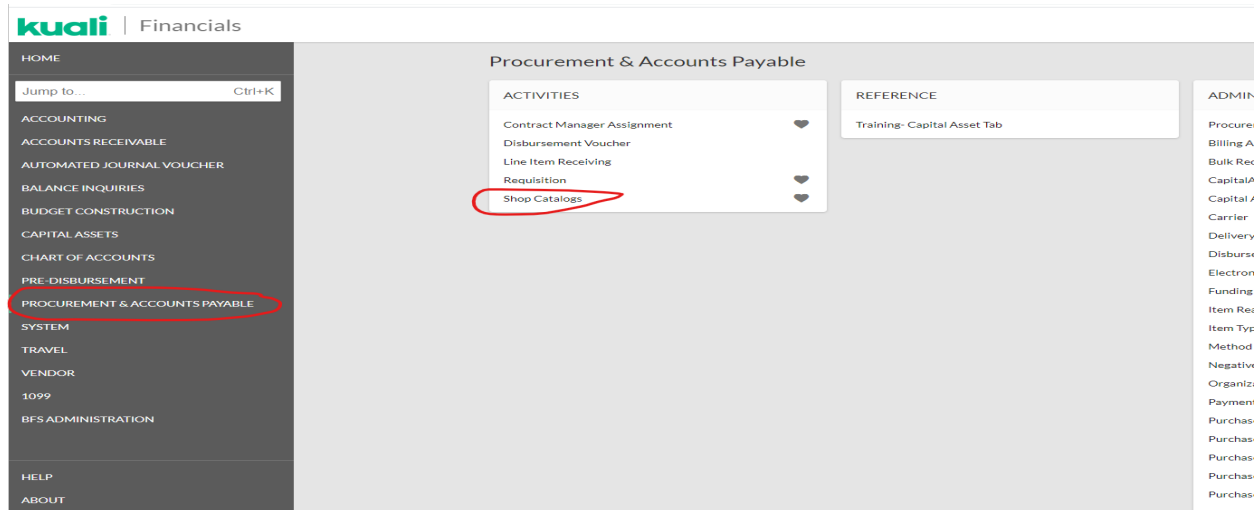
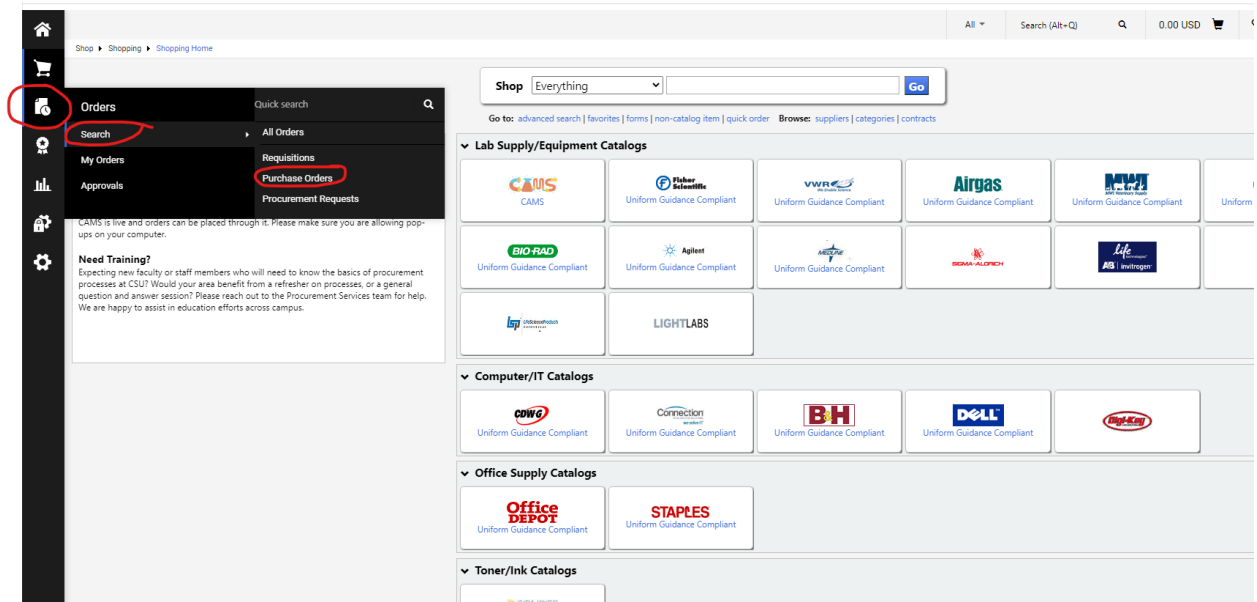


Go into Shop Catalogs. (Click on Shop Catalogs from the Procurement and Accounts Payable screen.)



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



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.

Orders > Search > Purchase Orders

Search Purchase Orders

Quick Filters My Searches

Supplier

FISHER SCIENTIFIC CO 1438

VWR INTERNATIONAL 809

Office Depot 555

AIRGAS USA LLC 548

CDW Government LLC 472

PO Status

Completed 8495

Pending 7

Department

CO-1682 (CO-1682) 1255

CO-6030 (CO-6030) 800

CO-1872 (CO-1872) 662

CO-1680 (CO-1680) 401

CO-1620 (CO-1620) 365

PO Owner

David, Timothy Frank 344

Costello, Kathlyne A 231

Created Date: Last 90 days Quick search

Page 1 of 426

| PO Number | Supplier | Created Date/Time | PO Status | Requisition Number | PO Owner | Shipment Status | Total Amount |
|-----------|--------------------------------|----------------------|-----------|--------------------|-----------------------|------------------|---------------|
| 719214 | Office Depot | 1/13/2021 3:35:16 PM | Completed | - | Jeff Phillips | Sent To Supplier | 35.78 USD |
| 719213 | Natl Western Stock Show | 1/13/2021 3:34:10 PM | Completed | - | Diana L. Fahrenbruck | Sent To Supplier | 44,000.00 USD |
| 719212 | Fort Collins Winlectric | 1/13/2021 3:26:09 PM | Completed | - | Dennis M. Cyboron | Sent To Supplier | 313.88 USD |
| 719211 | CDW Government LLC | 1/13/2021 3:19:07 PM | Completed | - | Tyler J. Rayburn | Sent To Supplier | 271.97 USD |
| 719210 | McMaster-Carr Supply Company | 1/13/2021 3:02:23 PM | Completed | - | Rustin Paul Jensen | Sent To Supplier | 22.54 USD |
| 719209 | Life Science Products (COLO) | 1/13/2021 3:02:13 PM | Completed | - | Kathlyne A Costello | Sent To Supplier | 531.85 USD |
| 719208 | McMaster-Carr Supply Company | 1/13/2021 3:00:48 PM | Completed | - | Thomas Muettterties | Sent To Supplier | 39.62 USD |
| 719207 | VWR INTERNATIONAL | 1/13/2021 2:47:29 PM | Completed | - | Timothy Frank David | Sent To Supplier | 975.86 USD |
| 719206 | McKesson Medical-Surgical Inc. | 1/13/2021 2:44:00 PM | Completed | - | Barbara A Mawlawi | Sent To Supplier | 375.42 USD |
| 719205 | McMaster-Carr Supply Company | 1/13/2021 2:37:41 PM | Completed | - | Byron Fritch | Sent To Supplier | 123.15 USD |
| 719204 | CDW Government LLC | 1/13/2021 2:29:18 PM | Completed | - | Quinn Hagy Nye | Sent To Supplier | 176.96 USD |
| 719203 | MSC INDUSTRIAL SUPPLY | 1/13/2021 2:28:53 PM | Completed | - | Stephanie Lynn Goldin | Sent To Supplier | 21.41 USD |
| 719202 | FISHER SCIENTIFIC CO | 1/13/2021 2:14:48 PM | Completed | - | Timothy Frank David | Sent To Supplier | 319.84 USD |
| 719201 | VWR INTERNATIONAL | 1/13/2021 2:14:37 PM | Completed | - | Timothy Frank David | Sent To Supplier | 89.82 USD |

Click on the PO number.

Orders > Search > Search Documents

Back to Edit Search Start New Search

Showing 1 - 1 of 1 Results

Results Per Page 20 Sort by: Best match

Search Details

Search Terms

Keyword

638794

Filtered by

Type: Purchase Orders

Date Range: All Dates

Save New Search Export Search

Refine Search Results

Type

Purchase Orders

Date Range

| PO No | Supplier | Creation Date/Time | Requisition No. |
|----------|-------------|--------------------|-----------------|
| ✓ 638794 | QUARTZY INC | 4/10/2019 1:33 PM | Jenna C |

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.

Purchase Order • QUARTZY INC • 638794 Revision 0

Search (Alt+Q) 0.00 USD 1 of 1 Results

Status Summary Revisions **1** Confirmations Shipments Comments Attachments History

| General Information | | Document Status | |
|---------------------|-----------------------------|--|---------------------------------|
| PO/Reference No. | 638794 | A/P status | Open |
| Revision No. | 0 | Workflow | ✓ Completed (4/10/2019 1:34 PM) |
| Supplier Name | QUARTZY INC | The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view | |
| Purchase Order Date | 4/10/2019 | Email (Plain Text) | orders@quartzy.com |
| Total | 172.88 | ⓘ Distribution options have been overridden for this PO | |
| Owner Name | Jenna Crowell | Distribution Date/Time | 4/10/2019 1:34 PM |
| Owner Phone | | Supplier | Sent To Supplier |
| Owner Email | jenna.crowell@colostate.edu | | |

Line Details

Total (172.88 USD)

| | |
|--------------|-----------|
| Subtotal | 17 |
| Shipping | |
| Handling | |
| Total | 17 |

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.

Purchase Order • 638794 Revision 0

Search (Alt+Q) 0.00 USD 1 of 1 Results

Status Summary Revisions **1** Confirmations Shipments Comments **Attachments** History

| General Information | | Document Status | |
|---------------------|-----------------------------|--|---------------------------------|
| PO/Reference No. | 638794 | A/P status | Open |
| Revision No. | 0 | Workflow | ✓ Completed (4/10/2019 1:34 PM) |
| Supplier Name | QUARTZY INC | The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view | |
| Purchase Order Date | 4/10/2019 | Email (Plain Text) | orders@quartzy.com |
| Total | 172.88 | ⓘ Distribution options have been overridden for this PO | |
| Owner Name | Jenna Crowell | Distribution Date/Time | 4/10/2019 1:34 PM |
| Owner Phone | | Supplier | Sent To Supplier |
| Owner Email | jenna.crowell@colostate.edu | | |

Completed

Details

Supplier Status
Sent To Supplier
Supplier
QUARTZY INC

Total (172.88 USD)

| | |
|--------------|---------------|
| Subtotal | 172.88 |
| Shipping | 0.00 |
| Handling | 0.00 |
| Total | 172.88 |