kuali Financials					
HOME		Procurement & Accou	ints Payable		
Jump to Ctrl+K		ACTIVITIES		REFERENCE	ADMI
ACCOUNTING ACCOUNTS RECEIVABLE AUTOMATED JOURNAL VOUCHER BALANCE INQUIRIES BUDGET CONSTRUCTION CAPITAL ASSETS CHART OF ACCOUNTS PRE-DISSURSEMENT PROCUREMENT & ACCOUNTS PAYABLE SYSTEM TRAVEL VENDOR	(Contract Manager Assignment Disbursement Voucher Line Item Receiving Requisition Shop Catalogs	•	Training- Capital Asset Tab	Procur Billing Buik R Capita Carite Delive Disbur Electro Fundin Item R Item T Metho Negati
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Go into Shop Catalogs. (Click on Shop Catalogs from the Procurement and Accounts Payable screen.)

Click on Documents and then click on "Search" and then "Purchase Orders" on the left-hand side of the Shop Catalogs screen.

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		Shop Shopping Shopping Home								
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	⇔ ⇔	CAN's is live and projes can be placed through ups on your computer. Need Training? Expecting new faculty or staff members who processes at CSU2 Would your area benefit	ougn it. Please make sure you are allowing pop-	BIO RAD Uniform Guidance Compliant	- Agilent Uniform Guidance Compliant	Uniform Guidance Compliant	BEMA-ALDRCH	Life AB' invitro	er.	
		guestion and answer session? Please reach We are happy to assist in education efforts	across campus.	Statement vision	LIGHTLABS					
				✓ Computer/IT Catalogs						
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				✓ Office Supply Catalogs						
				Office DEPOT Uniform Guidance Compliant	STAPLES Uniform Guidance Compliant					
				✓ Toner/Ink Catalogs						
				* SOURCE						

Type the PO number in the Quick Search field. If the PO wasn't created in the last 90 days, be sure to change that. Click on the magnifying glass to search or just hit enter.

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	Orders + Search + Purchase Order	rs										
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2	Supplier	~	<	> Page 1 of 4	126						🗘 20 Per Pag	e 🕶
և	FISHER SCIENTIFIC CO	1438		PO Number 🔻	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Total Amount	•
	Office Depot	555		719214	Office Depot ()	1/13/2021 3:35:16 PM	Completed	-	Jeff Phillips	Sent To Supplier	35.78 U	SD
8	AIRGAS USA LLC	548		719213	Natl Western Stock Show	1/13/2021 3:34:10 PM	Completed	-	Diana L Fahrenbruck	Sent To Supplier	44,000.00 U	SD
}	CDW Government LLC. See More	472 C Show More		719212	Fort Collins Winlectric 🖲	1/13/2021 3:26:09 PM	Completed	-	Dennis M Cyboron	Sent To Supplier	313.88 U	SD
	PO Status	~		719211	CDW Government LLC. ()	1/13/2021 3:19:07 PM	Completed	-	Tyler J Rayburn	Sent To Supplier	271.97 U	SD
	Completed	8495		719210	McMaster-Carr Supply Company 🖲	1/13/2021 3:02:23 PM	Completed	-	Rustin Paul Jensen	Sent To Supplier	22.54 U	SD
	Pending			719209	Life Science Products (COLO) ®	1/13/2021 3:02:13 PM	Completed	-	Kathlyne A Costello	Sent To Supplier	531.85 U	SD
	Department			719208	McMaster-Carr Supply Company 🖯	1/13/2021 3:00:48 PM	Completed	-	Thomas Muetterties	Sent To Supplier	39.62 U	SD
	CO-1682 (CO-1682)	1255		719207	VWR INTERNATIONAL ()	1/13/2021 2:47:29 PM	Completed	-	Timothy Frank David	Sent To Supplier	975.86 U	SD
	CO-6030 (CO-6030)	800		719206	McKesson Medical-Surgical Inc. 0	1/13/2021 2:44:00 PM	Completed	-	Barbara A Mawlawi	Sent To Supplier	375.42 U	SD
	CO-1872 (CO-1872)	662		719205	McMaster-Carr Supply Company ®	1/13/2021 2:37:41 PM	Completed	-	Byron Fritch	Sent To Supplier	123.15 U	SD
	CU-1680 (CO-1680) CO-1620 (CO-1620)	401		719204	CDW Government LLC. 0	1/13/2021 2:29:18 PM	Completed	-	Quinn Hagy Nye	Sent To Supplier	176.96 U	SD
	✓ See More	C Show More		719203	MSC INDUSTRIAL SUPPLY ()	1/13/2021 2:28:53 PM	Completed	-	Stephanie Lynn Goldin	Sent To Supplier	21.41 U	SD
	PO Owner	~		719202	FISHER SCIENTIFIC CO 0	1/13/2021 2:14:48 PM	Completed	-	Timothy Frank David	Sent To Supplier	319.84 U	SD
	David, Timothy Frank Costello, Kathlyne A	344 231		719201	VWR INTERNATIONAL ®	1/13/2021 2:14:37 PM	Completed	-	Timothy Frank David	Sent To Supplier	89.82 U	SD

Click on the PO number.

	Orders Search Search Documents								
	Back to Edit Search Start New Search								
4			:	Showing 1 - 1 of 1 Results				All Dates	
-0	Search Details	?	4	Results Per Page 20 💙			Sort by: Bes	t match 🔹	•
Q				PO No	Supplier	Creation Date/Time		Requisition No.	
1	Search Terms			✓ 638794 <a>	QUARTZY INC	4/10/2019 1:33 PM			Jenna C
հե	Keyword			\smile					
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e la	Filtered by								
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Click on the 3 dots ... in the top banner (see screenshot below). FYI, on this screen you can also see where and how the original copy of the PO was sent.

ñ	Purchase Order	• QUARTZY INC • 638794 I	Revision 0	All 👻	Search (Alt+Q)	् सः छ	0.00 USD 👻	v µ∎ . sults ▼ <
	Status Summa	ry Revisions 1 Confirmations	Shipments Commer	its Attachments	History	Ad	ld Comment	
<u>o</u>	General Informa	tion	Document Statu	S		· Ca	incel PO	у
107	PO/Reference No.	638794	A/P status	Open		Fir	nalize Revision	
-26	Revision No.	0	Workflow	✓ Completed			Int Fax Version	
հե	Supplier Name	QUARTZY INC	The content of the	(4/10/2019 1:34 PM)		Re	send to Supplier	
ā;	Purchase Order Date	4/10/2019	indicated below the	aled the purchase orde a last time it was distri	er using the method(s) buted: view	Se	e configuration fo	or this purchase
8	Total	172.88	Email (Plain Text)	orders@quartzy.cor	n			
W.	rotal	172.00	Distribution options	have been overridden for	this PO		Total (172.88 US	D)
	Owner Name	Jenna Crowell					Subtotal	17
	Owner Phone		Distribution Date/Time	4/10/2019 1:34 PM			Shipping	
	Owner Email	jenna.crowell@colostate.edu	Supplier	Sent To Supplier			Handling	
						_		17
	Line Details							

You will now see a new tab with the PO copy. Here you can print the PO (or save it) by right clicking anywhere on the screen and selecting Print in Chrome—for other browsers you can do Ctrl-P. (To save it, select print and for the destination select "save as Adobe PDF"—instead of your printer name, then click on save and save it as the PO number). Remember to also print (or save) any attachments (see below circled in green) if you need an official copy of the PO—they will not print with the PO on their own.

			All	 Search (Alt+Q) 	0.00 USD 👻	♥ ► ♣
Purchase Order •	638794 Revision 0 🔻				📃 🖶 👔 1 of 1 Results	• ()
Status Summary	Revisions 1 Confirmations Ship	nents Comments Attachments	History			
General Information		Document Status		~	Completed	
PO/Reference No.	638794	A/P status	Open		Details	~
Revision No.	0	Workflow	Completed (4/10/2019 1:34 PM)		Supplier Status Sent To Supplier	
Supplier Name	QUARTZY INC	The system distribute	ed the purchase order using the method(s) inc	licated below the	Supplier QUARTZY INC	
Purchase Order Date	4/10/2019	last time it was distril	buted: view		Total (172.88 USD)	
Total	172.88	Email (Plain Text)	orders@quartzy.com		Subtotal	172.8
Owner Name	Jenna Crowell	O Distribution options ha	we been overridden for this PO		Shipping	0.0
Owner Phone		Distribution Date/Tim	e 4/10/2019 1:34 PM		Handling	0.0
Owner Email	jenna.crowell@colostate.edu	Supplier	Sent To Supplier			172.8