myUFL provides a way for you to find purchase orders (PO) issued for your business unit. Use this guide to find the PO number to check information, before printing a PO (see instruction guide "Printing A Department Copy of a Purchase Order"), or to find PO dispatch history.

This instruction guide describes three ways to find your PO information:
1. Manage Requisitions
2. Requisition Information
3. Purchase Order Inquiry (including dispatch history)

- Sign onto the myUFL portal (http://my.ufl.edu) using your GatorLink user ID and password.

1. **Using Manage Requisitions to find your PO Number**
- Navigate to eProcurement > Manage Requisitions
- Find your requisition

TIP: If you don’t see your requisition, change the **From** and **Through** dates and click the **Go** button

- If the **Status** includes “PO(s),” click on the **Req. Name**
- This will take you to the **Requisition Details** panel
To find the PO, click on the yellow triangle by **PO Information** on the first line.

This opens up the PO Information box where you will see the PO number.
2. Using Requisition Information to find your PO Number

- Purchasing > Requisitions > Review Requisition Information > Requisitions
- Enter your Business Unit and the **Requisition ID** (requisition number)
- Click OK

Click on the **Show PO** link to get the Requisition to Purchase Order List

- Here you will see the **PO ID** and the **Status**
3. Using the Purchase Order Inquiry to find your PO information (including dispatch history):

- Purchasing > Purchase Orders > Review PO Information > Purchase Orders
- Change the business unit from "UFLOR" to your own business unit
- Narrow your search by entering several search terms:
  - **Purchase Order** = enter the ID number of the PO, i.e. 00000000020 or %20 (% is used as a wildcard when using "begins with")
  - **Purchase Order Date** = you may use the equal sign and a particular date or use "between". If you click on "between" it will add another box, i.e. between July 9, 2004 and July 11, 2004. If you use this, use it with one of the following:
    - **PO Status** = select Dispatched or Cancelled, for example
    - **Short Vendor Name** = use the lookup icon to find the vendor - TIP: Enter only the first two or three letters of the vendor name
- Click on the **Search** button to get the Search Results
- On this panel you will find: PO number, Vendor name and ID, PO Status, Received Status, and Budget Status
- Click on the **Related Links** button on the bottom right
To see the dispatch history, click on the **Display PO Dispatched** link

Please select one of the following links:

- Activity Log
- **Display PO Dispatched**
- PO Activities

This panel will display the date the PO was dispatched and the format

```
PO Dispatched History – Biomedical Media Services

| PO: 0000000026 |

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<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Date Disp</th>
<th>Method</th>
<th>User</th>
<th>Fax Dist</th>
</tr>
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<tbody>
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<td>09/16/04 9:52:37AM</td>
<td>Print</td>
<td>81367993</td>
<td></td>
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Return