

Finding A Purchase Order

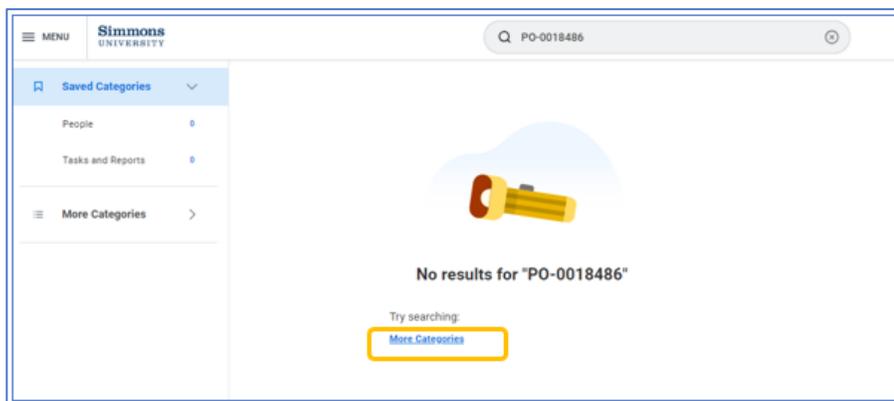
In Workday, there are often multiple ways to access information. For Purchase Orders, there are four main ways to access: 1) Search for PO Number 2) Search through My Requisitions 3) Search by Find Departmental Purchase Order or 4) Search through Supplier Profile

Method One – Search for PO Number

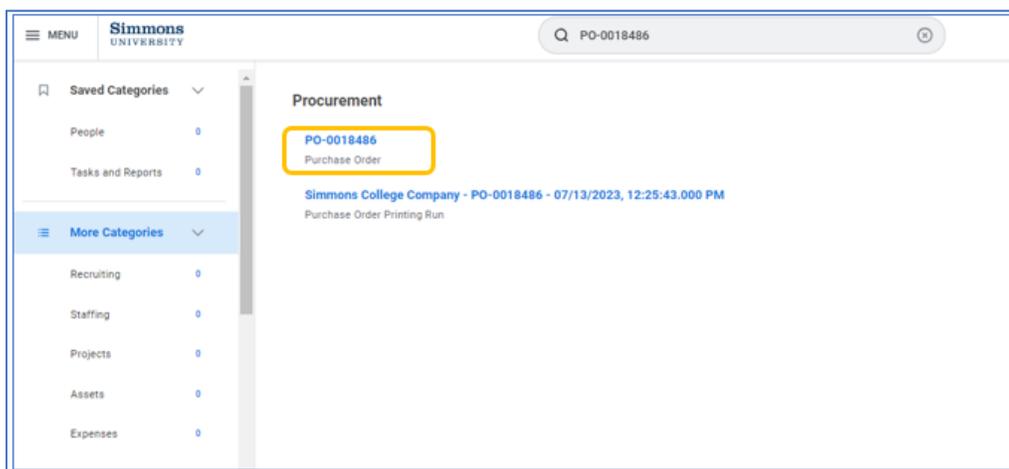
If you know the Purchase Order number, search it directly in Workday.

1. In the Workday search bar, enter the PO number. Ex: PO-0018486

You may initially receive no results, if so, try clicking “More Categories”.



2. Click on the PO number to open.



Method Two - From My Requisitions

If you created the requisition, the PO can be accessed through My Requisitions.

1. Enter "My Requisitions" in the search bar and select the My Requisitions report.
2. In the pop-up window:

- a. **Required:** Make sure "Exclude Closed" is NOT checked.

Note: A closed status on a requisition does not mean the service has been completed, rather it means the requisition has been successfully converted into a Purchase Order so the requisition itself is no longer needed and has been closed by Purchasing.

- b. **Required:** Adjust the Document Date On or After to narrow or widen your search. The Document Date is the date you entered the requisition. Enter July 1st to bring up all requisitions you have entered for the current fiscal year.
- c. Optional: Adjust other fields to further narrow your search if desired.

Click OK

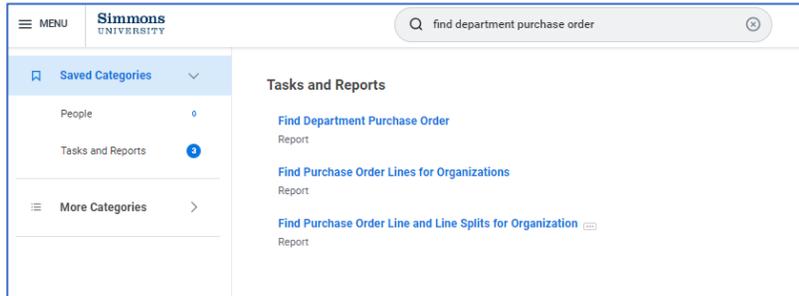
3. The resulting screen will populate all requisitions you've created that fall within your search parameters. For any requisition that was fully approved and converted into a PO, the purchase order will be listed in the Purchase Order column. Click the related PO number to open the PO.

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
PR-000990	Standard Purchase Orders		07/16/2023	20.00	USD	Kanos Test Supplier	PO-0018526	Successfully Completed			
PR-000984	Capital Purchase Orders		07/16/2023	20.00	USD			Draft			Edit Requisition
PR-000964	Blanket Purchase Orders		07/12/2023	2,000.00	USD	Valley Green Shredding, LLC		In Progress		Estimated FY total based on FY23 PO-0017864...	Edit Requisition
PR-000871	Blanket Purchase Orders		12/16/2022	800.00	USD	Valley Green Shredding, LLC	PO-0017864	Closed		Confidential shredding services FY23	

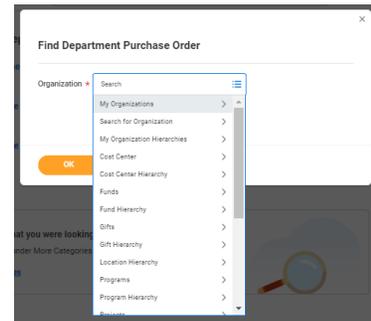
Method Three – Find Department Purchase Orders

Whether or not you created the requisition, you may be able to find the PO by searching by cost center. **Note:** Access may be limited based on the individual users' Workday roles

1. Enter "Find Department Purchase Order" in the Workday search bar.



2. In the pop-up window, enter or select the cost center related to the purchase order you are searching for. Click OK.



3. The resulting screen will bring up all POs entered for this cost center. Click the PO number to open.

To narrow your results, click the column headings and use the filters. Ex: sort by amount, narrow to "issued" POs only, or select a specific supplier name

Find Department Purchase Order 1542 101

Organization Cost Center: 510530 Building & Grounds-Main Campus

1542 items

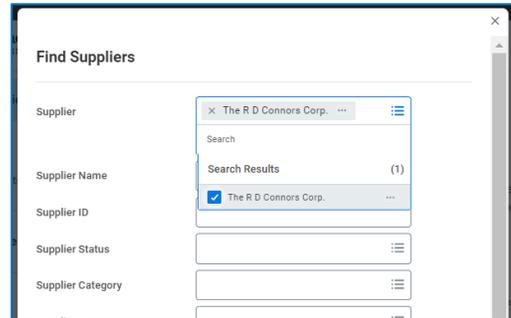
Purchase Order	Document Date	Purchase Order Status	Supplier from Purchase Order	Quantity	Amount	Requisition Line	Receipt for PO Line	Supplier Invoice Line
PO-0018616	08/03/2023	Issued	MASCO Services, Inc.	0		PR-0009161		
PO-0018618	08/03/2023	Issued	Boston Gas Company	0		PR-0009131		
PO-0018619	08/03/2023	Issued	Boston Water and Sewer Commission	0		PR-0009132		
PO-0018619	08/03/2023	Issued	Boston Water and Sewer Commission	0		PR-0009132		
PO-0018598	08/02/2023	Issued	John's Sewer and Pipe Cleaning, Inc.	0		PR-0009102		
PO-0018599	08/02/2023	Issued	Constellation NewEnergy, Inc.	0		PR-0009125		Supplier Invoice: SN-0039057 -

Items per page 30 1-30 of 1542 items 1 2 3 4 5 of 52 pages

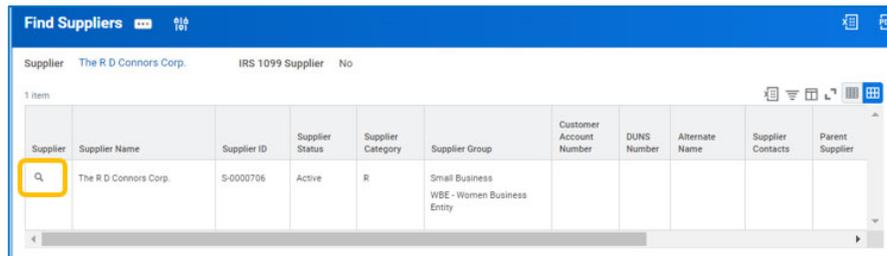
Method Four – Search by Supplier Profile

Whether or not you created the requisition, but know the supplier, you can search for POs through the supplier profile. **Note:** Access may be limited based on the individual users' Workday roles

1. Enter "Find Suppliers" in Workday search bar.
2. In the pop-up window, enter the full or partial supplier name in the Supplier field. Check the box for the correct supplier, then click OK.



3. Open the supplier profile, by clicking the magnifying glass on the far left.



4. Navigate to the purchase orders by clicking the "Contract and Purchase Orders" tab, then select "Purchase Orders" to see available POs. Click the magnifying glass on the far left next to open the PO you want to access.

