Find a Requisition, Purchase Order, or Invoice in B2P

To locate a B2P requisition, PO, or invoice, use the Requests, Orders, and Invoices tabs.

Requests Orders Invoice	85					
What do you need?					Search P	Browse III
 Select the tab based on wl Requests - Find Requi Orders - Find Purchase Invoices - Find Invoice 	hat you are looking for: sitions (MIT) e Orders (MIT) es (MIT)					
then click Search.	the desired search criteria	,	Select your Vi	ew:		
Requests Orders Involc	29		- On the Requ	ests tab, Find F	Requisiti	ons (MIT) rdors (MIT
n nequests orders invole			- On the Invoi	ces tab, Find Pul	nvoices (I	MIT)
			14			
Export to V	View is ~	MIT Find Requis	tion 🗸 🖉	Advanced		د ۵ ۹
Export to V Req # V PO Number V	View is v	MIT Find Requis	tion 🗸 🖌	Advanced		د 0 0 0 0
Export to V Req # V PO Number V Supplier V	View	MIT Find Requis	tion ~ /	Advanced Use the Advanced se	earch	0 0 0 0 0 0
Export to Req # PO Number Supplier Created Date	View	MIT Find Requisi	tion V	Use the Advanced set to add or ret search criter	earch move ria	
Export to	View	MIT Find Requisi	tion V	Use the Advanced se to add or rei search criter	earch move ria	
Export to Req # PO Number Supplier Created Date Account	View	MIT Find Requisi	tion V	Use the Advanced se to add or rei search criter	earch move ria	
Export to ~ Req # ~ PO Number ~ Supplier ~ Created Date ~ Account ~	View	MIT Find Requision	tion v v v	Use the Advanced se to add or ret search criter	earch move ria Cancel	C C C C C C C C C C C C C C C C C C C
Export to ~ Req # ~ PO Number ~ Supplier ~ Created Date ~ Account ~	View	MIT Find Requision	tion v v v	Advanced Use the Advanced se to add or rei search criter	earch move ria Cancel	C C C C C C C C C C C C C C C C C C C
Export to ~ Req # ~ PO Number ~ Supplier ~ Created Date ~ Account ~ Req # PO Number ~ 3261 999 3260 909	View	MIT Find Requision	ponsor phy All v of 1 SAP Requ None	Advanced Use the Advanced se to add or ret search criter	earch move ria Cancel	C C C C C C C C C C C C C C C C C C C
Export to ~ Req # ~ PO Number ~ Supplier ~ Created Date ~ Account ~ Req # PO Number ~ 3261 999 3260 996 2510 997	View	MIT Find Requisi	tion v v v v v v v v v v v v v v v v v v v	Advanced Use the Advanced se to add or rei search criter hese conditions alsition	earch move ria Cancel	C C C C C C C C C C C C C C C C C C C
Export to ~ Req # ~ PO Number ~ Supplier ~ Created Date ~ Account ~ Req # PO Number ~ 3261 999 3260 998 2510 997	View	MIT Find Requision	ponsor pply All v of 1 SAP Requ None 2510:0012	Use the Advanced se to add or rei search criter hese conditions Justion	earch move ria Cancel	C C C C C C C C C C C C C C C C C C C

To search by cost object or department, use search criteria "Account contains _____"

- Enter cost object number, name, or supervisor/PI name in the CostObj field
- Enter fund center number or department qualifier (D_) in the FundCtr field

To view invoices for a certain PO:

- Locate and open the PO
- In the PO Line Items, locate the Invoiced column
- Click the invoiced dollar amount to bring up a list of invoices against that PO