Purchase Order – Search

Steps
Link: Main Menu > Custom Document Searches > Purchase Orders

1. The document type defaults to **PO** (purchase order). Enter additional search criteria.
2. Click the **search** button.
3. Click the document Id to view the purchase order.

Notes
- Commonly used search criteria include:
  - Initiator (creator of the document)
  - Date Created From and/or Date Created To (date range)
  - PO number
  - Vendor number
  - Requisition number
- Use multiple search criteria for quicker results.

Additional Information
Course [Purchase Orders](#)