR History | my purchase orders | search exports

New Search | Select Query | Save Query | Request Export

Results per page 100 Number of POs Matching Search Criteria: 2

Workflow Status	PO No.	Supplier	Creation Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Stat
✓	S026536	Applied Biosystems	2/11/2009 3:18 PM	336.50 USD	9926035	Cashen, Patricia	Sent

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**.

home/shop | error mgt. | carts | approvals | **history** | user mgt.

PO History | PR History | my purchase orders | search exports

Select Query

by PO No. | by Requisition | by Supplier/SKU | by Contract

If you know the PO No. of the PO you are searching for, please enter it below.

Purchase Order No. []

Filter Check Filter if you want to use the filters below.

Results per page 100

Search | Request Export

Filters

To find your purchase documents quickly and easily, choose a date range to search for purchase documents placed during a specified time frame.

My Orders | Company Orders | Orders I Reviewed

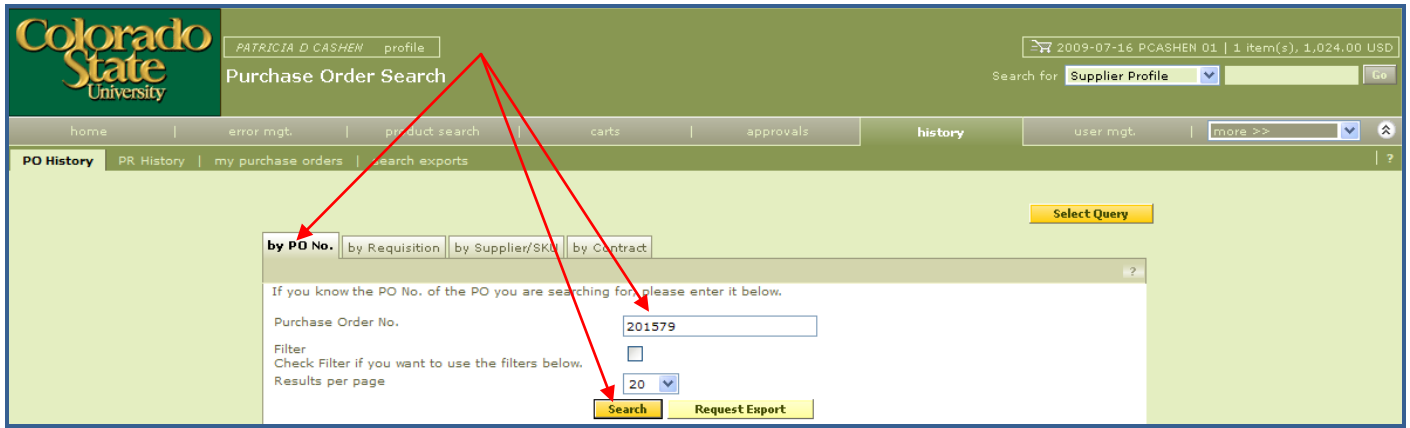
PO Date Filters

Creation Date (System) []

Start Date 01/01/2009 (mm/dd/yyyy)

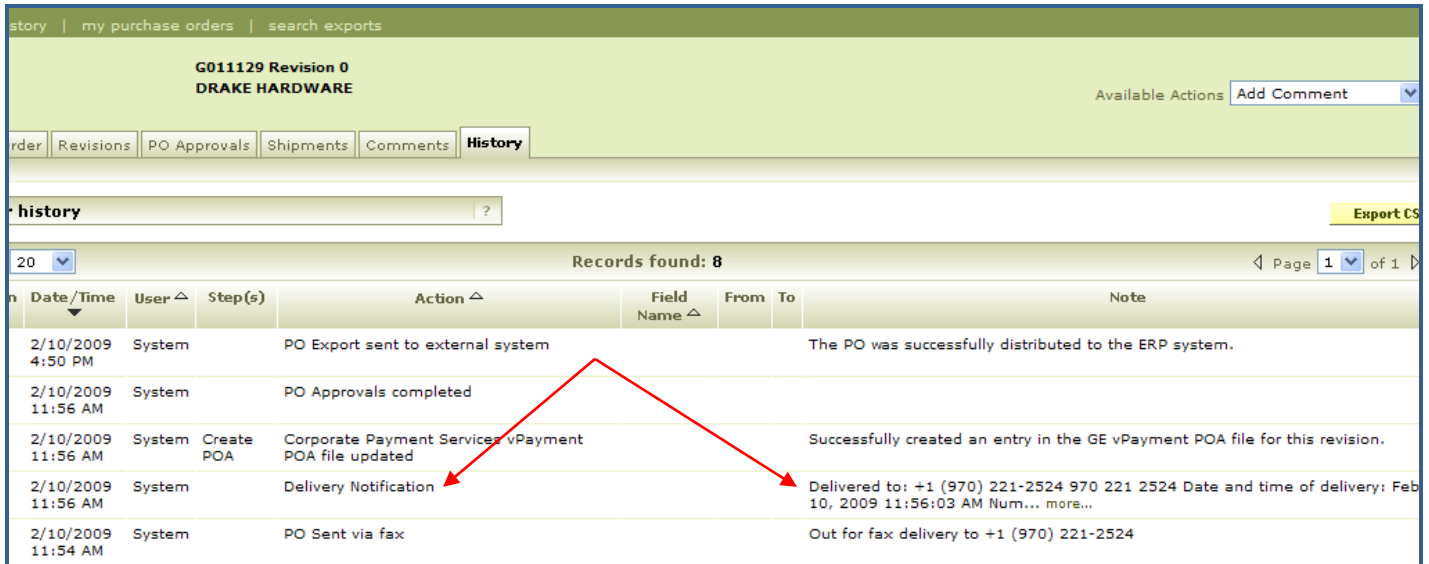
End Date 07/29/2009 (mm/dd/yyyy)

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.

