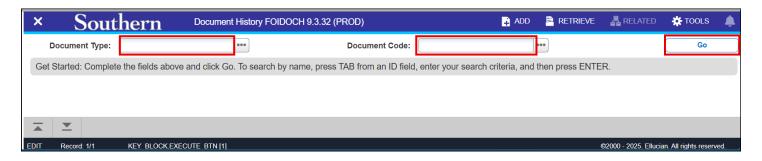
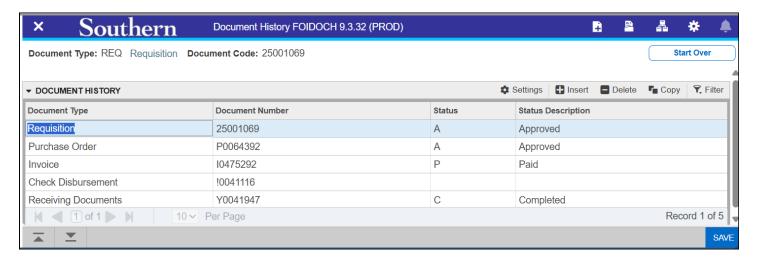
## Document History - FOIDOCH

- 1. Enter the Document Type you're attempting to research (Three most used by AP below). Press TAB on your keyboard.
  - a. REQ Requisition
  - b. PO Purchase Order
  - c. INV Banner Invoice Number (This number is generated by the Banner entry. It is different than the Vendor's invoice number which appears on the vendor's invoice sent to SCSU).
- 2. Enter the Document Code (**Exemplars below**) based on the Document Type. Press TAB on your keyboard.
  - a. Requisition example # 25001069
  - b. Purchase Order example # P0064392 -OR- S0005604
  - c. Banner Invoice example # I0475292
- 3. Click "Go".



4. All documents associated with the search will be displayed.



- 5. Please follow these general guidelines when determining which department to contact to assist with a resolution:
  - a. "Invalid request code" alert contact Procurement.
  - b. Requisition contact Procurement.
  - c. Requisition & PO contact AP.
  - d. Requisition & PO & Banner Invoice Contact AP.
  - e. Requisition & PO & Banner Invoice & Check Disbursement Contact Vendor