

## Finding Department Copies of POs

On the Purchasing website at <http://www.bussvc.wisc.edu/purch/purch.html>,

1. Choose the “Purchasing System Inquiry” link (3rd option on the left menu).
2. Click the “Purchasing Information Inquiry” link in the first bullet on the page.
3. Choose the “Search Purchase Orders/Requisitions” link on the main page to find all the requisitions or POs pertaining to your Department and/or Project ID.

There are a number of options affecting your search that can be chosen on the Search Purchase Orders/Requisitions menu (as shown below):

- a. The main search criteria appear in the highlighted box. Enter your 6 digit Department ID (or part of your Department ID) and/or your 7 digit Project ID. If you enter a partial Department ID, be sure to choose “starts with” from the drop down box.
- b. Click the “Include optional search criteria” box to specify a time period you are interested in or all available data will be returned.
  - i. The default choice is “Req/Order Date is within the range entered below”. This is especially helpful if you are searching for a partial Department ID which will return a large number of records. Enter a date range in the available fields to limit your search or click the “Calendar” link to choose a date.
  - ii. Choose “End Date is within the range entered below” to search for any blanket orders or other requisitions with an end date in the specified period. This is especially helpful if you want to search for blanket orders for your Department or grant that will be ending soon.

Note: The results in this search only take into account the funding listed on your requisition and will not reflect changes made through encumbrance management forms.

UNIVERSITY OF WISCONSIN-MADISON

### Purchasing Information Inquiry - Search Purchase

Look up Released Purchase Orders  
 Look up Requisitions

Dept   and/or  
Project =

Include optional search criteria

Req/Order Date is within the range entered below  
 End Date is within the range entered below

Enter a date range in the format MM/DD/YYYY:  
(Beginning)  [Calendar](#)  
(Ending)  [Calendar](#)

**Enter your 6 digit Department ID and/or your 7 digit Project ID to search for your POs. Change the drop down to “starts with” to search for a partial Dep. ID**

**To limit the search to a specific time period or to find blanket orders ending at a specified date, check the “Include optional search criteria” box and enter a date range.**

- In this example, the search returned a listing of all POs created between 7/1/2009 and 7/31/2009 that had Department 036500 in their funding line.

To generate (and save or print) a Department copy of the PO from the search results screen, click the check box next to the PO of interest as shown below. Then click the “Click here for a PDF file of all selected POs” link to generate the PDF.



## Purchasing Information Inquiry - Orders by Funding

[Click here to export this data to a CSV file](#)

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[Click here for a PDF file of all selected POs](#)

<input type="checkbox"/>		Req#	Vendor#	Vendor	Date	Amount	Type	End Date
<input type="checkbox"/>	<a href="#">Order Detail</a>	B160241	126688	SCAN GLOBAL LOGISTICS	07/01/2009	\$1.00	BC	6/25/2010
<input checked="" type="checkbox"/>	<a href="#">Order Detail</a>	B194235	4757	GORDON FLESCH CO INC	07/01/2009	\$2,664.28	LC	6/30/2010

[Return to Purchasing Inquiry Menu](#)

- A dialog box will appear allowing you to open or save the file. Click “OK”. The PDF file will appear as below and can be printed or saved.

**PURCHASE ORDER**

AWD D2K

**PURCHASE ORDER NUMBER**  
B194235 4757

**DATE** 07 01 2009

**VENDOR**  
GORDON FLESCH CO INC  
2675 RESEARCH PARK DR  
MADISON WI 53711-4906

**SHIP TO**  
PURCHASING SERVICES  
CAROL PEARSON  
21 N PARK ST RM 6165  
MADISON, WI 53715 1218  
CONTACT: CAROL PEARSON 608-262-7780

F.O.B.	TERMS	DELIVERY	ORDER TYPE	REFERENCE	STATE CONTRACT
V	N30		LC		1660042511

ITEM	QUANTITY	UNIT	ITEM DESCRIPTION	COMMODITY CODE	UNIT PRICE	TOTAL
01	1	TERM	48 Month Lease to Purchase a Canon IR5065 chosen from Band 6 of the State Contract at 7% interest for the time period 7/1/07 through 6/30/11.  SN: TVW00742 ID: R6265  This order is for the period 7/1/09 through 6/30/10 only and additional orders will be written to cover the remaining lease period.	98525000000	2663.28	2,663.28