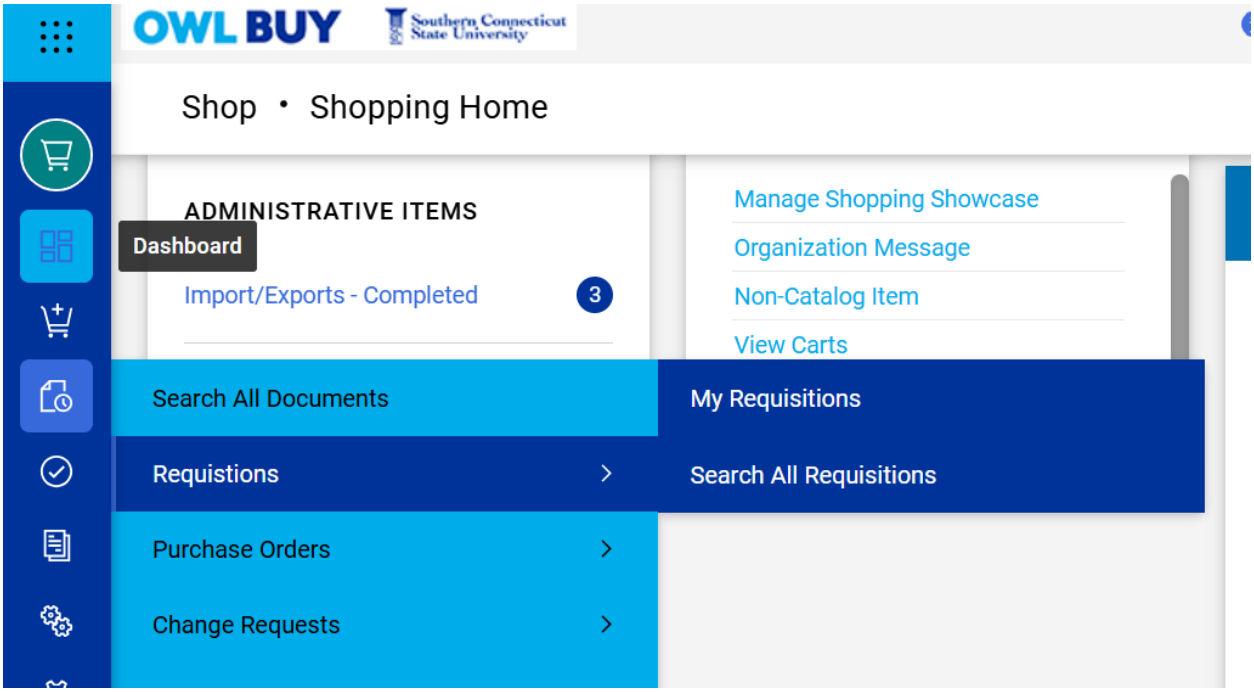
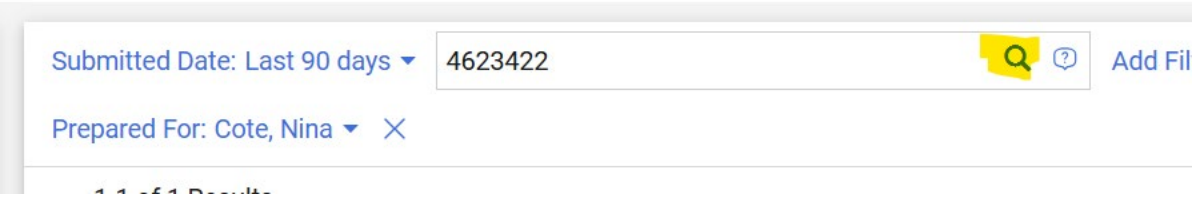
Tracking Requisitions and Purchase Orders

OWL Buy provides several tools that allow users to monitor requisitions and purchase orders throughout the procurement lifecycle. Users can search for documents, review approval progress, view document history, and obtain order details at any time.

1. Searching for Requisitions

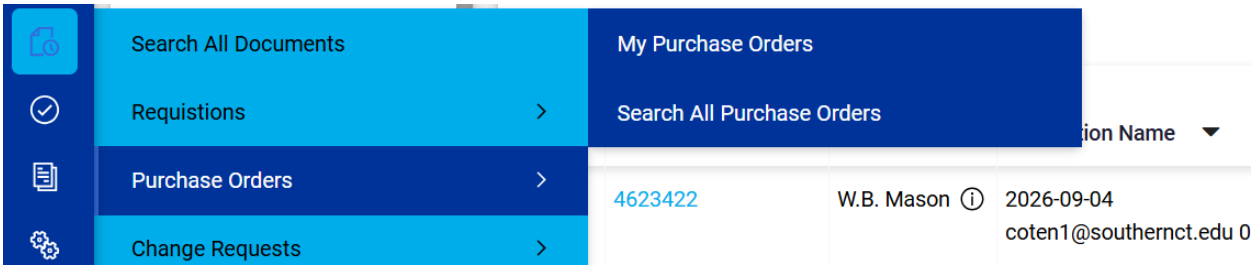
- To locate a requisition:
  - Select **Orders** from the main navigation menu.
  - Select **My Requisitions**
  - Enter one or more search criteria, such as requisition number, supplier name, requester, date range, or status.
  - Select the **magnifying glass** or **ENTER**.
  - Review the search results and select the requisition number to open the document.





2. Searching for Purchase Orders

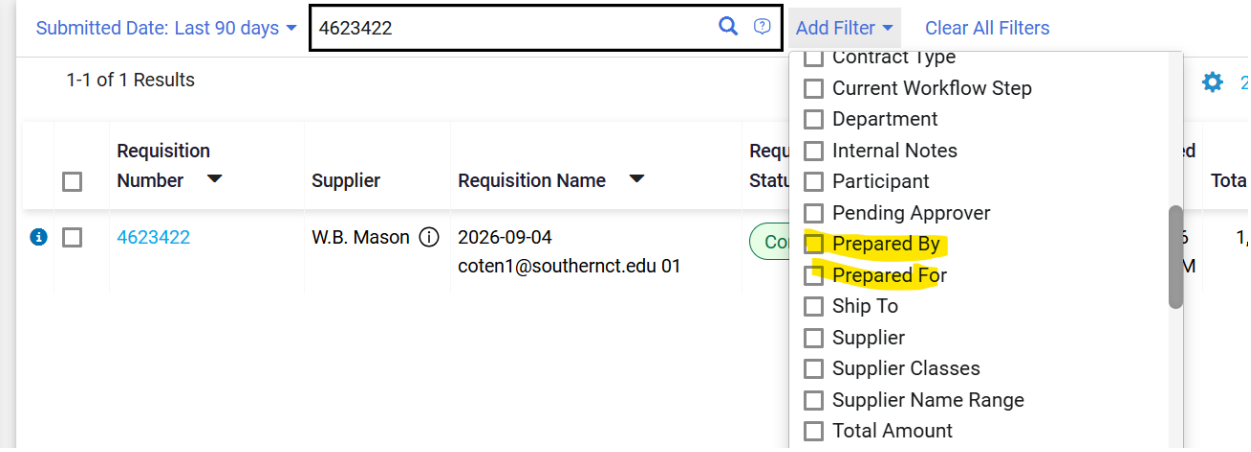
- To locate a purchase order:
  - Select **Orders** from the main navigation menu.
  - Select **My Purchase Orders.**
  - Enter the purchase order number or other search criteria.
  - Select the **magnifying glass** or **ENTER**.
  - Select the purchase order number from the results list to view details.
    - Purchase Orders can be searched using supplier information, requester names, document status, and date ranges.



3. Searching by User

- Users can search for documents created or submitted by a specific individual.
  - Open the appropriate search page for requisitions or purchase orders.
  - Add Filter for **Prepared By** or **Prepared For**
  - In the **Prepared By** or **Prepared For** field, enter the user's name.
  - Select **Search**.
  - Review the resulting list of documents associated with that user. [

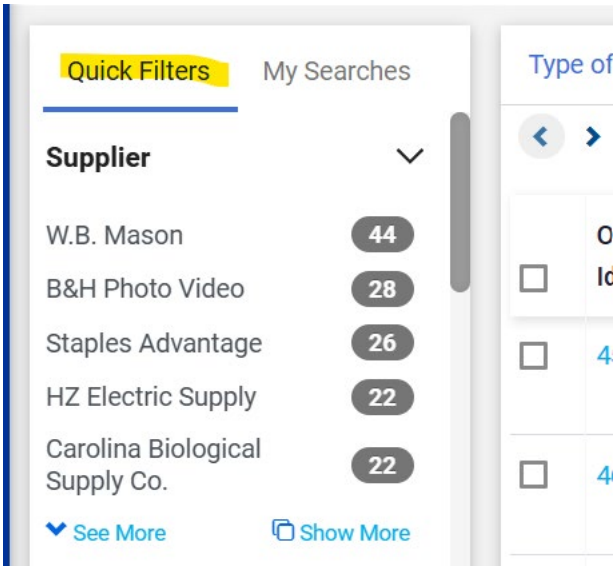
This search is useful when assisting another employee or reviewing purchasing activity within a department.



4. Searching by Vendor

- To locate transactions associated with a specific supplier:
  - Open either **Search All Documents, Search Requisitions** or **Search Purchase Orders**.
  - Use the **Quick Filter** to select a Supplier, or the Search
  - Review all documents associated with the selected supplier.

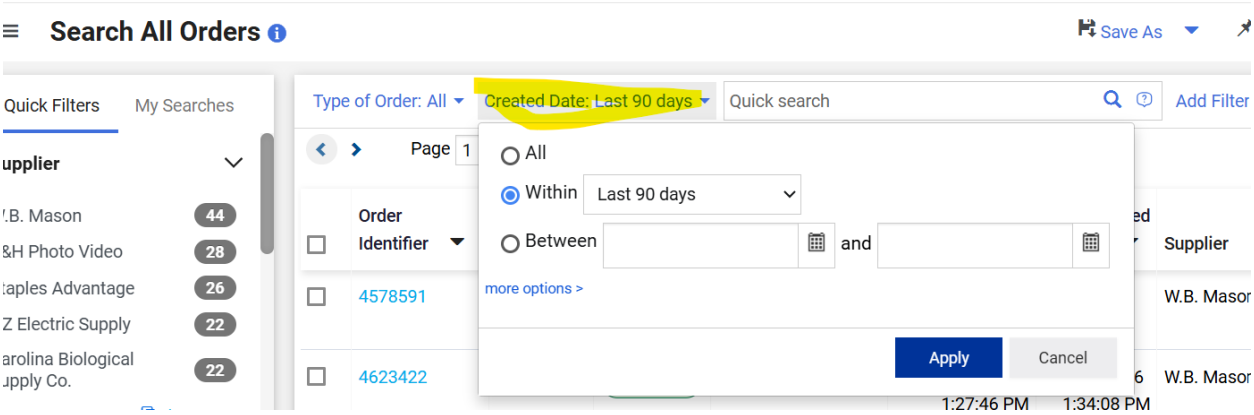
Use this search method when reviewing spending, locating prior purchases, or verifying orders placed with a particular vendor.



5. Searching by Date Range

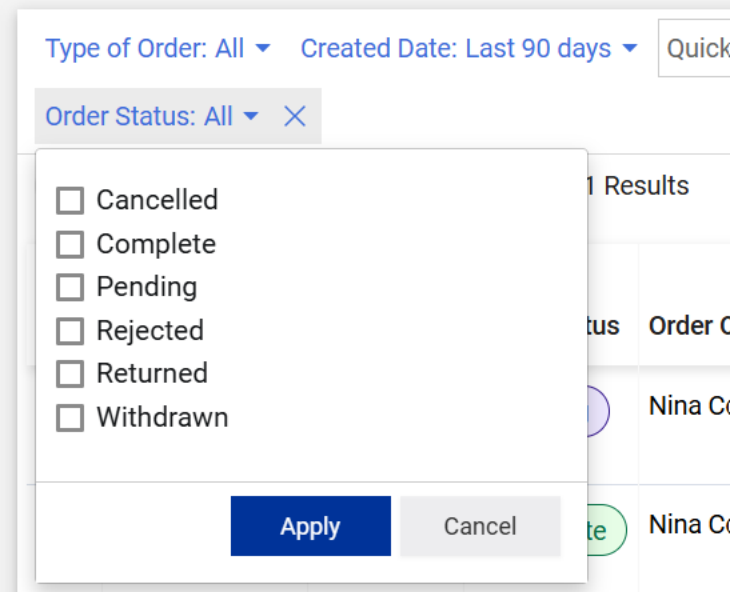
- Date range searches allow users to find documents created during a specific period.
    - Open either **Search All Documents, Search Requisitions** or **Search Purchase Orders**.
    - Update **Created Date** to the appropriate dates
    - **Search**.
    - Review the results.

Date range searches are commonly used when reviewing monthly, quarterly, or fiscal-year purchasing activity.



6. Searching by Status

- Users can search for requisitions or purchase orders based on their current status.
- Common statuses include:
    - **Cancelled** – The document has been canceled and will not continue through the procurement process. No further action will be taken on the document.
    - **Complete** – All required workflow steps, approvals, and processing activities have been completed for the document.
    - **Pending** – The document is awaiting action, such as completion by the requester, approval by a reviewer, or processing by Procurement Services.
    - **Rejected** – The document was denied by an approver or reviewer and cannot proceed in its current form. A new document or significant revisions may be required.
    - **Returned** – The document has been sent back to the requester for correction, additional information, or modification before it can continue through workflow.
    - **Withdrawn** – The requester has removed the document from workflow before final approval processing was completed. The document is no longer active and may require resubmission if still needed.


Type of Order: All
Created Date: Last 90 days
Quick
Order Status: All
Cancelled
Complete
Pending
Rejected
Returned
Withdrawn
Apply
Cancel
1 Results
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Order C
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