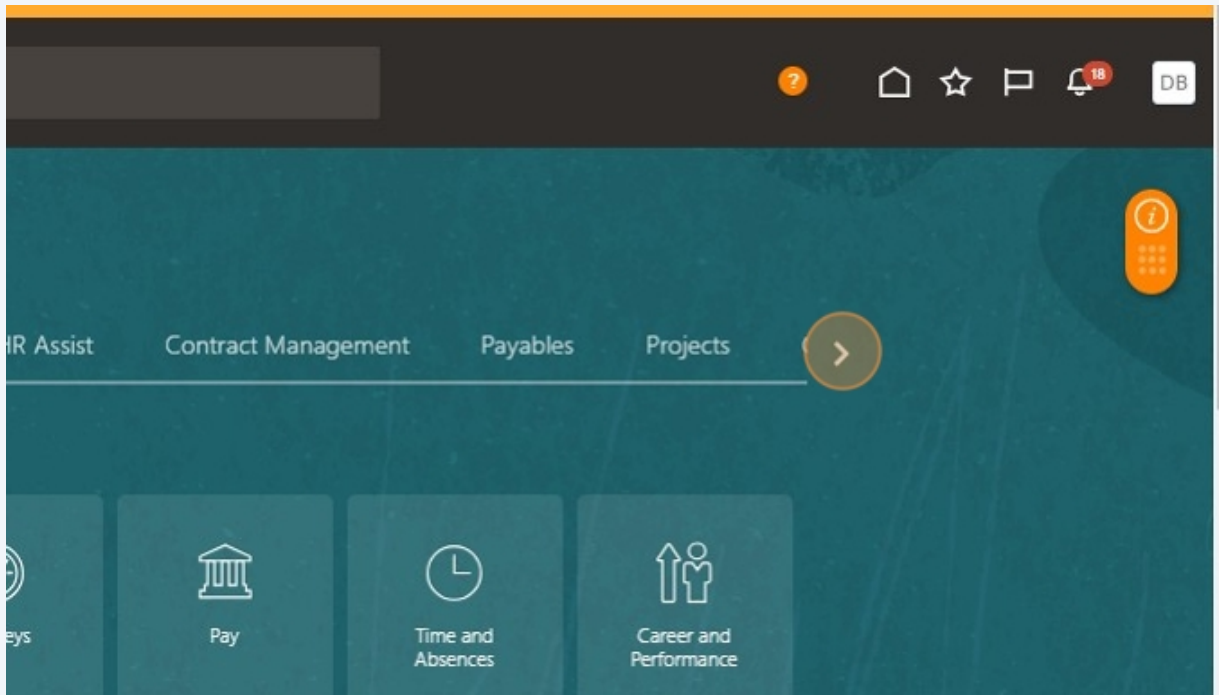
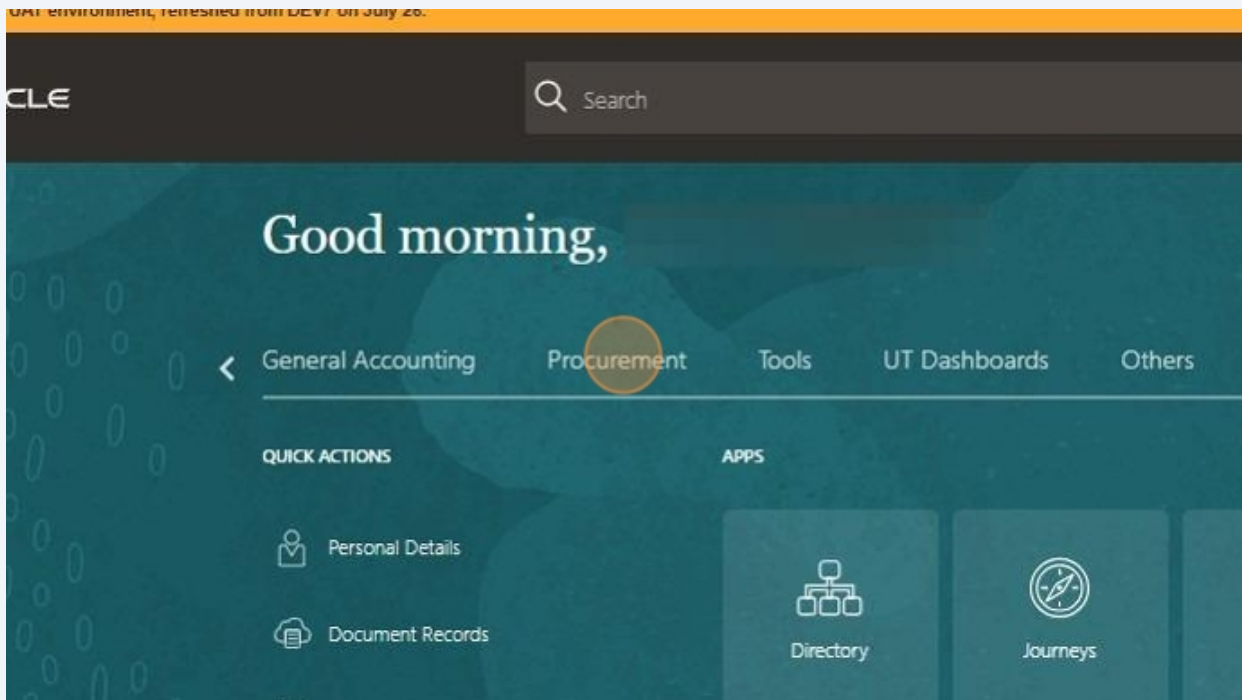


Purchase Order Inquiry - How To Find/Save/Print POs in DASH

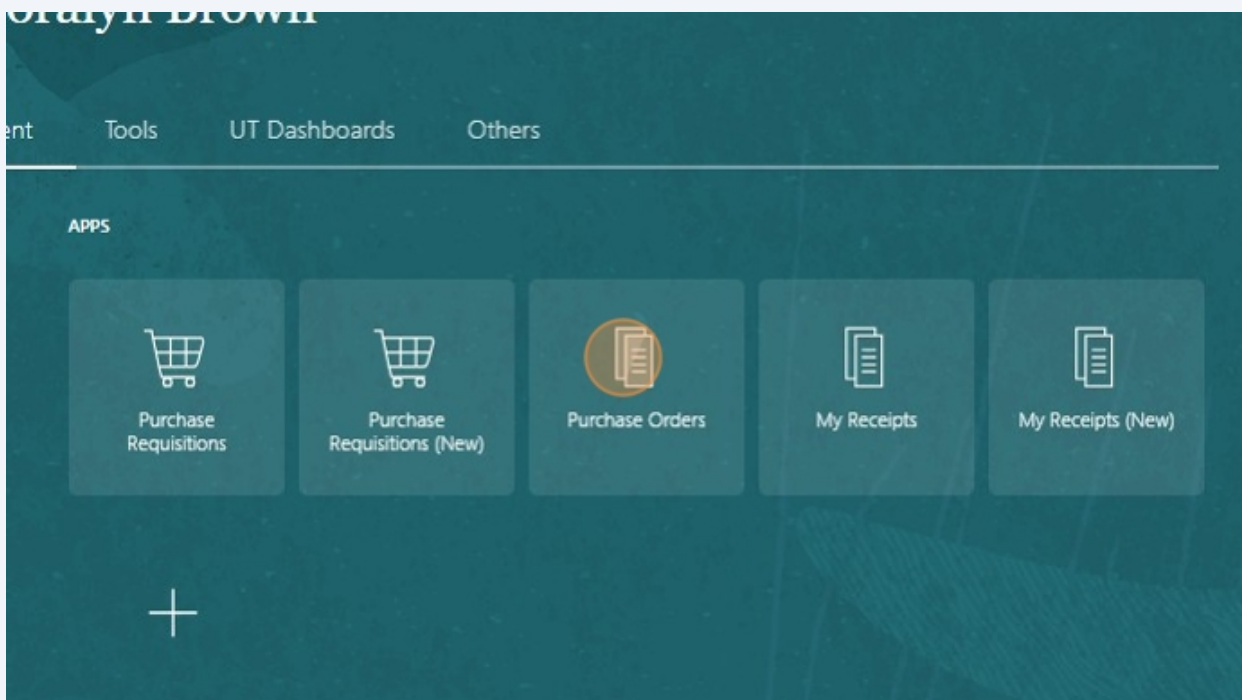
1 Click "Procurement", or click the ">" to see more options.



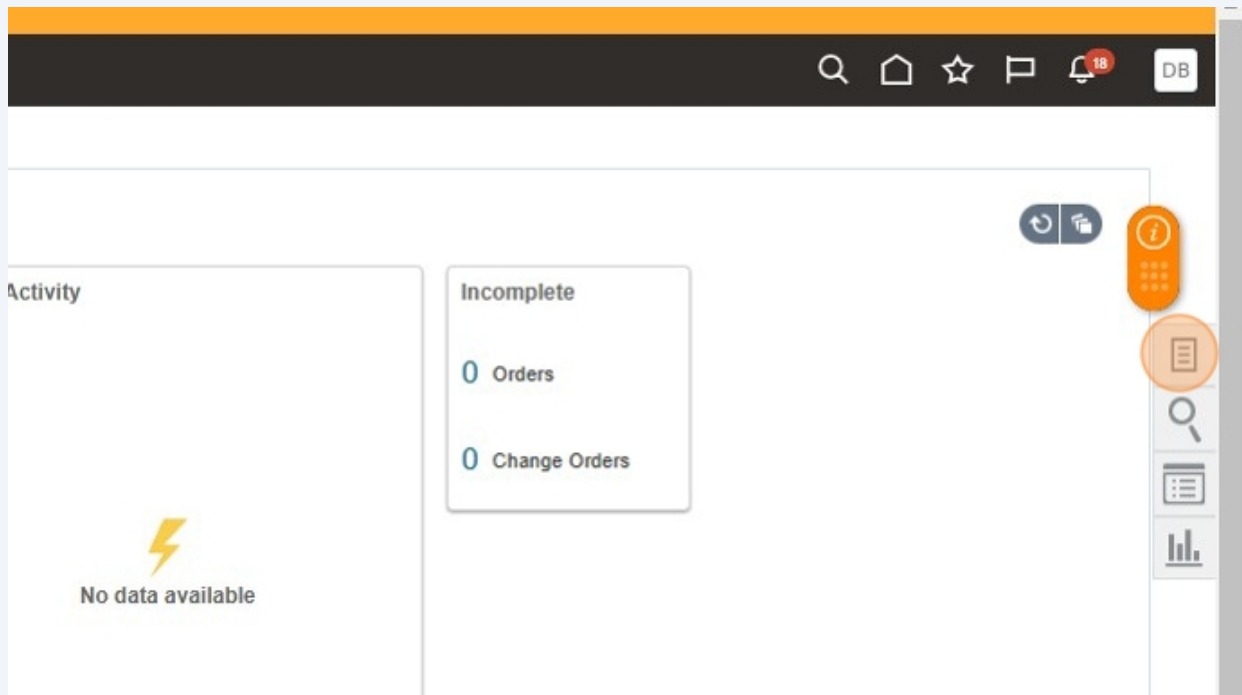
2 Click "Procurement"



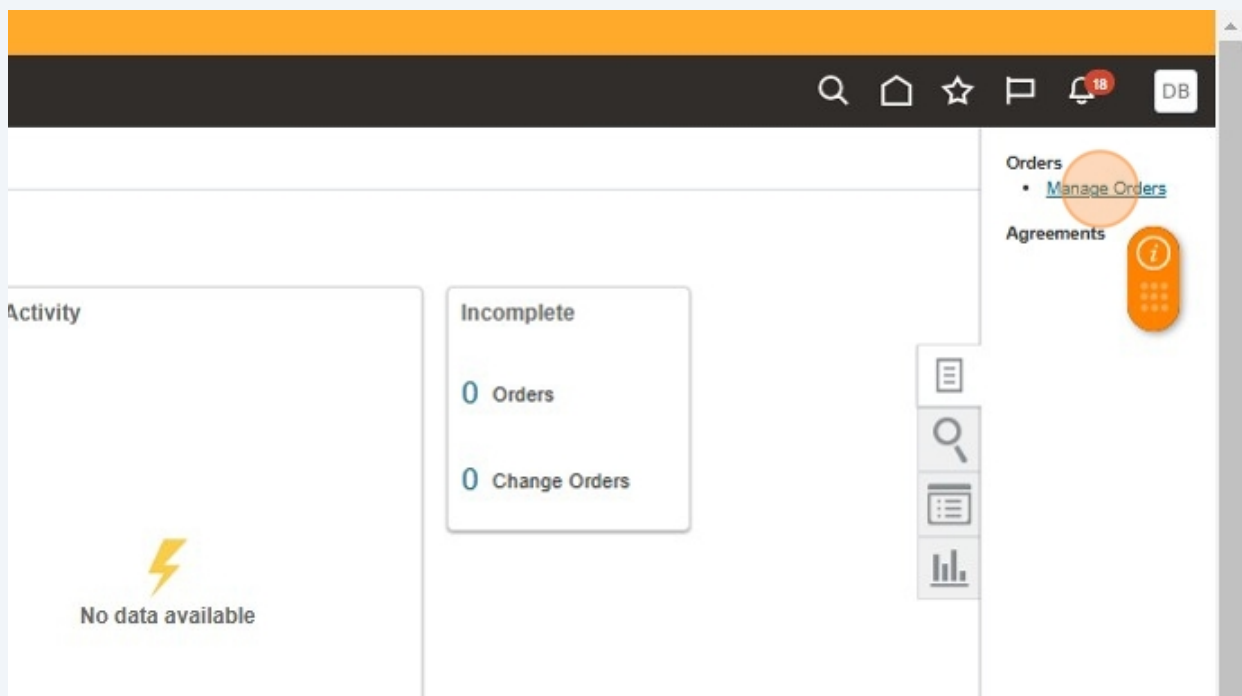
3 Click "Purchase Orders"



4 Click "Tasks" icon.



5 Click "Manage Orders"



6

The "Buyer" field defaults to your name. Click the "Buyer" field, and delete the default buyer name.

The screenshot shows a search interface with the following fields: ** Keywords (text input), Procurement BU (dropdown menu showing "UT Procurement BU"), ** Supplier (text input with search icon), and ** Buyer (dropdown menu showing "Brown, Doralyn"). The Buyer field is highlighted with an orange circle. Below the search fields is a "Search Results" section with a toolbar containing "Actions", "View", "Format", "Freeze", "Detach", and "Wrap". The search results table has columns "Order" and "Description" and contains the text "No search conducted." and "Columns Hidden 48".



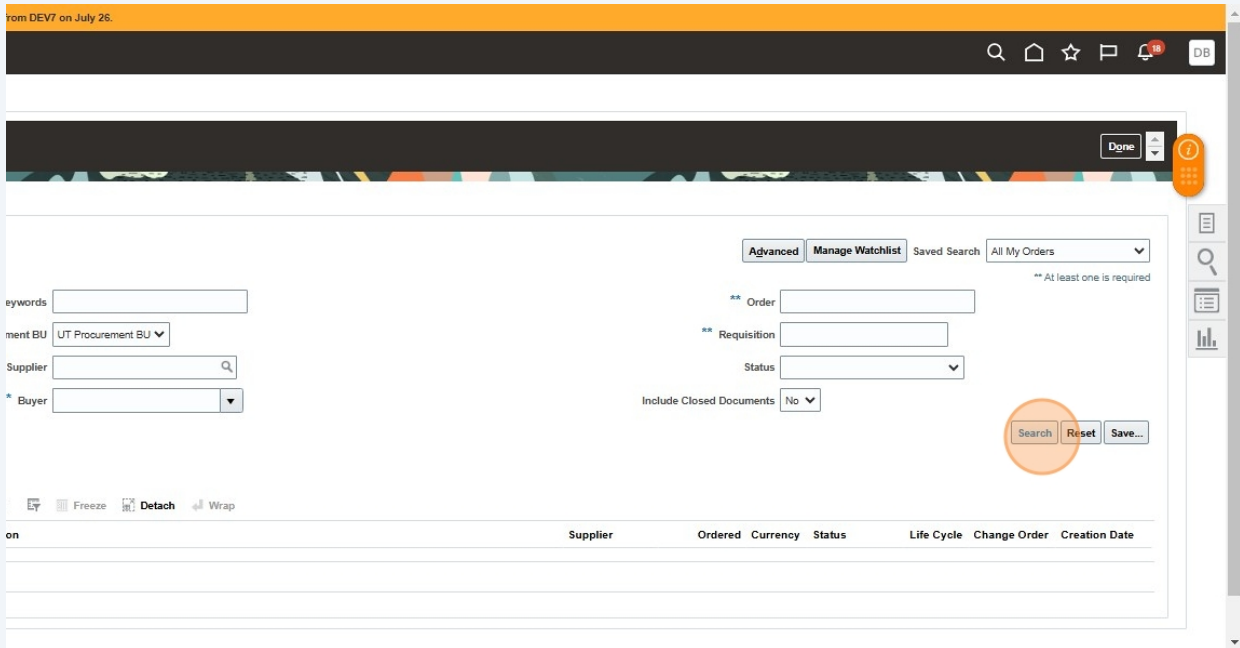
Alert! If you do not delete your name from the "Buyer" field, then enter a search value into another field, no search results will appear. You must remove your name from the "Buyer" field first, then enter a keyword, supplier, PO#, Req#, etc...



Tip! After removing the buyer name, you must enter a value into at least one required search field. The standard search fields are: Keywords, Supplier (Name), Order (PO#) or Requisition (Req#).

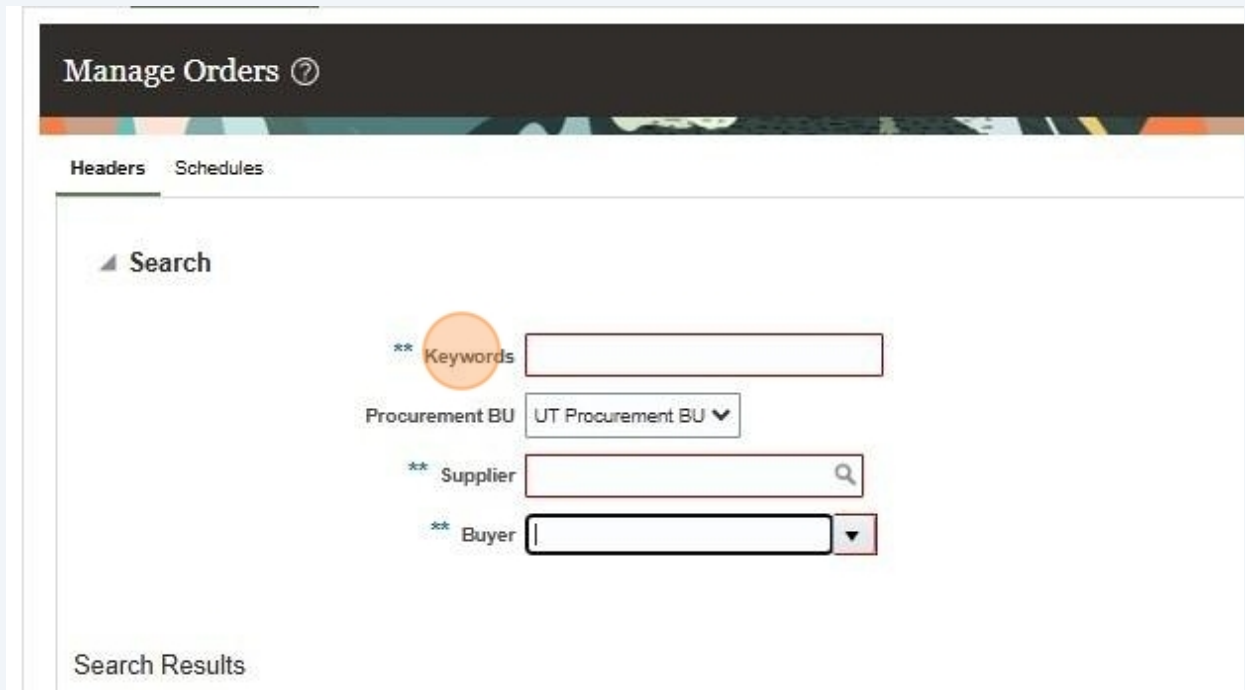
7

If you click "Search", with no values entered in the search fields, you will get an error.



8

The error is a red outline around the required search fields. If you see the red outline, you have not entered a value in at least one of the required search fields.



9

In the example below, search by supplier by clicking "Supplier" and typing the supplier's name.

The screenshot shows a search interface with the following elements:

- Navigation tabs: Headers, Schedules
- Section: Search
- Form fields:
 - ** Keywords: [Empty text box]
 - Procurement BU: UT Procurement BU (dropdown)
 - ** Supplier: [Empty text box with a magnifying glass icon]
 - ** Buyer: [Empty dropdown menu]
- Search Results section:
 - Toolbar: Actions, View, Format, Freeze, Detach, Wrap
 - Table header: Order, Description
 - Table content: No results found.

10

Supplier names will populate in the drop-down menu. Select the supplier.

The screenshot shows the same search interface as above, but with a dropdown menu open for the Supplier field. The dropdown menu contains the following items:

- ABC Embroidery 6000219
- ABC Hospitality, LLC 6000220
- ABC Monograms, LLC 6000221 DBA:ABC MONOGRAMS LLC
- ABC PARTY RENTALS INC 6000222 DBA Diamonette Party Rental
- ABC Sign Group, LLC 6000223 DBA 41 South Creative
- ABC's of Life, Inc 6000224
- ABCAM INC 6000225
- ABClonal Science, Inc 6000266
- More...

11 Click "Search"

The screenshot shows a search interface with the following elements:

- Buttons: **Advanced**, **Manage Watchlist**, **Saved Search**, **All My Orders**
- Text input: **words**
- Dropdown: **nt BU** (UT Procurement BU)
- Text input with search icon: **pplier** (ABC Monograms, LLC)
- Dropdown: **Buyer**
- Text input: **** Order**
- Text input: **** Requisition**
- Dropdown: **Status**
- Text input: **Include Closed Documents** (No)
- Buttons: **Search**, **Re**
- Text: **** At least**
- Icons: **Freeze**, **Detach**, **Wrap**
- Table Headers: **Supplier**, **Ordered**, **Currency**, **Status**, **Life Cycle**, **Change Order**, **Cre**

12 All the POs for this supplier will appear in the Search Results. To review a PO, click the "Order" number.

The screenshot shows search results for a supplier. The table has the following structure:

Order	Description
PO010000000106	Bid Award for High-Performance Dilution Refrigerator System
PO010000000108	High-Performance Dilution Refrigerator System
PO400000000073	invoice 922
PO400000000068	Test
PO400000000061	xxxxxxxxxx
PO400000000048	Test RFQ to be created from Requisition
PO100000000094	

Columns Hidden 48

13 To print or save a copy of the Purchase Order, click "View PDF"

The screenshot displays a web application interface for a purchase order. At the top, there is a navigation bar with a search icon, a home icon, and a user profile icon. Below this is a toolbar with buttons for "View PDF" (highlighted with a red circle), "Actions", "Refresh", and "Done". The main content area is divided into two columns. The left column lists details: Supplier: ABC Monograms, LLC; Site: MARYVILLETN; Contact: CHARLES LAYUS; Method: None; Location: UT System Campus; and Item: UT Tower_10_1049C. The right column shows financials: Ordered: 475,000.00 USD; Total Tax: 0.00 USD; and Total: 475,000.00 USD. Below these are the Description: "Bid Award for High-Performance Dilution Refrigerator System" and Requisition. On the far right, there is a section titled "Order Life Cycle" with a bar chart showing the "Ordered" status. A "View T" button is visible at the bottom right of this section.




Tip! The PDF will download to your PC. You can then open, save, and/or print the PDF.

14 Once you have saved/printed the PDF, click "Done".

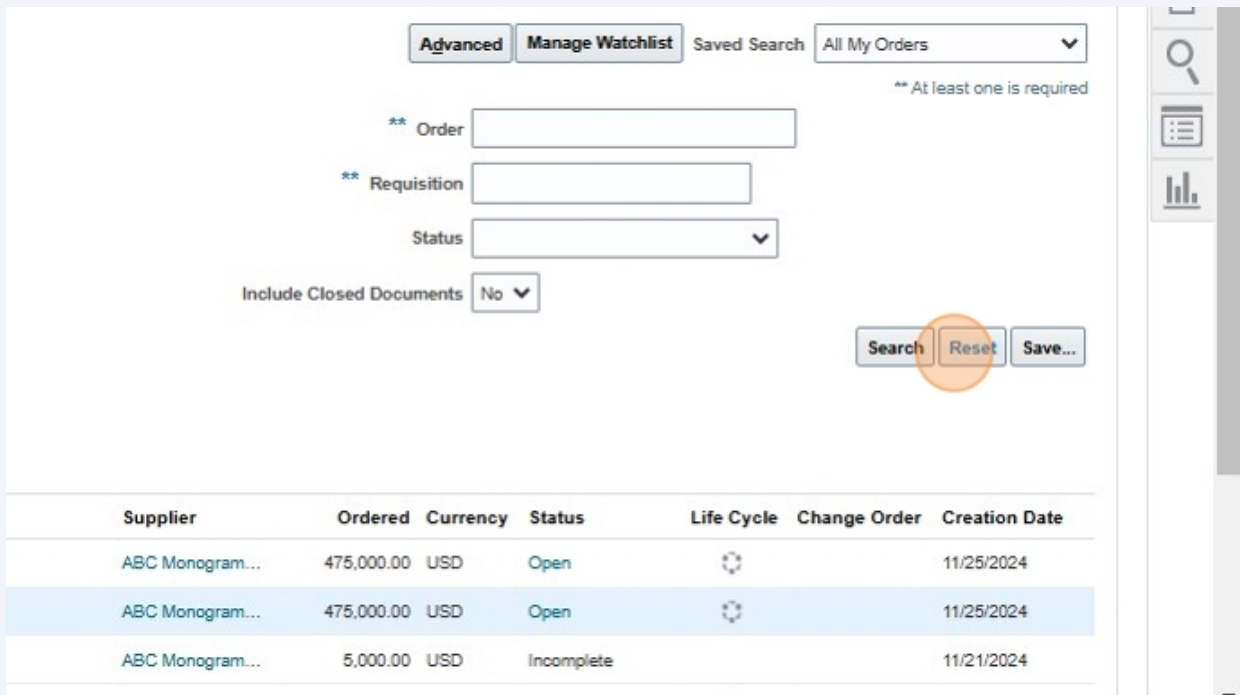
The screenshot shows a web application interface. At the top, there is a navigation bar with icons for search, home, star, flag, and a notification bell with '18' next to it, and a 'DB' button. Below this is a dark header with buttons for 'View PDF', 'Actions', 'Refresh', and 'Done'. The 'Done' button is circled in red. The main content area is split into two columns. The left column contains a summary table:

Ordered	475,000.00 USD
Total Tax	0.00 USD
Total	475,000.00 USD
Description	Bid Award for High-Performance Dilution Refrigerator System
Requisition	

The right column features a chart titled 'Order Life Cycle'. The chart shows a single blue bar for the 'Ordered' stage, with a value of approximately 475K USD. The x-axis is labeled 'Amount (USD)' and ranges from 0 to 400K. Below the chart is a 'View Details' button. On the right side of the chart area, there is a vertical toolbar with icons for information, search, and other functions.

 Tip! The following steps show how to use the "Order" field to search for results.

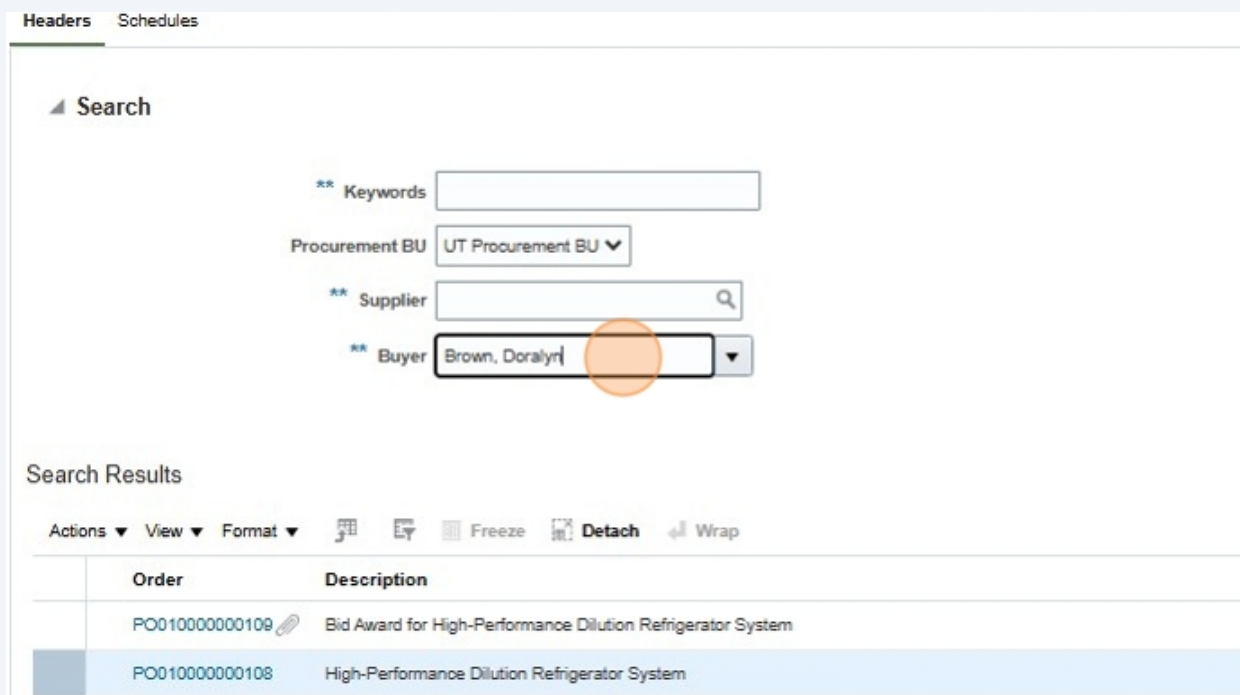
15 To start a new search, click "Reset".



The screenshot shows a search interface with several input fields and buttons. The 'Reset' button is highlighted with an orange circle. The interface includes a 'Saved Search' dropdown menu set to 'All My Orders' and a note that says '** At least one is required'. The input fields are labeled '** Order', '** Requisition', and 'Status'. There is also an 'Include Closed Documents' dropdown menu set to 'No'. The 'Search', 'Reset', and 'Save...' buttons are located at the bottom right of the search area.

Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
ABC Monogram...	475,000.00	USD	Open	🔄		11/25/2024
ABC Monogram...	475,000.00	USD	Open	🔄		11/25/2024
ABC Monogram...	5,000.00	USD	Incomplete			11/21/2024

16 By clicking, "Reset", the "Buyer" field also resets to the default buyer name. You will need to delete your name again.

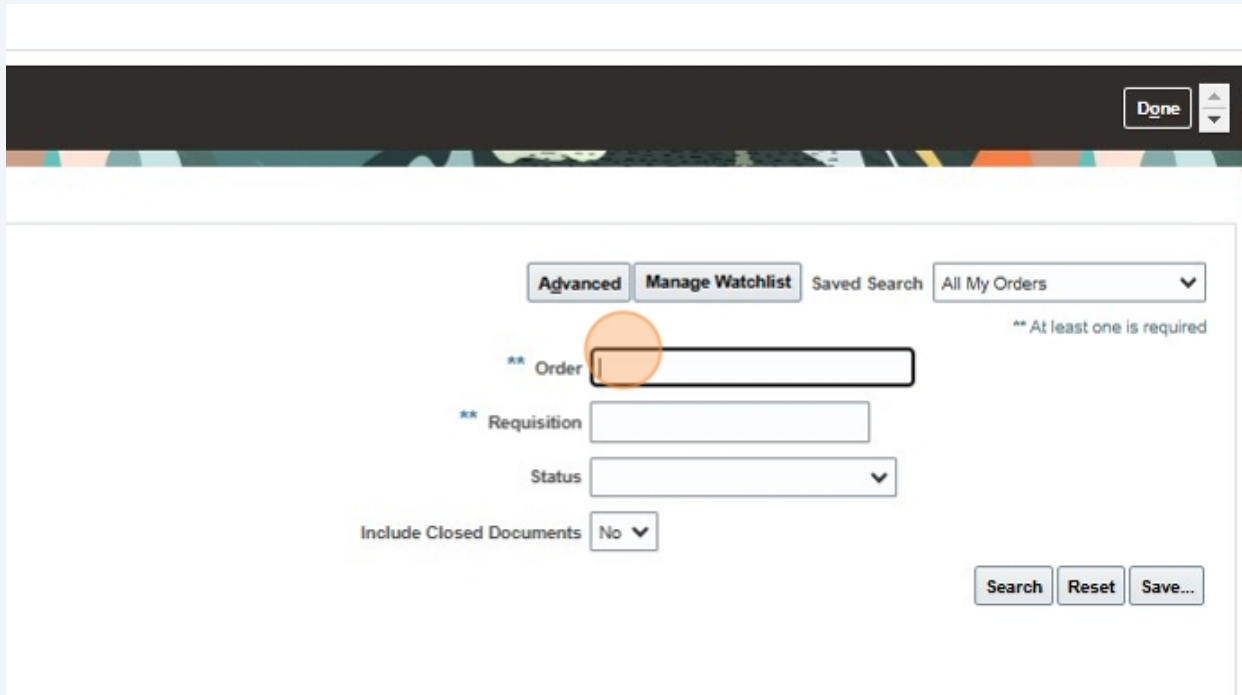


The screenshot shows a search interface with several input fields and buttons. The 'Buyer' field is highlighted with an orange circle. The interface includes a 'Search' section with fields for '** Keywords', 'Procurement BU' (set to 'UT Procurement BU'), '** Supplier', and '** Buyer' (set to 'Brown, Doralyr'). Below the search fields is a 'Search Results' section with a table of results. The table has columns for 'Order' and 'Description'. The first row is highlighted in blue.

Order	Description
PO01000000109	Bid Award for High-Performance Dilution Refrigerator System
PO01000000108	High-Performance Dilution Refrigerator System

17

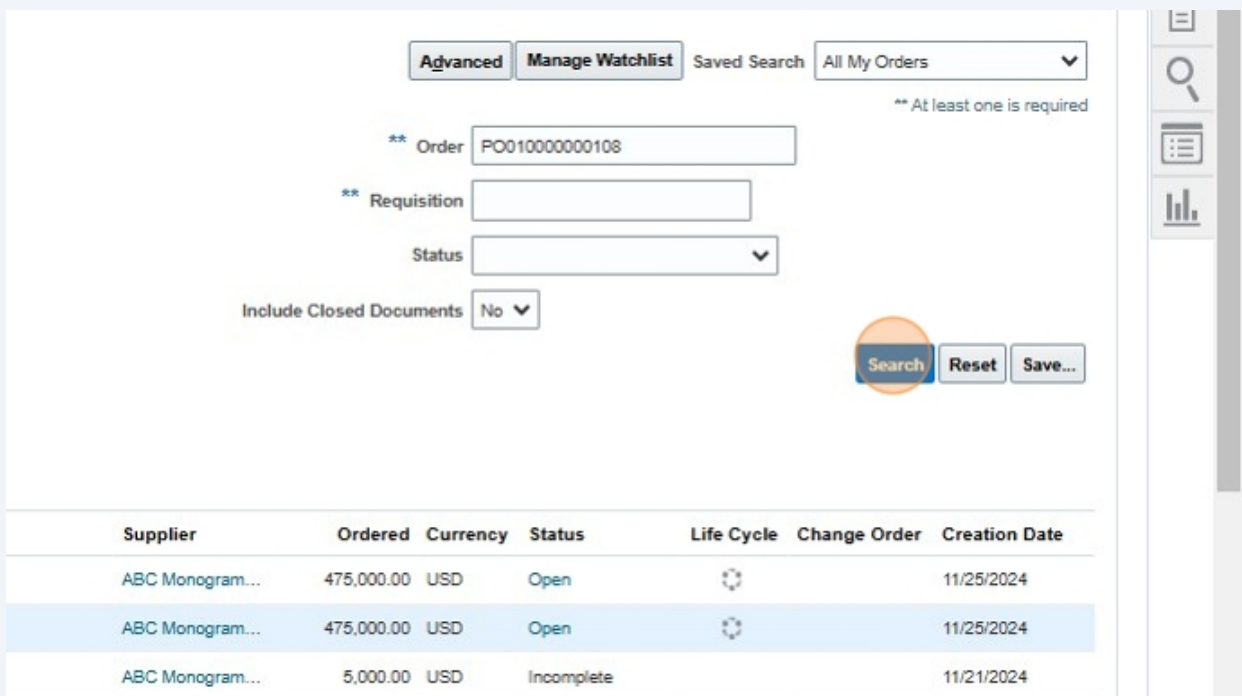
To look up a specific Purchase Order number, click the "Order" field and enter the PO number.



The screenshot shows a search interface with a dark header bar containing a "Done" button and a scroll indicator. Below the header, there are tabs for "Advanced" and "Manage Watchlist", a "Saved Search" dropdown set to "All My Orders", and a note: "** At least one is required". The search criteria include: "** Order" (text input field, highlighted with an orange circle), "** Requisition" (text input field), "Status" (dropdown menu), and "Include Closed Documents" (dropdown menu set to "No"). At the bottom right, there are "Search", "Reset", and "Save..." buttons.

18

Click "Search"



The screenshot shows the same search interface as above, but with the "Order" field containing the value "PO01000000108". The "Search" button is highlighted with an orange circle. Below the search criteria, a table displays the search results. The table has columns for Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. The first two rows are highlighted in blue, and the third row is not. A vertical sidebar on the right contains icons for a list, search, and bar chart.

Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
ABC Monogram...	475,000.00	USD	Open	🔄		11/25/2024
ABC Monogram...	475,000.00	USD	Open	🔄		11/25/2024
ABC Monogram...	5,000.00	USD	Incomplete			11/21/2024

19 Click the PO number, "PO010000000108"

The screenshot shows a web application interface with a search results table. At the top, there are tabs for 'Headers' and 'Schedules'. Below them is a search bar and a 'Search Results' section. The table has columns for 'Order' and 'Description'. The first row is highlighted in blue and contains the PO number 'PO010000000108' and the description 'High-Performance Dilution Refrigerator System'. Above the table, there are various action icons including 'Actions', 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. Below the table, it says 'Columns Hidden 46'.

20 Click "View PDF"

The screenshot shows an order details page. At the top, there is a navigation bar with a search icon and a home icon. Below that is a dark header bar with a 'View PDF' button circled in orange, along with 'Actions', 'Refresh', and 'Done' buttons. The main content area is divided into two columns. The left column contains order details: Supplier (ABC Monograms, LLC), Order Site (MARYVILLETN), Contact (CHARLES LAYUS), Method (None), Location (UT System Campus), and Location (UT Tower_10_1049C). The right column contains financial and descriptive information: Ordered (475,000.00 USD), Total Tax (0.00 USD), Total (475,000.00 USD), Description (High-Performance Dilution Refrigerator System), and Requisition (REQ010000000192). On the far right, there is an 'Order Life Cycle' section with a bar chart showing 'Ordered' and a 'View' button.



Tip! The PDF will download to your PC. You can then open, save, and/or print the PDF.

21

Once you have saved/printed the PDF, click "Done".

The screenshot shows a web application interface. At the top, there is a navigation bar with icons for search, home, star, flag, notifications (18), and a user profile (DB). Below this is a control bar with buttons for 'View PDF', 'Actions', 'Refresh', and 'Done'. The 'Done' button is highlighted with a red circle. The main content area is divided into two sections. On the left, there is a summary table:

Ordered	475,000.00 USD
Total Tax	0.00 USD
Total	475,000.00 USD
Description	High-Performance Dilution Refrigerator System
Requisition	REQ01000000192

On the right, there is an 'Order Life Cycle' chart. The chart shows a single bar for 'Ordered' with a value of 475,000.00 USD. The x-axis is labeled 'Amount (USD)' and ranges from 0 to 400K. A 'View Details' button is located below the chart. A red information icon is visible on the right side of the chart area.



Congratulations! You have completed the PO Search Inquiry process. For additional tips and instructions, see below.



Tip! To see a list of Purchase Orders, type the first three letters/numbers of the PO followed by the % sign.

22 For example, enter "PO1%" and click "Search"

Advanced Manage Watchlist Saved Search All My Orders

** At least one is required

** Order PO1%

** Requisition

Status

Include Closed Documents No

Search Reset Save...

Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
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23 The results will show every Purchase Order that starts with "PO1".

Manage Orders

Headers Schedules

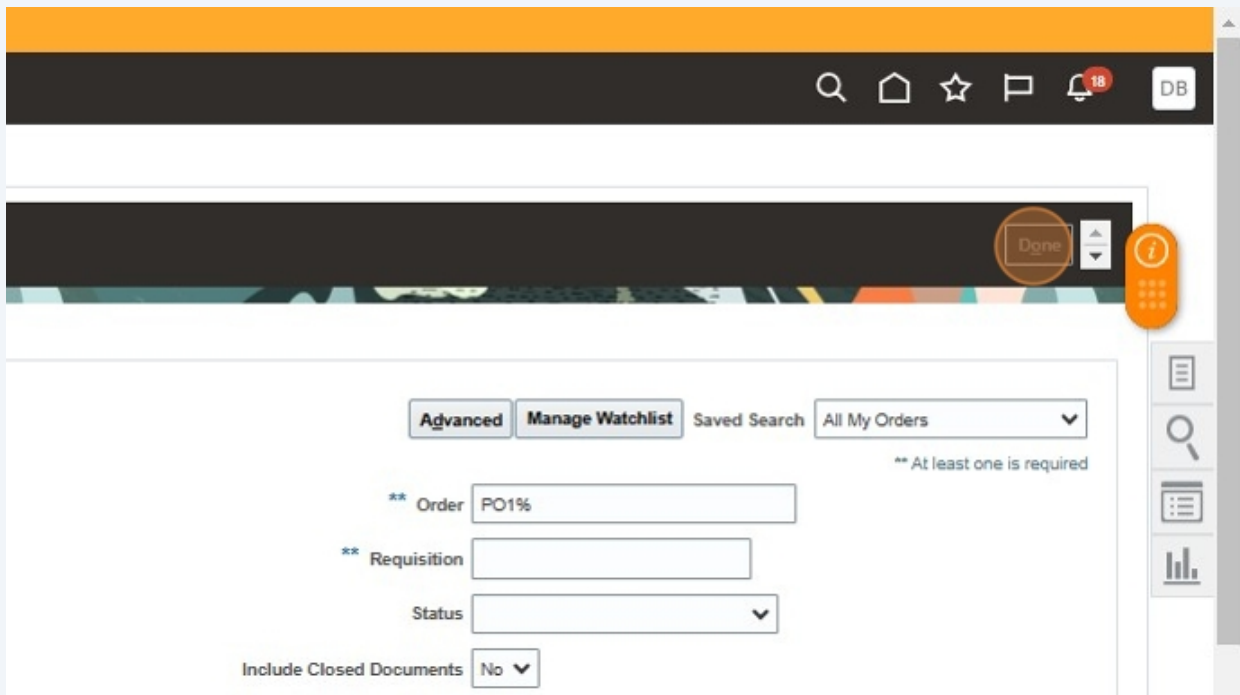
Search

Search Results

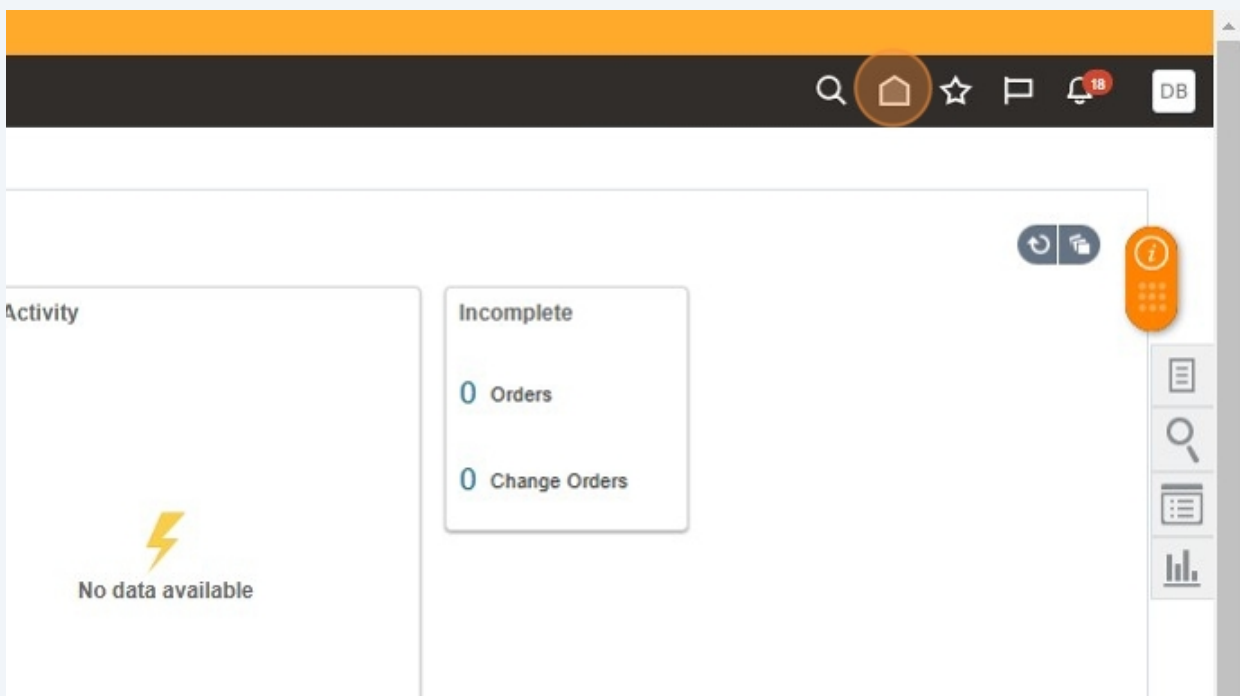
Actions View Format Freeze Detach Wrap

Order	Description	Supplier
PO100000000187	Trypsin (0.25 Percent), phenol red	LIFE TECHNOL...
PO100000000186		LIFE TECHNOL...
PO100000000185	Trypsin (0.25 Percent), phenol red	LIFE TECHNOL...
PO100000000184	Test Description	LIFE TECHNOL...
PO100000000183	Trypsin (0.25 Percent), phenol red	LIFE TECHNOL...
PO100000000182	Containers: Container, 3/4 Size, Filtered Lid	MEDLINE INDU...
PO100000000181		ACME Block an...
PO100000000180	TRIZMA(R) BASE, PRIMARY STANDARD AND BU	SIGMA-ALDRIC...
PO100000000179		Catering Unlimited

24 Click "Done"



25 To return to the main menu, click the "Home" icon.





Congratulations! You can now look up and save/print a Purchase Order by supplier name, PO number, and partial PO number.