
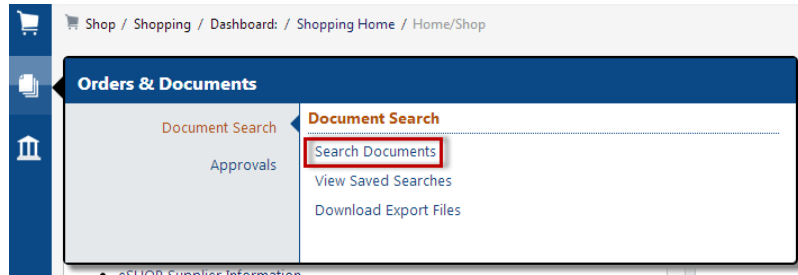


OVERVIEW

In eSHOP, you may track the progress of a cart you submit through to the creation of the Purchase Order, and see when it was distributed to the supplier.

MY REQUISITIONS

From the Orders & Documents menu , click on Search Documents.



Click on [Go to: simple search](#) [my requisitions](#) [my purchase orders](#) | [my invoices](#). This contains a list of all requisitions for which you were the originator in the past 90 days.

/ View My Orders (Last 90 Days) / Document Search

Showing 1 - 4 of 4 results Last 90 days (7/11/2013-10/8/2013)

Results per page: 20 Sort by: Best match Page 1 of 1 ?






Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
1040495	MATHESON TRI GAS INC	2013-10-03 LNUUSER30 01	UNL Requestor	10/3/2013 4:11 PM	1,338.80 USD
1013727	ALL MAKES OFC EQUIP	2013-08-07 LNUUSER30 03	UNL Requestor	8/7/2013 10:01 AM	450.00 USD
1013710	ALL MAKES OFC EQUIP	2013-08-07 LNUUSER30 02	UNL Requestor	8/7/2013 9:53 AM	450.00 USD
1013586	ALL MAKES OFC EQUIP	2013-08-07 LNUUSER30 01	UNL Requestor	8/7/2013 9:00 AM	450.00 USD

PURCHASE REQUISITION (PR) HISTORY

You can search for a requisition for which you were the originator by using several criteria in the document search.

- Click on the [my requisitions](#) link from the Document Search page.
- The last 90 days of requisitions are shown by default. To change the date range displayed, click the [Last 90 days](#) drop-down menu and choose the time frame for your search.
- You can further refine your search by other criteria, including by Supplier, by User, by Workflow Step, and by Status.

Document Status Quick Guide

- You will now be presented with a list of Purchase Requisitions (PRs) that meet your criteria.
 - A status of  indicates that the PR is still going through the approval process.
 - A status of  indicates that the PR has been fully approved.
 - A status of  indicates that the PR has been fully rejected.
 - A status of  indicates that the PR has at least one line rejected and one line approved.
 - A status of  indicates that the PR has been withdrawn
- Click on the Requisition number to open that PR.
- Click on the [History](#) tab from within the PR to see the history of the PR and the PO number(s) that were created (if any).


MY PURCHASE ORDERS

The [my purchase orders](#) link on the Search Documents page contains a list of all Purchase Orders for which you were the originator. This operates in the same manner as the above mentioned [my requisitions](#).

PURCHASE ORDER (PO) HISTORY

To view the details of the PO located in Step 6 of the PR History overview, you can search for it by following the same steps you followed for viewing the history of a PR except you will be working from the [my purchase orders](#) link.

Once you have found your PO and clicked on it, click on the [Status](#) tab to see the status for this purchase order as shown in the example below:

Document Status	
A/P status	Open
Workflow	 Completed (8/7/2013 9:03 AM)
Distribution	The system distributed the purchase order using the method(s) indicated below the last view time it was distributed: Fax: +1 (000) 977-3010 Manual
Distribution Date/Time	8/7/2013 9:03 AM
Supplier	Sent To Supplier view

In this example, you can see that the PO was distributed to the supplier via Electronic Integration on 08/07/2013 at 9:03am.