# The Bridge

## The University of Lethbridge Web Information System

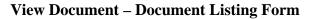
# **Online Inquiry of Purchase Orders**

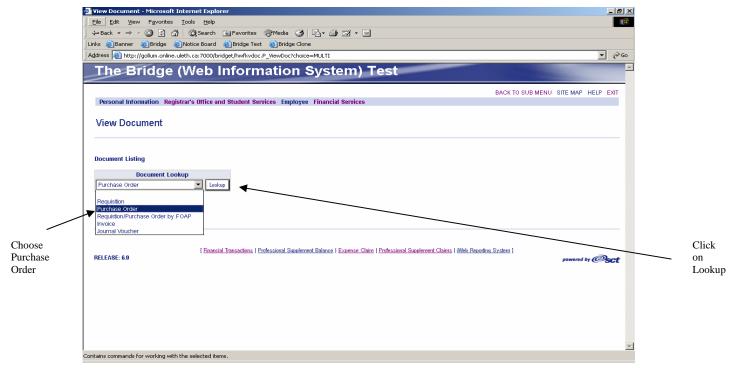
**Procedure Manual** Effective September 1, 2004

#### **Financial Transactions Menu**

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	RETURN TO FINANCIAL SERVICES MENU SITE MAP HELP EXIT
	Personal Information Registrar's Office and Student Services Employee Financial Services
	Financial Transactions
	Requisition
	Budget Transfer
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Click on Document Listing	[Financial Transactions   Professional Supplement Balance   Expense Claim   Professional Supplement Claims   Web Reporting System ] powered by Osci
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Click on the Document Listing menu item





Choose Purchase Order from the dropdown list then click on "Lookup"

#### **Purchase Order Inquiry Form**

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	Purchase Order Lookup	
Document #	Note: If Order/Delivery Date Range is not specified - Query only selects documents ordered within the last 90 days	<ul> <li>Requestor Name</li> </ul>
	Document Number	
Vendor Name	Requestor Name	<ul> <li>Buyer Name</li> </ul>
	Vendor Name	
Order Date	Buyer Name	Order Date
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Delivery Date (From)	Commodity Code	Delivery Date (To)
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You can inquire on any one or combination of the following criteria. (Note: This form is not case sensitive nor are wildcard characters necessary)

Document Number: Type in part or all of the purchase order number

Requestor Name: Type in part or all of the persons name who requested the purchase order

Vendor Name: Type in part or the entire vendor name

Buyer Name: Choose the specific buyer from the dropdown list

**Order Date (From – To):** Enter/query a date or a date range (if you enter both first and second dates). There is an option between a dropdown menu for each day/month/year or you can click on the calendar and click on the date (date range will default to the last 90 days)

**Delivery Date (From – To):** Enter/query a date or a date range (if you enter both first and second dates). There is an option between using the dropdown menus for each day/month/year or click on the calendar and click on the date.

#### Purchase Order Inquiry Form with Document Status drop down list

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Document Status: There is a dropdown list for the different categories of status of a document

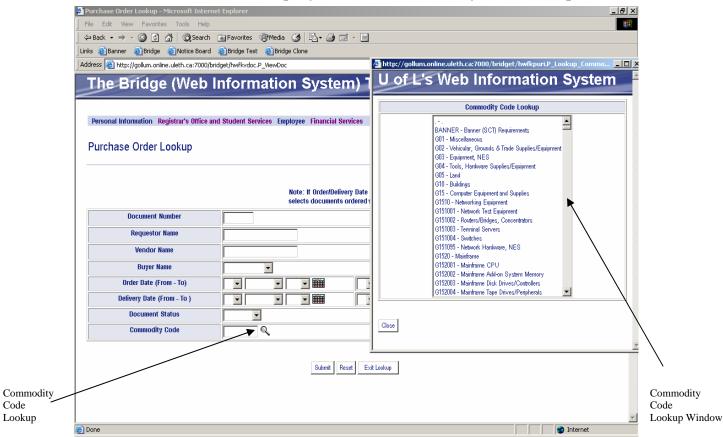
No choice:	The default choice is blank which will bring up all documents regardless of status
Incomplete:	Incomplete documents which must be completed by the originator (person who initiated/posted the requisition)
Complete:	Documents which have been approved and forwarded on to Materials Management for processing
PCard:	Documents which have been ordered through Materials Management Procurement Card
odity Code. The	default (if left blank) will display all purchase orders regardless of the commodity o

Commodity Code: The default (if left blank) will display all purchase orders regardless of the commodity code. [Go to next page on how to use the commodity code lookup.]

Submit: Generates a report of all purchase orders according to the chosen specifications

Reset: Clears all specifications chosen

Exit Lookup: Will exit the Purchase Order Lookup form and return you to the View Document – Document Listing form.



#### Purchase Order Inquiry Form with Commodity Code Lookup

#### **Commodity Code**

If left blank, the default is to display all purchase orders regardless of the commodity code. This feature is used if you would like to display only those purchase orders with a specific commodity code. In order to utilize this component, you can either type in the commodity code if known; otherwise use the commodity code lookup. Click on the magnifying glass and the commodity code listing will pop up in another window. Scroll through the listing, then click on the commodity you wish to query on. Click on submit to generate the report of all purchase orders with the selected commodity code.

#### **Purchase Order Inquiry Submitted**

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P0503154     P0503152     P0503151     P0503150     P0503148     P0503147     P0503146     P0503144	23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004	24-NOV-2004 30-NOV-2004 03-DEC-2004 23-NOV-2004 23-NOV-2004 26-NOV-2004 26-NOV-2004	Wesclean Southern Sales Ltd. Inter Medico Perkin Elmer Canada Inc. Fisher Scientific Limited Wesclean Southern Sales Ltd. Canada-Wide The Ad Agency L Lethbridge Herald		Greg Lacey Olga Kovalchuk Olga Kovalchuk Olga Kovalchuk Hill, S. Brian Sullivan Brian Sullivan	\$ 65.68 \$ 258.94 \$ 648.42 \$ 161.00 \$ 69.55 \$ 3,552.51 \$ 595.90 \$ 33.77	Complete Complete Complete Complete Complete Complete	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
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P0503154           P0503152           P0503151           P0503150           P0503148           P0503147           P0503144           P0503142           P0503142           P0503141           P0503141           P0503142           P0503141           P0503142           P0503143	23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 23-NOV-2004 22-NOV-2004 22-NOV-2004 22-NOV-2004	24-NOV-2004 30-NOV-2004 03-DEC-2004 23-NOV-2004 26-NOV-2004 26-NOV-2004 26-NOV-2004 23-NOV-2004 17-DEC-2004 16-DEC-2004 26-NOV-2004	Wesclean Southern Sales Ltd. Inter Medico Perkin Elmer Canada Inc. Fisher Scientific Limited Wesclean Southern Sales Ltd. Canada-Wide The Ad Agency L Lethbridge Herald VWR International, Ltd. Canadian Tire Associate Store Dell Computer Corporation Dell Computer Corporation		Greg Lacey Olga Kovalchuk Olga Kovalchuk Olga Kovalchuk Hill, S. Brian Sullivan Brian Sullivan Sutherland, R. McDonald, R. Sandzewich, E.	\$ 65.68 \$ 258.94 \$ 648.42 \$ 161.00 \$ 69.55 \$ 3,552.51 \$ 595.90 \$ 33.77 \$ 192.59 \$ 1,891.26 \$ 682.66	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	& & & & & & & & & & & & & & & & & & &

**Document** Purchase order number. Click on the document number to preview the purchase order. [See page 10]

PO Date Da	ate purchase order was completed
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- **Delivery Date** Date of expected delivery
- Vendor Vendor service/product is ordered from

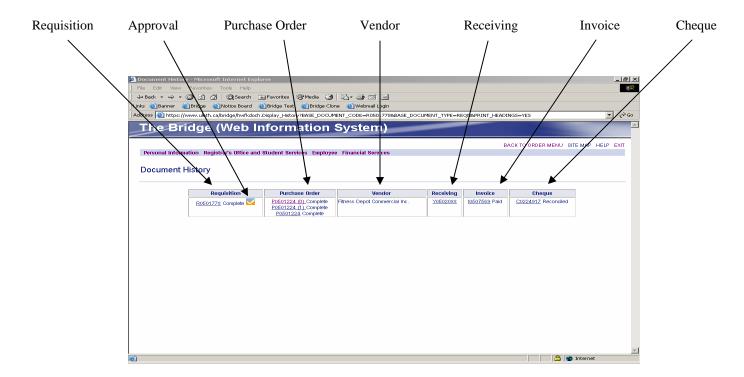
**Requestor** Person who requested the item(s)

- **Total** Total amount of the document (including GST)
- **Documents** Will display if documents were sent and by what means
- StatusDisplays the current status of document. See page 4 for definitions.Note:Both completed and pcard purchase orders display as complete
- **Options** *Options Click* on this to display the document history with all related documents. Cradle to grave. See page 7.

Sort Order

Click on the down arrow to sort descending Click on the up arrow to sort ascending

#### **Document History**



Click on any document number to preview.

Requisition	Click on the document number to preview the requisition. * [See page 8]
Approval	Click on V checkmark to view approval status and history. [See page 9]
Purchase Order	Click on the document number to preview the purchase order. * [See page 10]
Vendor	Will display the vendor name from the purchase order.
Receiving	Click on the document number to preview the receiving document [See page 11]
Invoice	Click on the document number to preview the invoice. * [See page 12]
Cheque	Click on the document number to preview the cheque. * [See page 13]

\* Note: Document status will be displayed beside the document number.

### Preview Document Requisition

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Status	COMPLETE			Order Date	24-Jun-2004		
	Physical Education Facilities						
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Ship to	The University of Lethbridge	Delivery Instruction		Delivery Date	24-Jul-2004		
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### Preview Document Purchase Order

Receiving Record

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## Preview Document Receiving

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